APPENDIX 1 Voting at AGM/EGM

This appendix sets out the number of Voting Delegates at the Annual General Meeting (AGM) and Extraordinary Meetings based on the numbers of electorate in each Member Council.

This is based on the annual electoral register published in January each year and is also the basis of the calculation for the annual fees due (Clause 4). The current list will be available on the website.

Electorate		Votes
Under 3,000	=	1
3,000> 6,000	=	2
6,000> 9,000	=	3
9,000> 12,000	=	4
Over 12,000	=	5

APPENDIX 2 Representation on the Executive Committee

Councillors, including Clerks, if elected councillors, are appointed by Area Committees to the Executive Committee. Each Area Committee can have two representatives on the executive committee and can nominate a substitute.

Where there is no Area Committee, local councils in the area will be contacted by the Secretary with a view to setting up a committee. If this is not possible the member council will be partnered with another area committee until such time as an area committee be established.

The current allocation of Area Committee representation is set out in the Appendix 1 spreadsheet.

APPENDIX 3 Standing Orders for Annual and Extraordinary General Meetings

1. Members shall be given not less than 35 clear days' notice of Annual General Meetings, and not less than 35 working days' notice of Extraordinary General Meetings referenced in Clauses 3.3 and 6 of the Constitution.
2. The quorum at a General Meeting shall be 12 Member councils referenced in Clause 7.
3. The President shall preside at General Meetings and in their absence the Vice-President shall preside
4. Extraordinary General Meetings shall transact only that business stated in the notice of meeting.
5. Attendance referenced in clauses 3 and 6.
6. Voting referenced in clause 14 and Appendix 1.
7. Motions: Except as stated below, resolutions shall be submitted in writing to the Secretary eight weeks prior to the date of the Annual General Meeting which will normally be held in November. An application for an emergency Motion must be made in writing to the Chair of an Annual General Meeting (President). All motions shall be relevant to the objects of the Association.

The following Motions may be moved without notice: to appoint tellers, approve or correct the minutes, alter the order of business, proceed to next business, close or adjourn debate, refer a matter to committee, appoint a committee, adopt a report, amend a motion, withdraw a motion or amendment, extend the time limit of speeches, adjourn the meeting, that the question be now put, that the speaker be not heard, that the speaker do leave the meeting.

8. Rules of Debate

No discussion on the minutes shall take place except as to their accuracy. Corrections shall be made by resolution and initialed by the Chair.

8.1 A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless proper notice has been given in writing.

8.2 A seconder, when seconding, may, if they then declare their intention to do so, reserve their speech until later in the debate.

8.3 A speaker shall direct their speech to the question under discussion or to a personal explanation or a question of order.

8.4 No speech shall exceed five minutes for proposers or three minutes for all other speakers, except by consent of the meeting.

8.5 A speaker shall clearly identify themselves to the Chair when speaking.

8.6 The ruling of the Chair on a point of order or admissibility of a personal explanation shall not be discussed.

8.7 Speakers shall address the Chair. If two or more members rise the Chair shall call upon one to speak and the other shall resume their seat.

8.8 Whenever the Chair rises during a debate all other members shall be seated and silent.

9. Amendments

9.1 An amendment shall be either

i. to leave out words

ii. to leave out words and insert others or

iii. to insert or add words and shall not have the effect of negating the motion.

9.2 An amendment if carried shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

9.3 A further amendment shall not be moved until the previous amendment has been disposed of.

9.4 The mover of any resolution or amendment has the right of reply (3 minutes limit). Any other speaker shall not without leave of the meeting speak more than once on any resolution except to move an amendment or further amendment, or an amendment on a point of order, or in personal explanation, or to move a closure.

APPENDIX 4 Roles and Functions of Honorary Presidents & Vice-Presidents

1. Role and Functions: President

   - Be an **Advocate** capable of being heard by local/regional/national - media, government, civil servants, related industry.
   - Be an **Ambassador** acting as an advocate with a positive image, who is seen to represent the values of the Association
   - Be an Executive Committee Member (not voting).
   - Chairing of AGM/EGM

2. Role: Vice-Presidents

   - Substitute for President in above roles
   - Has a complementary Skill Set to President's

See Clause 5 which covers, nominations received in advance of the AGM from the membership that meet the criteria set out in the Nomination Form.

APPENDIX 5 Roles and functions of Chair, Vice-Chair & Treasurer

The Chair, Vice-Chair and Treasurer roles are elected members from the Executive Committee and represent their Area/District.

1. Chair

   Role

   - To provide strategic oversight, guidance and support for the employed staff
   - To ensure effective governance of the Association in line with the constitution
   - To work with NALC to support the membership of the Association
   - To sustain and develop the membership of the Association and recruit other local councils
   - To advocate on behalf of the membership of the Association with appropriate bodies

   Functions

   - To chair the Executive and Finance & Management Committees
   - To work with the Officers to produce the agenda for committees
   - To conduct the annual performance review of the employed staff and recommend any actions generated to the Finance & Management Committee with the Vice-Chair
   - Reviewing policies of the Association in conjunction with the employed staff and presenting them to the Finance & Management Committee
   - To agree the annual workplan with the Finance & Management Committee and employed staff

- To work with the Treasurer, Vice-Chair and appropriate employed staff on the annual budget

2. Vice Chair

   Role

   - Deputise for the Chair in their absence in any of their roles.
   - To represent the Association as an observer on the Lancashire Road Safety Partnership

   Functions

   - To chair in the Chairs absence the Executive and Finance & Management Committees
   - To conduct the annual performance review of the employed staff and recommend any actions generated to the Finance & Management Committee with the Chair
   - To develop effective working relationships with Local Councils in Lancashire, Merseyside and Greater Manchester and other outside bodies
   - To work with the Chair and appropriate employed staff on the annual budget

3. Treasurer

   - To ensure that there is a financial strategy for LALC
   - To ensure financial regulations and controls are in place
   - Propose the budget at the AGM
   - Work with the officers of LALC

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