

## 1. Name

The name of the Association shall be The National Association of Councillors Northern Ireland Region herein referred to as the Association.

*Mission Statement: -*

*The Association strives for the better governance of local communities within Northern Ireland by seeking to ensure that those who are elected to serve to the office of councillor are equipped, to the greatest possible extent, to discharge the many and varied responsibilities falling upon them.*

## 2. Aims and Objectives

- To promote & represent civic leadership.
- To extend and strengthen the links between all Local Authorities, and to enhance friendship and co-operation.
- To address and understand matters of common and mutual interest.
- To facilitate the coming together of members on a regular basis.
- To promote equality of opportunity, combat discrimination and embrace diversity in both the work of the Association and its membership.
- To provide a forum for members to research, discuss and progress issues and a means whereby joint views may be formulated and expressed.
- To identify training needs of members, and solutions.
- To provide information on the Association to members, to ensure that they are afforded the opportunity to contribute to the Association's activities and to the development of policies.
- To promote the policies of the Association by providing information to local authorities, bodies representing local government, the public, the media, and outside organisations.
- To promote the status of members and to ensure adequate remuneration, pension rights and working conditions.
- To advocate measures which will remove barriers to serve as a councillor and encourage a diversity of candidates standing for election.
- To actively take part in consultations with the NI Assembly, when required.
- To maintain and develop the Association on a structured basis.
- To appoint elected representatives and officers, as appropriate.
- To develop relations with other organisations and bodies, as appropriate.

## 3. Membership

Membership shall be open to all councils in Northern Ireland. Each council shall appoint 8 delegates to attend NAC Member's Meetings. All delegates shall have voting rights.

#### **4. Executive Committee**

An Executive Committee shall be elected, in accordance with item 16, at the AGM and drawn from members who have been appointed by their council.

The Executive Committee shall conduct the ordinary business of the Association and meet on the first Monday of each month, unless agreed to postpone to a later date for a specific reason.

All meetings of the Executive Committee shall be summoned by not less than 4 days' notice in writing, or by email, specifying the business to be conducted there-at, save that, in the case of business which the chair of the meeting deems to be of urgent nature, any such business may be included on the agenda at any time prior to the commencement of the meeting.

A quorum of 2 Executive Committee members may summon an emergency meeting with 24 hours prior notice, this would be coordinated by the secretary who will contact each member of the Executive Committee with the meeting details, either orally or electronically. The quorum for an emergency meeting will be 5 Executive Committee members, preferably cross-party.

#### **Chair**

A Chair shall be elected at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 2 years. Should the position fall vacant, a replacement shall be made by the party which held the position. Should the chair no longer be a member of the party holding the position, allocated in accordance with the rotation formula at item 5, the position shall automatically be declared vacant, and a replacement shall be made by the party.

#### **Senior Vice Chair and Junior Vice Chair**

A Senior and a Junior Vice Chair shall be elected at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 2 years. Should either position fall vacant, a replacement shall be made by the party which held the position. Should either no longer be a member of the party holding the position the position shall automatically be declared vacant and a replacement shall be made by the party.

#### **Secretary**

A Secretary shall be elected every 2 years at the AGM of the Association. If the position falls vacant during the year, a replacement shall be made by the Executive Committee. The secretary of the Association will be the designated accounting officer, and the line manager for staff.

#### **Treasurer**

A Treasurer shall be elected every 2 years at the AGM of the Association. If the position falls vacant during the year, a replacement shall be made by the Executive Committee.

### **Women's Representative**

A Women's Representative shall be elected every year at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 1 year. Should the position fall vacant, a replacement shall be made by the party which held the position. Should the Women's Representative no longer be a member of the party holding the position the position shall automatically be declared vacant and a replacement shall be made by the party. If no nominations are made the position will remain vacant.

### **Other Executive Committee Members**

- All parties represented in a NI council may appoint one other member to the Executive Committee at each AGM, provided the party has a member nominated by a council as a delegate. If no nominations are made the position will remain vacant.
- If a position falls vacant during the year, a replacement shall be from the party holding that position. If no nominations are made the position will remain vacant.
- If an Executive Committee member leaves the party they represent, the position shall be declared vacant, and a replacement shall be made from the party's members. If no nominations are made the position will remain vacant.
- Any individual elected as an Independent, and nominated by a council, may be appointed to the Executive Committee. If no nominations are made the position will remain vacant.
- If more than one Independent is nominated by council(s) they shall agree the one appointment to the Executive Committee.
- A member no longer in a party, after an election, shall not be regarded as an Independent for the Independent Executive Committee position.

