

WESTHILL & ELRICK COMMUNITY COUNCIL CONSTITUTION

NAME

1. The name of the Community Council shall be WESTHILL & ELRICK COMMUNITY COUNCIL ("WECC").

OBJECTS AND FUNCTIONS

2. The objects and function of WECC shall be:
 - 2.1 To proactively identify and assess issues of concern to its local community. Taking into account views expressed by the public and any other relevant evidence, it should either take such measures it considers suitable, and is capable of taking, or convey its findings, conclusions and recommendations to the relevant authorities for consideration.
 - 2.2 To promote the well-being of the residential community and where deemed appropriate by WECC, the business community, within the WECC boundaries ("the WECC Area") and comply with equal opportunities legislation* that makes it unlawful to discriminate against persons or groups on the grounds of age, religion or belief, sexual orientation, disability, sex, gender reassignment, race, pregnancy and maternity and marriage and civil partnership
(*Public Sector Equality Duty" per Section 149 and Schedule 18 of the Equality Act 2010).
 - 2.3 To be a means whereby the residents and eligible business representatives (*see 3.1.1 below) of the WECC Area shall be able to voice their opinions on any matter affecting their lives, their welfare, their environment, its development and amenity; and where appropriate, their business interests.
 - 2.4 That WECC shall be strictly non-party political and non-sectarian in their discussions and decision-making and shall comply with data protection and other relevant legislation.

MEMBERSHIP OF WECC

3. WECC shall consist of not fewer than 7 and not more than 17 persons elected by persons resident within the WECC Area ("the Community Councillors") and such persons shall be eligible in accordance with Section 3.1 below. In addition to the Community Councillors, WECC shall consist of Junior Members, Ex-Officio Members, and Associate Members.
 - 3.1 Community Councillors must:
 - a. be aged 16 years or over, and
 - b. reside in the WECC Area and be on the Electoral Register, or
 - c. have had their ordinary or principal residence in the WECC Area for at least three months prior to nomination, and
 - d. not be elected to serve on Aberdeenshire Council, or the Scottish, UK or European Parliaments.
 - 3.1.1 WECC may have a maximum of two places available for Community Councillors who do not reside in the WECC Area and

- a. are permanently employed, or carry out regular self-employed work or voluntary work in the Area of WECC; or
- b. own a business in the Area of WECC.

3.1.2 Any Community Councillor who no longer meets the eligibility set out in this section, and/or has been disqualified in accordance with Section 9 of the Scheme for the Establishment of Community Councils (“the Scheme”) shall no longer be eligible to be a WECC Community Councillor.

3.1.3 Any serving WECC Community Councillor who is elected to serve on Aberdeenshire Council, or the Scottish, UK or European Parliaments shall no longer be eligible to be a Community Councillor.

3.2 Junior Members

In addition to its maximum general membership, WECC will provide two places for persons aged 14 and 15 who live and/or are educated within the WECC Area. Such persons shall have full voting rights but shall not hold office in WECC. Such persons may not be counted as part of any quorum or the minimum or maximum number of WECC.

3.3 Ex-Officio Members

The Aberdeenshire Councillors for the area covered by the WECC Area shall have ex-officio membership of WECC during their period of office for Aberdeenshire Council (“the Council”) but shall not be eligible to vote or hold office in WECC. No Aberdeenshire Councillor may be a Member of a Community Council other than in an ex-officio capacity.

3.4 Associate Members

WECC may engage Associate Members with skills, knowledge and interests which WECC consider would be of assistance to WECC in carrying out its functions. Associate Members shall not have voting rights and shall not hold office within WECC. Associate Members will serve for such time as may be determined by WECC at the time of their engagement or until WECC decide that their services are no longer required, and do not form part of the quorum or minimum or maximum number of Community Councillors.

3.5 Co-option of Members

3.5.1 WECC may, when their elected membership is above the minimum number of Community Councillors specified in Section 3 above, co-opt persons who would be eligible for election to WECC as Community Councillors in accordance with Section 3.1. The number of Community Councillors so co-opted must not at any time exceed four.

3.5.2 The proposed Members must be elected to WECC by a two thirds majority of the Community Councillors present and voting. Such Co-opted Members shall have full voting rights and will serve until the next round of elections. Notice of any proposed co-option procedure is required to be intimated to all of WECC’s Members and the Area Manager at least 14 calendar days prior to the meeting when the matter of co-option will be decided.

