

APPENDIX

Proposed changes to the Constitution of Look! St Albans - Our Community Voice on Design:-

CHANGES RELATING TO MEMBERS AND SUPPORTERS

Explanation

Membership is open to all those living or working in St Albans and entitled to vote in the St Albans district. Whilst the Constitution states this, references in the Constitution to members generally refers to members of the Representatives' Group. It is therefore proposed to include separate references to supporters, being those who meet the criteria for voting at meetings of Look! St Albans but who are not mentioned in Appendix A as members of the Representatives' Group. Those supporters who do not meet the criteria for voting are already provided for by Appendix B. Consequent changes to the Constitution appear immediately below, as well as in other paragraphs included in this Appendix as already incorporating amendments.

(a) that paragraph 5.1(a) is amended to read as follows:-

*(a) Each **supporter** ~~member~~ of Look! St Albans shall be expected to promote the Ethos, Purpose and Aims of Look! St Albans.*

(b) that paragraph 5.1(b) is amended to read as follows:-

*(b) ~~Membership~~ **Becoming a supporter of Look! St Albans or a member of the Representatives' Group** shall be open to all those living or working in the district, who are entitled to vote in the City and District of St Albans and who will therefore be entitled to vote at Look! St Albans AGMs and SGMs. Those aged 16 and above living with someone entitled to vote in the City and District of St Albans will also be eligible to vote at any Look! St Albans AGMs and SGMs.*

(c) that paragraph 5.1(c) is amended to read as follows:-

~~(c) Members of Look! St Albans will be asked to register once a year on or before the AGM. The membership list and contact details will be kept by the Secretary to update members when appropriate.~~ **Those wishing to become a supporter of Look! St Albans can do so by contacting the Secretary or attending one of its meetings and asking to be included on a circulation list. A supporter can ask to be removed from the circulation list at any time.**

(d) that paragraph 5.2(f) is amended to read as follows:-

*(f) The Representatives' Group may appoint working parties from within or outside the ~~membership list~~ **of supporters** of Look! St Albans to consider and advise on specific matters.*

(e) that paragraph 5.2(g) is amended to read as follows:-

*(g) ~~Members~~ **Supporters** of Look! St Albans may attend as observers any meeting of the Representatives' Group and the Chairperson may invite an observer or observers who are not ~~–supporters or members of the~~ **Representatives' Group** to attend, but they may not vote. The Representatives' Group reserves the right to exclude observers where a majority of representatives' Group members present deem that this is necessary for the effective conduct of the Group's business.*

(f) that paragraph 5.3(c)(i) is amended to read as follows:-

*(i) be responsible for organising meetings, maintaining the Minutes and Constitution of Look! St Albans - Our Community Voice on Design and making them available to **supporters of Look! St Albans and members of the Representatives' Group** and others expressing an interest in the activities of Look! St Albans.*

(g) that paragraph 5.3(c)(iv) is amended to read as follows:-

*(iv) update ~~members~~ **supporters** of Look! St Albans and members of the **Representatives' Group** and others expressing an interest in the activities of Look! St Albans when appropriate.*

(h) that paragraph 7(b) is amended to read as follows:-

*(b) All ~~members~~ **supporters** of Look! St Albans and members of the **Representatives' Group** shall act in meetings in the best interests of those living, working or having interests in St Albans City Centre and in pursuance of the Ethos, Purpose and Aims of Look! St Albans.*

CHANGES RELATING TO MEETINGS AND QUORUM

Explanation

These appear within the **Representatives' Group Powers and Meetings** and **Annual General Meeting and other Special General Meetings** sections of the Constitution. The effect is to provide for a third, instead of a half, of Representatives' Group members to be present at the start of a Representatives' Group meeting for it to be rendered quorate. A design charrette and the public engagement and feedback associated with it involves a short period of intense activity; outside of which Look! St Albans will continue to promote the use of the design codes already created but requires only limited input from Representatives' Group members or supporters of Look! St Albans during these periods.