## **5. Party Rotation for election of Officers and Women's Representative**

The positions of Chair, Senior Vice Chair, Junior Vice Chair, Women's Representative, UK Executive Member nominee and appointments to other bodies shall follow the rotation.

DUP ~ SDLP ~ APNI ~ SF ~ UUP

The rotation cycle shall continue from one council term to the next and altered with any additional political party representation to the Executive Committee.

## **6. Co-option Policy**

The Executive Committee may co-opt an elected member(s) with specific skills/knowledge to assist the NAC - there will be no voting, proposing or seconding rights.

## **7. Honoraria**

The Chair, Secretary and Treasurer shall be paid an honorarium monthly in arrears, amounts to be determined by the Executive Committee at the first meeting following an AGM.

**8. NAC UK Executive Committee**

Executive Committee members are eligible for election to the NAC UK Executive following nomination by the Executive Committee. Nominations shall be made in accordance with the party rotation formula at item 5.

**9. Appointment to Other Bodies**

Nominations shall be made in accordance with the party rotation formula at item 5.

**10. Finances**

The financial affairs of the Association shall be conducted under the financial regulations agreed by the Executive Committee and approved by full membership.

**11. Subscriptions**

The Association shall decide the rate of subscriptions at the AGM each year. Subscriptions shall be due before the 1 September each year.

**12. Financial Year**

The financial year of the Association shall end on 31 July each year.

**13. Audit**

The accounts of the Association shall be subject to an independent examination at the end of the financial year.

**14. Notice of Meetings**

A notice of an Annual General, an Extra-ordinary General Meeting or a Special Meeting shall be issued giving 7 days' notice. Meetings may be held by way of a virtual meeting due to a time of national emergency, such as a pandemic, or other event, which involves the application of social distancing.

**15. Annual General Meeting**

The Annual General Meeting (AGM) will be open to all members of the Association and shall be held each year in the month of October, at such place and at such time as may be determined by the Executive Committee. If, due to a time of national emergency, such as a pandemic or other event, the Executive Committee may vary the month to hold the AGM.

**16. Procedure at the AGM**

- To receive the Minutes of the previous AGM.
- To receive a Report from the Secretary on activities of the Association during the preceding year.

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- To receive a Balance Sheet and Audited Statement of Accounts for the preceding financial year.
  - Bi-Annually elect a Chairman, a Senior Vice Chair, and a Junior Vice Chair.
  - Bi-annually elect a Secretary.
  - Bi-annually elect a Treasurer.
  - Every year to elect other members of the Executive Committee in accordance with item 5.
  - To deal with resolutions, showing the name of the Mover and Seconder and having been notified in writing to the Secretary 28 days prior to the AGM.
  - No other resolution, other than Motions of Procedure shall be permitted.
  - Voting at an Annual General, an Extra-ordinary General Meeting or a Special Meeting shall be restricted to the delegates nominated by their council.

**17. Extra-ordinary General Meeting**

An Extra-Ordinary General Meeting shall be called by the Executive Committee upon a written request from 5 Members and shall be held with 21 days from receipt of the request.

**18. Special General Meetings**

The Executive Committee may call a Special General Meeting if required to do so.

**19. Quorum**

The Quorum of an Annual General Meetings, an Extra-ordinary Meeting and a Special Meeting shall be 15 Members. Where a quorum has not been reached before 15 minutes of the scheduled start time the meeting shall not be held, and a further meeting shall be called within 21 days.

**20. Termination of Membership**

Membership of the Association shall cease where a council's subscription is 6 months overdue.

**21. Dissolution**

If at a meeting of the full membership, called for this purpose, a motion for the dissolution of the Association shall be passed by at least two thirds of Members, where at least 7 councils are represented at the meeting, the NAC Executive, and up to 2 appointed Senior Officers from 2 councils shall realise the assets and pay the liabilities of the Association as a Dissolution Group. The Group shall make arrangements whereby they shall distribute or discharge the Association's net assets or liabilities. Any remaining property or money shall be distributed in equal share to the 11 councils. Any outstanding balance shall be met by the 11 councils and administered by the Group.

**22. Amendments to the Constitution**

This Constitution may be amended at any time by the Association on the recommendation of the Executive Committee, if the recommendation is passed by at least two-thirds of the representatives present and voting at the quorate meeting of the Association.