3.6 Membership of WECC shall be disqualified in the following circumstances:

- a. When the Community Councillor's eligibility qualification within the WECC area ceases to exist.
- b. If any Community Councillor of WECC fails to attend three successive WECC meetings, with or without submitting apologies, WECC may terminate their membership provided that the termination of their membership is an item on a meeting Agenda; and the motion to terminate membership is carried with a two-thirds majority vote of those present and voting.
- c. WECC may decide that a request for a period of leave of absence of up to six months for a Community Councillor may be granted and Minuted at any meeting of WECC. This period may subsequently be reviewed by WECC. The motion to allow a period of leave of absence must be carried with a two-thirds majority vote of those present and voting.

ELECTIONS

- 4.1 Community Councillor vacancies will be advertised in accordance with the Scheme before the Annual General Meeting each year, and an Election will be held if there are more nominations than vacancies.
- 4.2 Aberdeenshire Council will administer all Elections and will appoint a Returning Officer at the commencement of the election period.
- 4.3 Except as otherwise provided by this paragraph, Community Councillors shall hold office for 3 years and shall be eligible for re-election.
- 4.4 Persons seeking election to WECC shall be nominated as prescribed in the Scheme and nominations shall be lodged with the Returning Officer by a prescribed time and date.
- 4.5 In the event of the number of persons remaining validly nominated for election to WECC exceeding the number of vacancies, the election shall be by a secret ballot paper containing a list of the persons validly nominated. The said election shall be arranged by Aberdeenshire Council in consultation with WECC in terms of the Scheme.
- 4.6 In the event of any casual vacancy or vacancies, WECC in consultation with the Council shall arrange to hold an election in the prescribed way.
- 4.7 WECC may, where their elected membership is at or above the prescribed minimum number and does not comprise the maximum number of Community Councillors, co-opt persons who would be eligible for election to WECC as Members, in accordance with 3.5 above.
- 4.8 WECC may also engage Associate Members to WECC, in accordance with 3.4 above.

MEETINGS

- 5.1 AGM - During the month of June in each year, WECC shall convene an Annual General Meeting (AGM), the Agenda for which shall include items for receiving WECC's Annual Report and the independently verified Statement of Accounts, reports on any elections, provision when necessary for considering and voting on proposals for amendment of WECC's Constitution - all in accordance with Appendix 1 below.

5.2 Monthly Meeting - WECC shall meet throughout the year at monthly intervals with the exception of July or August; with not less than five ordinary meetings and one AGM in any twelve-month period; the dates of regular meetings during the remainder of the year shall be agreed at the AGM.

5.3 Special Meeting - WECC shall,

- upon calling by the Chairperson, or,
- upon receipt of a requisition signed by one quarter or more of the current eligible voting membership of WECC, or
- upon receipt of a requisition signed by twenty electors within the WECC Area,

convene a Special Meeting, to be held within 21 calendar days of receipt of that requisition, or such shorter period as may be specified by WECC, to consider the business which must be specified in the requisition and in the notice calling the meeting.

(For further information about Meetings, see Appendix 1, Standing Orders, Section 1)

OFFICERS OF WECC

- The WECC, at its first meeting after the initial and subsequent elections, shall elect one of its Members to be Chairperson and may elect one of its Members to be Vice-Chairperson.
- The Chairperson and Vice-Chairperson shall continue in office until their respective successors are elected.
- WECC shall appoint and shall have power to dismiss a Secretary and a Treasurer whether or not from among its Community Councillors. The offices of Secretary and Treasurer may be combined.
- The office of Chairperson and the office of Vice Chairperson shall not be combined with any other office.
- WECC will agree and keep under review role description for OBs and have them available for reference
- The Community Councillors or Community Councillor of WECC appointed as Secretary or Treasurer, or Secretary/Treasurer shall not be entitled to remuneration, but WECC may, at its discretion, award ** honoraria to such Community Councillors together with reimbursement of expenses actually incurred provided they are supported by receipts or vouchers.

** Honoraria, these are sums of money, gifted on a discretionary case by case basis, to individuals in recognition of the work they have completed voluntarily to benefit the WECC and/or community. They are not routine entitlements or payments as salaries or wages.

- WECC may pay appropriate remuneration to a Secretary and Treasurer or Secretary/Treasurer appointed outwith its own membership.
- The Chairperson shall appoint a representative or representatives from the membership of WECC to attend the Garioch Area Community Council Forum meetings or equivalent and who shall be entitled to vote in respect of any matters raised at a meeting of the forum or equivalent. Area based forums will facilitate engagement on local community planning issues.