Also, the number of attendees required at the start of an AGM or SGM are reduced from thirty to twenty, and the proportion of Representatives' Group members needed from a half to a third, for such meetings to be rendered quorate. Periods when there is no particular project or charrette planned have shown that maintaining sufficient interest to encourage as large a number as thirty to attend an AGM can be difficult.

The requirement for full meetings quarterly is relaxed so as to provide for two formal meetings a year and the likelihood of at least two further meetings a year for general discussion and feedback with a minimum of formality. It is hoped that this will better encourage attendance at the formal meetings, especially at times of low activity.

(i) that paragraph 5.1(h) is amended to read as follows:-

*(e) At least ~~half~~ **one third** of the members of the Representatives' Group must be present at the start of any Representatives' Group meeting for it to be declared quorate.*

(j) that paragraph 5.2(c) is amended to read as follows:-

(c) The Representatives' Group will meet at least twice a year for formal meetings with the expectation that it will meet on at least a further two occasions a year informally.

(k) that paragraph 5.2(h) is amended to read as follows:-

*(h) At least ~~half~~ **one third** of the ~~then~~ **current** members of the Representatives' Group **(of whom at least two are to be officers also)** must be present at the start of any Representatives' Group meeting for it to be declared quorate.*

(l) that paragraph 8(b) is amended to read as follows:-

*(b) ~~At least 30 members~~ **A combination of supporters of Look! St Albans and members of the Representatives' Group totalling at least twenty (which number is to include at least one third of the then current members of the Representatives' Group) must be present at the start of any AGM or SGM for it to be declared quorate** ~~(subject also to the provisions of paragraph 8(c)).~~*

(m) that paragraph 8(c) is amended to read as follows:-

*(c) ~~There is a strong expectation that all then current members of the Representatives' Group will attend any AGM and SGM,~~ **but at least half of the members of the Representatives' Group must be present in order for the AGM or SGM to take place.***

CHANGES RELATING TO CONSTITUTIONAL AMENDMENTS AND DISSOLUTION

Explanation

Whilst Constitutional Amendments and Dissolution have their separate paragraphs, numbers 9 and 11 respectively, dissolution was mentioned also in paragraph 9. There has therefore been a separation of the provisions, and clarification within both of the basis on which either can be called for by either the Officers or by members of the Representatives' Group, with a two thirds majority of those present and voting at a general meeting required, as against a simple majority for votes on other matters.

(n) that paragraph 8(d) is amended to read as follows:-

(d) All persons meeting the criteria for membership ~~being a supporter of Look! St Albans or for membership of the Representatives' Group as referred to in paragraphs 5.1(b) and 5.1(d) above are entitled to attend and vote at the AGM or SGM. Voting shall be made by a show of hands on a majority basis (save for votes on Constitutional Amendments and Dissolution as to which see paragraphs 9 and 11 below). In the case of any tied vote, the Chairperson or an appointed Deputy shall make the final decision.~~

(o) that there is added to paragraph 8(f) the following subparagraph:-

(v) changes to this Constitution

(p) that paragraphs 9(a) and 9(b) are amended to read as follows:-

*(a) Any changes to this Constitution must be agreed by a **two thirds majority** ~~vote~~ **of those present and voting** at an AGM or SGM.*

*(b) Amendments to this Constitution ~~or dissolution of Look! St Albans~~ must **may be called for by the then current Officers of Look! St Albans or by at least one third of the members of the Representatives' Group and conveyed to the Secretary formally in writing. The Secretary and other Officers shall then decide on the date of an AGM or a SGM to discuss such proposals, giving supporters of Look! St Albans and members of the Representatives' Group at least four weeks' (twenty eight days') notice.***

For the avoidance of doubt no such matters shall be considered at an AGM or a SGM unless those supporters and members of Look! St Albans have received notice of them as above.

