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**Argyll and Bute Community Planning  
Partnership**

**Bute and Cowal Area Community Planning  
Group**

**5<sup>th</sup> February 2019**

**Agenda Item**



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**Procedure to Elect Officer Bearers to the Bute and Cowal Community  
Planning Group**

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**Summary**

Following the resignation of Willie Lynch and Alistair MacLaren as Chair and Vice Chair of the Bute and Cowal Area Community Planning Group this report outlines the procedure which must be followed when electing Office Bearers to the Bute and Cowal Area Community Planning Group.

It also outlines the expected time commitment and gives information on the role. The Bute and Cowal Area Community Planning Group is asked to consider making an appointment to the positions of Chair and Vice-Chair.

**1. Purpose**

1.1 This report advises members of the procedure which must be followed when electing officer bearers to the Bute and Cowal Area Community Planning Group and asks the Group to consider the appointment of a Chair and Vice-Chair.

**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, following the resignation of the current Chair, Willie Lynch Dunoon Community Council, and Vice Chair Alistair MacLaren, Third Sector Interface.

**3. Background**

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

3.2 At the meeting of the Bute and Cowal Area Community Planning Group held on 18<sup>th</sup> April 2017, members considered the appointment of a Chair and Vice-Chair for the Group.

3.3 Willie Lynch was confirmed as Chair and Alistair MacLaren was confirmed as Vice-Chair, both were appointed for a second two year term.

3.4 Alistair MacLaren formally resigned from his position as Vice-Chair of the Bute and Cowal Area Community Planning Group at the meeting held on 14 August 2018. Willie Lynch formally resigned from his position as Chair of the Bute and Cowal Area Community Planning Group on 28 December 2018.

#### **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..

4.5 Some further information on the commitment required:-

- Time commitment of at least 4 Bute and Cowal Area Community Planning Group meetings per year in February, May, August and November and 4 pre-agenda meetings per year in January, April, July and October.
- To participate in Short-Term Working Groups as required.
- To engage with officers of the Council in terms of setting the Agenda for the Community Planning Group in consultation with the Chair.
- The Chair will be invited to attend meetings of the Community Planning Partnership Management Committee or the Full Partnership. In his/her absence the Vice-Chair will be asked to attend.

#### **5. Conclusions**

5.1 Members are requested to follow the procedure outlined above when electing members to fill the positions of Chair and Vice Chair.

#### **6. SOA Outcomes**

6.1 This report does not link to any specific Outcome as it relates to the administrative arrangements.

**Name of Lead Officer**

Shirley MacLeod, Area Governance Manager

**For further information please contact:**

Stuart McLean, Area Committee Manager (01436) 657605