STAFF

7. In addition to the offices of Secretary and Treasurer or Secretary/Treasurer, WECC shall be able to appoint and dismiss such other staff as it may from time to time determine, subject to the observance of employment law.

COMMITTEES AND SUB-COMMITTEES

8. WECC shall have powers to create and appoint such Committees and/or Sub-Committees or sub-groups as it may from time to time decide and shall determine their terms of reference, powers, duration and composition.

FINANCE

- 9.1 All monies raised by or on behalf of WECC shall be applied to further the objects of WECC and to maintain its administrative structure.
- 9.2 WECC shall have the power to secure resources for schemes, projects and all other purposes consistent with its functions and shall be eligible to apply for grants for suitable projects.
- 9.3 Aberdeenshire Council will provide an administrative grant to WECC to assist with the operating costs of WECC.
- 9.4 The Treasurer or Secretary/Treasurer shall arrange for a bank account(s) to be held in the name of WECC and shall have responsibility for:
 - a. the proper management of WECC's financial affairs; and
 - b. keeping proper books of account showing the finances of WECC.
- 9.5 WECC shall appoint an independent verifier, acceptable to Aberdeenshire Council, to independently verify the accounts of WECC annually.
- 9.6 Independently verified Statement of Accounts of WECC for the last financial year shall be submitted by WECC to the Annual General Meeting. WECC's financial year shall run from 1 April to 31 March of the following year.
- 9.7 The Title to all and any heritable property which may be acquired by or for the purposes of WECC shall be taken in the name of the Chairperson, and Secretary of WECC and their successors in their respective offices as trustees for WECC. A list of the heritable property shall be held and maintained by the Treasurer.
- 9.8 WECC must comply with Section 13 of the Scheme and must have sufficient and adequate insurance to cover WECC in the event of claims being made against WECC and must be able to demonstrate to the Council that this insurance cover is in place.

RETURN OF OFFICE- BEARERS AND OTHERS

10. Following the first meeting after each election WECC shall lodge with the Area Manager for the Garioch Area of Aberdeenshire Council, a return specifying the full names, designations and addresses of Office-Bearers plus the names of Members and name & address of Independent Verifiers, and shall notify the Garioch Area Manager in writing of any subsequent changes.

AMENDMENT OF CONSTITUTION

- 11.1 Any proposal to amend the Constitution must be delivered in writing to the Secretary of WECC at least 28 calendar days before the date of the meeting at which the proposal is first to be considered.
- 11.2 Any alterations to the Constitution will require approval of:
 - a. a majority of two-thirds of those present and voting in favour thereof at an Annual General Meeting or a Special Meeting convened for that purpose, and
 - b. the Garioch Area Manager on behalf of Aberdeenshire Council
- 11.3 Notice of any General Meeting at which a proposal to change the Constitution of WECC is to be considered shall be given 14 calendar days prior to the date of the meeting and such notice shall detail the wording of the proposed alterations.

SUPPORTED STATUS AND DISSOLUTION

12. Supported Status, Dissolution and Voluntary Dissolution of WECC will only take place in accordance with the Scheme for the Establishment of Community Councils.

SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

13. WECC shall not do anything which is inconsistent with Aberdeenshire Council's Scheme for the Establishment of Community Councils and in the event of any inconsistency, the Scheme for the Establishment of Community Councils shall take precedence.

DISCIPLINARY PROCEDURES

14. In the event of a complaint by a Member of WECC or a third party that WECC or a Member of WECC is in serious breach of the Community Councillors' Code of Conduct or has otherwise brought WECC into disrepute it shall be dealt with in accordance with the Complaints and Appeals Procedure in Schedule 7 of the Scheme for the Establishment of Community Councils.

APPENDIX 1 of the WECC CONSTITUTION

WECC STANDING ORDERS

The Standing Orders contain the rules which regulate the business and proceedings of WECC.

1. MEETINGS

1.1 First meeting after each WECC election (This will usually be the AGM)

1.1.1 The first Meeting of WECC after an election shall be held within 21 calendar days of the election date (or as soon as practicable thereafter). The business of that meeting shall include:

- a Determination of any amendments to the constitution and standing orders.
- b Election/appointment of Chairperson, Vice Chairperson, Secretary and Treasurer or Secretary/Treasurer
- c Any outstanding business matters from the outgoing Community Council.

1.1.2 The Returning Officer appointed in respect of the election shall convene the first meeting. This meeting shall be chaired by the Returning Officer, until a Chairperson has been elected by the eligible voting Members of WECC.

