

# Constitution of Chichester District Association of Local Councils

1. **NAME:** The name of the Association shall be the Chichester District Association of Local Councils ("CDALC").
2. **OBJECTIVES:** The aims and objectives of the Association are to take such steps as may be necessary or desirable in the interests of Member Councils consistent with the objectives of the National Association of Local Councils ("NALC") which are:
  - 2.1. to advance Member Councils' interests;
  - 2.2. to promote a widespread and well-informed interest in Local Government and to disseminate good practice;
  - 2.3. to receive reports from CDALC representatives on other bodies and keep Member Councils informed;
  - 2.4. to consult at least annually with Member Councils regarding the services provided by WSALC and NALC.
  - 2.5. to provide Member Councils with the opportunity to exchange views on current issues.
3. **MEMBERSHIP:** Every Parish/Town/ City Council in the Chichester District shall be entitled to membership of CDALC. A Council shall become a Member Council upon the appointment of at least one Representative.
4. **REPRESENTATION:** Each Member Council shall be entitled to appoint ONE Councillor as Representative to CDALC and ONE Councillor as his/her Deputy. In the absence of the Representative the Deputy shall be held as the Representative of the Member Council. Councils must inform the Clerk to CDALC of the names of their appointed Representative and Deputy, and of any changes. Other Councillors and Parish Clerks may attend CDALC meetings as observers.
5. **CODE OF CONDUCT:** The conduct of Representatives and Deputies shall comply with the Model Guides published by the National Association of Local Councils as amended from time to time.
6. **VOTING:** Voting shall be by a show of hands. Each Member Council shall be entitled to ONE vote on any motion. In the event of an equal number of votes being cast for or against a motion, the person presiding at the Meeting shall have a second or casting vote.
7. **REPRESENTATION ON OTHER BODIES:**
  - 7.1. CDALC shall appoint annually directors to the Board of West Sussex Association of Local Councils ("WSALC"). The number appointed shall be determined from time to time by WSALC. These representatives shall be elected each year at the CDALC Annual General meeting.
  - 7.2. CDALC shall appoint a representative to Chichester Harbour Advisory Committee for the period determined by that body (currently three years). Details of this appointment are available from the Clerk.
8. **SUBSCRIPTION:** CDALC shall be entitled to charge each of its Member Councils an annual subscription to cover its expenses. This sum shall be fixed at the Annual General Meeting and may be revised at an Extraordinary General Meeting. The CDALC Treasurer shall be responsible for receiving, banking and accounting for such funds and shall present audited accounts made up to March 31 annually to the Annual General Meeting for approval.

9. OFFICERS: At the Annual General Meeting of CDALC, a Chairman, Vice-Chairman and Treasurer shall be elected from among the Members. The Treasurer may be a Councillor or a Clerk or any other person approved by the Annual General Meeting. The names, addresses, telephone numbers and e-mail addresses of all Officers shall be sent to WSALC and Member Councils as soon as possible after the Annual General Meeting. Where Officers have resigned there shall be an election to replace them at the next appropriate meeting.
10. CLERK: The Clerk shall be appointed annually by the Officers of the Association and will be paid an honorarium to be reviewed and agreed at the Annual General Meeting.
11. MEETINGS:
  - 11.1. A quorum shall be Representatives from EIGHT Member Councils.
  - 11.2. CDALC shall hold its Annual General Meeting not later than 30 June of each year and hold as many meetings during the year as the Representatives shall decide. There shall be at least THREE meetings per year including the Annual General Meeting. In the event of the Chairman and Vice-Chairman being absent the Meeting shall appoint a person to take the chair for that Meeting only.
  - 11.3. The Chairman may call an Extraordinary General Meeting if he/she considers it necessary and shall call one as soon as is practical while being consistent with clause 11.5 below on the written representation of FIVE Member Councils.
  - 11.4. Member Councils shall be entitled upon notification to the Officers to form a temporary subgroup to address specific shared issues. Any such sub group shall last for the duration of the issues being addressed.
  - 11.5. Notices of all meetings including subgroup meetings shall be sent to Member Councils and their Representatives by the Clerk at least 21 days before the meeting. Accidental failure or omission to give notice of a meeting of CDALC (or a subgroup) to any Member Council or person entitled to attend, or the non-receipt of such notice, shall not invalidate the proceedings of such a meeting.
  - 11.6. Meetings shall take place either virtually, or in person at a venue convenient to Member Councils. All decisions shall be declared valid whether they are made at a virtual meeting or a face-to-face meeting. An ordinary resolution shall be a decision passed by a simple majority of Representatives present and entitled to vote.
  - 11.7. Meeting Dates for the ensuing year shall be distributed to Members and Member Councils in November each year.
12. RESOLUTIONS: Member Councils wishing to have a resolution discussed at a meeting shall notify the Clerk IN WRITING 14 days before the Meeting, including the full text of the resolution, and shall ensure that a Representative attends the Meeting ready to propose the resolution. The Chairman of the Meeting may accept a resolution of an emergency or urgent nature but the matter shall only be discussed and voted on if at least TWO THIRDS of the Member Councils represented and entitled to vote, agree to such a debate and vote.
13. ALTERATIONS TO THE CONSTITUTION: Any amendment to the Constitution may be moved at a General Meeting of CDALC but must be approved by a majority of TWO THIRDS of the Member Councils represented and entitled to vote. No amendment shall be made which would invalidate CDALC's membership of WSALC or its right to appoint representatives to the Board of WSALC. Any notice of a proposed amendment shall be given to Member Councils 21 days before the date of the Meeting.

14. DISSOLUTION: Any proposal that CDALC shall be dissolved shall be subject to 28 days' notice by the Clerk to the Member Councils and to WSALC. In the event of CDALC adopting the proposal (which shall require a TWO THIRDS majority of the Member Councils represented and entitled to vote) the facts shall be notified at once to the Directors of WSALC, together with particulars of any assets held, the balance of funds in hand and an account of income and expenditure since the last annual statement. The future of the assets of CDALC shall be determined by the Board of WSALC.

This Constitution was adopted as the Constitution of the Chichester District Association of Local Councils at a Meeting of the Association held on 4<sup>th</sup> October 2021.



Chairman: *(Signed by Cllr Alastair Spencer)*



Clerk: *(Signed by Anna Beams)*

Adopted: 14<sup>th</sup> October 2021