



SCOTTISH FORUM of COMMUNITY COUNCILS

TERMS OF REFERENCE

Name: The name of the group shall be the Scottish Forum of Community Councils.

Governance: The Forum will be operated by Community Councils in accordance with these Terms of Reference.

Aims of the Forum:

- To share knowledge and experience on subjects of common interest.
- To represent the interests of Community Councils in dialog with the Scottish Government, COSLA and other public bodies.
- To provide services and facilities to Community Councils to assist them in their role.
- To strengthen the role, capacity and influence of Community Councils via legislation or other means.
- To encourage the establishment of Associations, Federations or Joint Forums of Community Councils in each Scottish Local Authority area.

Membership of Forum:

- Membership of the Forum shall be open to every Community Council, Association, Federation or Joint Forum of Community Councils in Scotland.
- Each Community Council, Association, Federation or Joint Forum of Community Councils will only have one vote at meetings of the Forum, regardless of the number of members per body in attendance.

Meetings of the Forum:

- The Forum shall hold one Annual General Meeting before one of its two ordinary meetings/events per year. Ordinary meetings/events will take place on dates set by the Forum.
- Special meetings/events can be called at any time on the instruction of the Chair or at the request of at least 10 operational Community Councils in Scotland.
- Special meetings will be held within 14 days of receipt of the request by the Forum. Meetings will be quorate when at least 5 Community Councils are represented. Multiple

members from one Community Councils will not count towards the quorum.

- All Community Councillors of affiliated Community Councils are entitled to attend full Forum meetings. Community Councillors of non-affiliated Community Councils are entitled to attend as observers.

Office Bearers:

At every AGM, the Forum shall elect a Chair, Vice Chair, Treasurer and Secretary. The Forum can co-opt representatives to fill any vacancies which arise between the AGM. Wherever possible, the office bearers should be made up of different Community Councils.

Until the first AGM is held the Joint Forum of Community Councils in West Lothian will provide the secretariat to the Forum.

Executive:

The Forum will appoint an Executive of up to 12 members, comprising the 4 office bearers and up to 8 additional members. These members should be drawn from different Community Councils and spread across regions.

The Executive will provide regular feedback via newsletters on business arising from these meetings which is of interest to Community Councils.

General Council:

The Executive will aim to establish a General Council based on the Local Authority Areas in Scotland, with representatives appointed by local Associations, Federations or Joint Forums of Community Councils.

Records of Meetings:

Notes of meetings of the Forum will be produced and circulated to all affiliated Community Councils.

Control of Finance:

- Any grants or donations will be used to fund and advance the work of the Forum to support Community Councils across Scotland.
- The Treasurer shall keep proper records of the finances and prepare a statement of accounts for meetings of the Forum.
- The financial year of the Forum will operate from 1st April to 31st March the succeeding year.

Changing the Terms of Reference:

Any proposal by a Community Councils member to change the Terms of Reference must be

considered at a quorate meeting of the Forum.

If the proposal is supported by the majority of Community Councils in attendance at the meeting, the amendment shall become effective with immediate effect.

Dissolution:

Dissolution may occur on a voluntary basis and by resolution of the majority of members in attendance that are entitled to vote at the meeting where the proposal is considered.

Funds and property of the Forum will be held in trust by The Improvement Service.

Approved at the meeting of the Scottish Forum of Community Councils held on xxth xxx 2023.