1.1.3 Following the first meeting after an election, WECC shall provide the Garioch Area Manager in writing with the full names, designations and addresses of Office-Bearers plus the names of Members, and Verifier of WECC's Statement of Accounts. The Garioch Area Manager shall be advised in writing of any changes made thereafter.

1.2 Ordinary Meetings

1.2.1 The frequency of meetings shall be determined by WECC, subject to a minimum of five ordinary meetings and one Annual General Meeting being held each year.

1.2.2 All WECC Meetings shall be held at the times and locations detailed in accordance with the programme approved by WECC. Meetings may be held virtually using video conference technology if a physical meeting is not possible or difficult. Members may wish to participate remotely if they cannot attend a physical meeting.

1.3 Annual General Meeting

1.3.1 The Annual General Meeting (AGM) of WECC shall be held in June of each year.

The business shall include, in the following order:

- a Consideration of WECC's Annual Report
- b Consideration and approval of the independently verified Statement of Accounts
- c Election reporting
- d The election of Office Bearers
- e The approval of WECC's Annual Budget
- f Voting on any proposals for amendment to the WECC's Constitution.

1.3.2 Following the approval of the independently verified Statement of Accounts at the AGM, a copy of these will be forwarded as soon as practicable to the Garioch Area Manager.

1.4 Special Meetings

1.4.1 A Special Meeting may be called: -

- a. by the Chairperson, or
- b. by at least one quarter of the current eligible voting membership of WECC, or
- c. by a requisition signed by twenty electors within the WECC area.

1.4.2 The Special Meeting shall be held within 21 calendar days of it being called.

1.4.3 The persons who have called or requested the Special Meeting shall be named as well as the business which is to be considered, as long as the matter is not deemed to be confidential

1.5 Calling Meetings

1.5.1 For all Meetings, (with the exception of a Special Meeting in terms of Section 11 of the constitution) a Notice will be published at least 4 calendar days before the date of the Meeting, which will detail the time, place, and Agenda of the Meeting.

1.5.2 The notice and Agenda of meetings shall be placed in suitable public places and posted on the WECC website and social media channels.

1.5.3 In addition to the public notice, all Members of WECC including Associate, Junior and Ex-Officio Members must be invited to each meeting. Such invitation will also include a copy of the Agenda.

1.5.4 If a meeting is adjourned to a different date, a notice will be issued in accordance with section 1.5.1 above.

1.5.5 In the event of a Member being unable to attend a meeting of the Community Council, that Member should communicate their apologies to the Secretary or another Office-Bearer.

1.6 Cancelling Meetings

The Chairperson may cancel or reschedule any meeting because of a lack of business or in exceptional circumstances. Notice of the cancellation or rescheduling must be given as soon as practicable, and all Members (including Associate, Junior and Ex-Officio Members) must be advised. A public notice confirming the cancellation must be displayed at the meeting venue as well as on WECC's website.

2. MEMBERS' ATTENDANCE AT MEETINGS

2.1 Quorum

2.1.1 There must be a minimum number (a quorum) of Community Councillors present at a Meeting. The quorum for each Meeting shall be at least one-third of the current eligible voting

membership of a Community Council or three current eligible voting Members, whichever is the greater. No business can be discussed or determined at a Meeting unless a quorum is present.

- 2.1.2 If, ten minutes after the time set for the start of a Meeting a quorum is not present, the Meeting will be abandoned, and the Secretary will record that no business was considered because there was no quorum.
- 2.1.3 If at any time during a Meeting there is a question about whether or not there is a quorum, the Chairperson will halt proceedings and ask the Secretary to count the number of Members present. If a quorum is not present and still not present after allowing an interval of ten minutes, the Meeting will be adjourned.

2.2 Substitute Members

WECC Members cannot appoint substitutes to attend any Meetings in their place.

3. THE AGENDA, NOTICES OF MOTION AND WRITTEN QUESTIONS

3.1 Agenda

- 3.1.1 Agendas of Meetings shall be made available to all members, for public access within the WECC area, and to the Garioch Area Manager at least 4 calendar days prior to the holding of any meeting.
- 3.1.2 The Agendas of Meetings will be posted on the WECC website and social media channels at least 4 calendar days prior to the holding of any meeting.

