

**Procedure to Elect Office Bearers to the Bute & Cowal Area Community
Planning Group**

Summary

The report details the procedure which must be followed when electing either a Chair or Vice Chair to the Bute & Cowal Area Community Planning Group

1. Purpose

1.1 The purpose of this report is to advise members of the procedure which must be followed when electing office bearers to the Bute & Cowal Area Community Planning Group

2. Recommendations

2.1 Members are requested to follow the procedures outlined below when electing a member to fill the positions of Chair and Vice Chair which will become vacant when the current Chair, Willie Lynch Dunoon Community Council, and Vice Chair Alistair MacLaren, Third Sector Interface stand down from their position at the meeting on the 18th of April 2017

3. Background

3.1 The Bute & Cowal Area Community Planning Group is governed by Terms of Reference which detail the procedures to be followed when electing office bearers.

3.2 The current Chair and Vice Chair intimated at the meeting on the 8th of February 2017 that they were approaching the end of their two year term in office.

4. Detail

4.1 The following extract from the Bute & Cowal Area CPG Terms of Reference outlines the process which must be followed once an office bearer comes to the end of their term of office:

- The Chair and Vice Chair of the Bute and Cowal Area Community Planning Group will be elected by the members of the group and will be appointed for a period of two years.
- The outgoing Chair and Vice Chair can stand for re-election at the end of the two year period.
- However, no one person can serve in the role of Chair or Vice Chair for more than two consecutive two year periods.
- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Bute and Cowal Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process

5. Conclusions

Members are requested to follow the procedure outlined above when electing a member to fill the positions of Chair and Vice Chair which will become vacant when the current Chair and Vice Chair stand down from the positions at the meeting on the 18th of April 2017

6.0 SOA Outcomes

N/A relates to a procedural matter

For further information please contact: Mrs Shirley MacLeod Area Governance Manager

Tel 01369 707134