(q) that paragraph 11 is amended to read as follows:-

*Look! St Albans may be dissolved if deemed necessary by the members in a **Dissolution of Look! St Albans** may be called for by the then current **Officers of Look! St Albans** or by at least one third of the members of the **Representatives' Group** and conveyed to the **Secretary** formally in writing and must be agreed by a **two thirds majority vote of those present and voting** at an AGM or SGM. Any assets or remaining funds after debts have been paid shall firstly be offered back to their providers if these can be adequately identified, or subsequently transferred to local charities or similar groups at the discretion of the **Representatives' Group**.*

GENERAL CHANGES

Explanation appears below each

(r) that paragraph 4, 3rd bullet point, is amended to read as follows:-

- *collaborate with significant city centre developers and their planning and design teams through a structured **independently externally** facilitated public design charrette, using generally the following format:-
Design briefing session: evening
Hands-on focused design: daytime charrette
Results and feedback session: evening*

Explanation

This relates to the **Purpose and Aims** section of the Constitution.

There has been added the words "independently externally", to counter the perception by some that facilitators or others similarly directing a charrette may be employed by or aligned to one of the parties to the process.

(s) that paragraph 4, last bullet point, is amended to read as follows:-

- ~~establish~~ **maintain** *a website to increase public awareness of*

Look! St Albans and for the posting of information regarding its activities - see Appendix C.

Explanation

This relates to the **Purpose and Aims** section of the Constitution. The Constitution refers to establishing a website, which has been achieved.

(t) that paragraph 5.1(e) is amended to read as follows:-

*(e) Those wishing to join the Representatives' Group from those eligible in paragraph 5(b) - but not those listed in Appendix A - shall give at least 14 days' written notice to the Secretary prior to an AGM. **Should a new individual, group or organisation not listed in Appendix A wish to join the Representatives' Group between AGMs with the consent of the Representatives' Group they may be co-opted until the next AGM. At the next AGM they will be requested to formally apply to join the Representatives' Group and if elected will be added to Appendix A.***

Explanation

This relates to the **Structure and Duties** section of the Constitution. Two sentences have been added to the existing wording. These allow new people or bodies to be co-opted onto the Representatives' Group between AGMs, rather than having to wait until the next AGM.

(u) that paragraph 5.1(i) is amended to read as follows:-

*(i) Each ~~member~~ **supporter** of Look! St Albans and **member of the Representatives' Group** will be entitled to a maximum of one vote per item of ~~discussion~~ **business**. In case of a tied vote see paragraph 8(d).*

Explanation

This relates to the **Structure and Duties** section of the Constitution. The word "business" replaces the word "discussion".

(v) that paragraph 10(b) is amended to read as follows:-

(b) Bank Accounts shall be opened in the name of Look! St Albans - Our Community Voice on Design. Any deeds, cheques, or similar documents relating to the Look! St Albans Bank Account shall be signed by any two of the following members of the Representatives' Group: Chairperson; Deputy Chairperson; Treasurer; Secretary. ~~Except that~~ The signatories to a single cheque must not be related to or be members of the same household. ~~are not to be two persons who are related to one another by blood, marriage or civil partnership.~~

Explanation

This relates to the **Finance** section of the Constitution. Since the Look! St Albans Bank Account was opened, there has been an understanding between the officers that, whilst any two of them is mandated to sign a cheque, the married couple of Chairman and Secretary would not sign the same cheque. The wording that has been added to this paragraph gives formal effect to that arrangement.

(w) that paragraph 10(c) is amended to read as follows:-

*(c) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that Look! St Albans stays within budget. Official accounts shall be maintained, and ~~will be examined annually by an independent accountant who is not a member of Look! St Albans~~ **there will be carried out any appropriate external scrutiny and/or audit of them as required by legislation current from time to time (but not by someone who is a member of the Representatives' Group of Look! St Albans.** An annual financial report shall be presented at the AGM. The Look! St Albans accounting year shall run from 1st April to 31st March.*

Explanation

Look! St Albans' financial transactions comprise receipts by way of cash donations and a few low value payments, annual totals currently being in the low hundreds of pounds. The expense of a formal audit would be disproportionate and is neither necessary nor justified at this stage of Look!'s development. A form of external scrutiny is proposed to check that any receipts and payments have been properly received/paid and are properly recorded.