3.2 Notices of Motion

- 3.2.1 A Member may submit a Notice of Motion for consideration by WECC.
- 3.2.2 The Motion must be in a written format, identified as being from a Member, and given or sent to the WECC Secretary to be received by noon, 7 calendar days before the next ordinary meeting.
- 3.2.3 If the Chairperson determines that the Notice of Motion is admissible, this will be included on the Agenda for the next ordinary meeting. Notices of Motion will be listed on the Agenda in the order in which they have been received. If the Chairperson considers the notice of motion deals with the same subject as an item of business already included on the Agenda, the subject matter of the notice of motion will be considered as part of the item of business.
- 3.2.4 If the Chairperson determines that the Notice of Motion is inadmissible, and if the proposer requests, it will be included on the Agenda with the reasons for inadmissibility, subject to any modification considered necessary by the Chairperson.
- 3.2.5 If a Member who has given a notice of motion is absent when it is to be considered at the Meeting for the first time, it shall be put on the Agenda of the next ordinary meeting. If, at the next ordinary meeting, the Member is again absent, the Notice of Motion shall fall.

3.3 Written questions

- 3.3.1 Any Member of WECC may, at any ordinary meeting of WECC, put a question to the Chairperson of the meeting concerning any relevant or competent matter provided that the Member shall have given notice of the question in writing, duly signed, to the Chairperson and Secretary not later than 7 calendar days before the date of the Meeting.
- 3.3.2 Questions and any written answers, numbered in the order in which they have been received, will be circulated as part of the Agenda for the Meeting. It shall be for the Chairperson to determine whether the question, or any supplementary question, is admissible. If the Chairperson determines that the question is inadmissible, at the request of the proposer, it will be included on the Agenda with the reasons for inadmissibility subject to any modification considered necessary by the Chairperson.
- 3.3.3 The Member who asked the original question may ask one supplementary question to clarify the answer given.
- 3.3.4 No further discussion will be allowed, and it will not be competent to move any motion arising from a question or the answer given.
- 3.3.5 Written questions, supplementary questions and any written answers and supplementary answers will be recorded in the minutes.

4. DURING MEETINGS

4.1 Arrangements for Chairing Meetings

- 4.1.1 At a Meeting the WECC Chairperson, if present, will chair the Meeting.
- 4.1.2 If the Chairperson is absent from a Meeting, the Vice Chairperson shall chair the Meeting. If they are both absent, another Member of WECC chosen by the majority of the Community Councillors present, shall chair the Meeting
- 4.1.3 At all times during a Meeting, Members will respect the authority of the meeting Chairperson. If the Chairperson speaks, any Member who is speaking to the Meeting will stop.
- 4.1.4 The Chairperson's duty is to preserve order at the Meeting and ensure that Members are given a fair hearing. If two or more Members try to speak at the same time, the Chairperson will decide who is to speak first.
- 4.1.5 The Chairperson will decide all matters of order, admissibility and urgency and that ruling will be final.
- 4.1.6 The Chairperson will ensure that the decision of the Meeting is clear with regard to all matters which form the business of the Meeting.
- 4.1.7 If a Member persistently misbehaves by disregarding rulings by the Chairperson, or behaves improperly or offensively, or willfully obstructs the business of the Meeting, the Chairperson may take the following courses of action sequentially: -
 - a Warn the Member about their behaviour,
 - b Tell the Member not to speak during the remainder of the debate on the item being discussed,

- c Move that the Member should not speak again during the Meeting. The motion, if seconded, will be decided without discussion by a majority vote; if the motion is carried the Member will not speak again during that Meeting,
- d Move that the Member should be suspended for the remainder of the Meeting. The motion, if seconded, will be decided without discussion; if the motion is carried by a majority vote, the Member will leave the Meeting immediately,
- e Adjourn the Meeting for a short time as seems reasonable to the meeting Chairperson in the circumstances.

4.1.8 If there is disorder at any Meeting, the meeting Chairperson will be entitled to adjourn the Meeting to later that day. If that is not practicable, the Meeting may be adjourned to another date and time as the meeting Chairperson may decide then or afterwards.

4.2 Business at Meetings

- 4.2.1 The business of WECC at any meeting shall proceed in the order of the Agenda, except that the meeting Chairperson may at their discretion, alter the order of business at any stage. The Agenda shall be made available as per 3.1 above. Draft minutes of the previous meeting will be made available to all WECC Members at least 4 calendar days before the meeting.
- 4.2.2 No item of business shall be transacted at a WECC meeting unless it is specified in the Agenda and the notice calling the meeting, or any supplementary notice, unless the Chairperson is of the opinion, by reason of special circumstance which shall be specified in the Minutes of the meeting, that an additional item should be considered at the meeting as a matter of urgency.

