

MUSSELBURGH AREA PARTNERSHIP – STANDING ORDERS

MEMBERSHIP

1. The **core** membership of the Area Partnership will include:
 - 1.1. All elected members from the ward;
 - 1.2. All Community Councils in the ward;
 - 1.3. 2 guaranteed places for Tenants and Residents Association representatives;
 - 1.4. 2 guaranteed places for Parent Council representatives – ideally one from the High School and one from a cluster Primary School.
2. These core membership places are fixed and must be taken into account in any calculation of membership numbers, even if the positions are vacant.
3. Additional members (either as representatives of local groups/organisations or networks or as individuals) can be co-opted by the Partnership to provide expertise or different perspectives on issues that arise locally.
 - 3.1. If a group/individual is interested in becoming a member of the Area Partnership an initial approach should be made through the Chairperson.
 - 3.2. The Chairperson will propose a prospective member at a meeting of the Partnership for the consideration of members.
 - 3.3. Membership will be confirmed if the proposal is agreed by a majority of existing members.
4. All members (regardless of whether they are part of the core membership or a co-opted member) have equal membership rights, including voting rights.
5. Member organisations will identify a named member and a named substitute to represent them on the Area Partnership for each membership place they are allocated. Member organisations may authorise a proxy in advance for that meeting only.
 - 5.1. Membership appointments are for 1 year, to be confirmed each year at the Annual Public Meeting.
 - 5.2. Only the named member, or their named substitute, is entitled to act on behalf of a member organisation in Area Partnership decisions.
 - 5.3. It is the responsibility of the member organisation to identify a replacement if their named member or substitute becomes unable to fulfil their role.
 - 5.4. Substitutes can attend meetings alongside named representatives if they choose and participate in discussions at the discretion of the Chairperson.
 - 5.5. Substitute members must abstain from any decision making process if the named member is also present at the meeting.
6. Members of the Area Partnership are expected to adhere to East Lothian Partnership's Code of Conduct.

7. Any organisation that wishes to withdraw their membership of the Area Partnership (excluding Community Councils) must give written notice of withdrawal to the Chairperson. They will cease to be a member as from the time when the notice is received.
8. The membership of co-opted members can be terminated on the basis of non-attendance if the organisation is not represented at 2 or more consecutive meetings of the Area Partnership.
 - 8.1. The termination of membership due to non attendance is not automatic.
 - 8.2. A proposal to terminate an organisation's membership must be raised by an existing member and the member notified of this intent and given an opportunity to respond.
 - 8.3. In the case of no response, or if the members are not satisfied by the response, the Partnership can resolve to terminate the membership by a majority vote.

CHAIRPERSON AND VICE CHAIRPERSON

9. A community based Chairperson will be elected for the Area Partnership by the membership before the 1st Annual Public Meeting (where they will formally take up their role). This initial appointment will be for 2 years after which elections will take place annually at the Annual Public Meeting.
10. The Vice Chairperson will be appointed by the Area Partnership from within the membership at the Annual Public Meeting.
11. If both the Chair and the Vice Chair are not available to chair a meeting those present will choose another member to fulfil this function.

AREA PARTNERSHIP MEETINGS

12. Area Partnership will hold at least 4 business meetings per year.
 - 12.1. Additional meetings of the Partnership can be called by the Chairperson with the agreement of the majority of members.
 - 12.2. All meetings of the Area Partnership are held in public are open to any local person or group as observers. The Chair can invite observers to speak if their input would be relevant to an agenda item and the opportunity should be afforded for observers to address the Area Partnership under the guidance of the Chairperson.
 - 12.3. The Area Partnership can establish sub-groups / working groups to take forward business between meetings, reporting back to the Partnership as appropriate. Membership of these groups is not restricted to Area Partnership members.
13. The quorum for meetings is 40% of members +1.
14. Agendas for meeting will be made available in draft 2 weeks before an Area Partnership meeting.
 - 14.1. Members can request items be added to the agenda through the Chairperson.
 - 14.2. Any other local person or group can contact the Chair in advance of a Partnership meeting to propose a matter for the agenda. The Chair will decide if the matter is relevant to the Partnership's remit and agenda. If the matter is not relevant for this

Partnership, the Chair should assist by signposting to the appropriate organisation or group.

15. Agendas, reports and minutes will be publicly available on East Lothian Council's E-gov system which can be accessed through the Council website at <http://www.eastlothian.gov.uk/meetings>

ANNUAL PUBLIC MEETING

16. An Annual Public Meeting will be held to report performance to communities in the area and consult on wider priorities.

16.1. This meeting is open to any groups, organisations or members of the public from the ward area.

17. From year 2, a Chairperson and Vice Chairperson for the Area Partnership will be elected by members at this meeting.
18. Co-opted members of the Partnership will be asked to confirm their intention to retain membership annually at this meeting.
19. Additional committee roles can be determined at the annual meeting and allocated from within the Partnership membership.

DECISION MAKING

20. Decisions should be taken in meetings wherever possible.
21. Consensus should be reached wherever possible. In the event that the Partnership is unable to reach consensus in any matter a vote may be required.
 - 21.1. Voting shall be taken by a show of hands of those present and eligible to vote - unless the chairperson (or at least two other members present at the meeting) asks for a secret ballot.
 - 21.2. The chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.
 - 21.3. If there are an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
22. Decisions may be taken out with meetings on occasion e.g. emergencies or short deadlines. In these cases, members of the Partnership will be communicated with through an appropriate manner and given the opportunity to participate in the decision.
 - 22.1. A decision made in this manner will be confirmed if it is agreed by the majority of members.
 - 22.2. The Chairperson will have the authority to act on the Partnership's behalf if/when the views of the membership cannot be ascertained.

CHANGES TO THE STANDING ORDERS

23. Once they are adopted each Area Partnership may make alterations to these Standing Orders to meet the needs of their specific group.

23.1. Any member may propose an alteration to the Standing Orders by notifying the Chairperson of the change they propose.

23.2. Details of the proposed change must be circulated to all members at least 2 weeks prior to the Partnership meeting where they will be discussed.

23.3. Any decision to alter the Standing Orders must be agreed by the majority of members.

Amendments Approved	
23 May 2016	Quorum changed to 40%+1, approved at AP meeting 23.05.16
6 February 2017	Point 5 amended to enable member organisations to nominate a proxy representative in advance of the next Area Partnership meeting.