4.3 Rules of Debate and how motions and amendments are moved and decided

- 4.3.1 Every motion and amendment must be moved and seconded.
- 4.3.2 Where the Chairperson rules any proposed motion or amendment as irrelevant or incompetent, it shall not be put to the meeting.

4.4 How votes are taken

- 4.4.1 A vote can be taken by calling the roll or by a show of hands, but the names will not be recorded in the Minute.
- 4.4.2 When there is more than one amendment to the motion, then, unless the Chairperson decides otherwise and in order to avoid inconsistency in voting, the last amendment shall be put against the amendment immediately preceding. The amendment which is carried shall be put against the next preceding amendment. This process will continue until there is only one amendment remaining. A vote will then be taken between the motion and the remaining amendment, and whichever is carried will be the decision of the Meeting.
- 4.4.3 In the case of an equality of votes, the Chairperson will have the right to a casting vote.

5. PUBLIC PARTICIPATION AT MEETINGS

WECC welcomes public participation at its Meetings. The following arrangements are designed to enhance and regulate public participation at Meetings.

5.1 Public Attendance at Meetings

- 5.1.1 Every Community Council meeting shall be a meeting that will be open to the public, except in the particular circumstances set out in 5.1.3 to 5.1.5 below. Public participation shall be in accordance with 5.2.2 below.
- 5.1.2 No person or body shall be permitted, without the permission of the Meeting, to tape record, photograph, video, film or use any other form of electronic, digital or computerised sound or visual recording system during any Meeting.
- 5.1.3 The public must be excluded from a Meeting when an item of business is being considered if it is likely, because of the business itself or what might be said at the Meeting, that confidential information (as meant by the relevant law¹) would be given to members of the public.
- 5.1.4 WECC may decide, by passing a resolution at any Meeting, to exclude the public when it is considering an item of business if it is likely, because of the business itself or what might be said at the Meeting, that exempt information (as meant by the relevant law as referred to in 5.1.3 above) would be given to members of the public. The resolution to exclude the public will make clear the proceedings or which part of the proceedings of the Meeting it applies to and state the description of the exempt information.

¹ Section 50A and Schedule 7A of the Local Government (Scotland) Act 1973

- 5.1.5 WECC, in order to stop or prevent disorderly conduct or other misbehaviour at a Meeting, may exclude or eject members of the public whose presence or conduct is impeding or is likely to impede the Meeting. If a member of the public interrupts any Meeting, the meeting Chairperson may warn the person. If they continue the interruption the Chairperson may order that they immediately leave the Meeting. If a member of the public refuses to leave the meeting, it will be adjourned to a date and time to be determined by the Chair

5.2 Requests to Speak at Meetings

- 5.2.1 Members of the public may request the inclusion of an agenda item on which they wish to speak at a public meeting. Such requests must be made at least 4 days before the meeting at which they wish to speak and will be permitted only at the discretion of the Chairperson.
- 5.2.2 At the discretion of the Chairperson, members of the public attending a meeting may speak to the meeting.

6. AFTER THE MEETING

6.1 Minutes of Meetings

- 6.1.1 Draft minutes of WECC meetings shall be approved at the next meeting of WECC. Approved minutes of WECC's meetings must be submitted to the Garioch Area Manager within 14 calendar days from the date of the meeting at which the minutes were approved and shall be made available for public access by WECC within the WECC area.

- 6.1.2 No discussion or amendment on a Minute submitted at any Meeting for approval other than any amendment or discussion to the effect that they are not a correct record, will be competent. Any amendment will include the words of the alteration which is proposed to the Minute. An objection to the correctness of a Minute will be dealt with by way of an amendment to a motion to approve the Minute.
- 6.1.3 Only Community Councillors who were present at the Meeting to which a Minute relates may vote on the correctness of the Minute.
- 6.1.4 Approved Minutes should be signed by the Chairperson, physically or electronically, and retained for future reference.
- 6.1.5 WECC shall provide copies of their draft minutes and approved minutes within prescribed timescales to the Council via the Area Manager.
- 6.1.6 WECC shall upload the approved minutes to the WECC website within 7 calendar days of the meeting at which the minutes are approved.

7. SUSPENSION OF STANDING ORDERS

- 7.1 These Standing Orders shall not be suspended except at a meeting at which three quarters of the total number of members eligible to vote are present and only if the mover states the object of the motion, including which Standing Order is to be suspended, and if two thirds of the Community Councillors present consent to such a suspension.