Community Council Meetings

Meetings

There are three types of meetings a Community Council can have. The Constitution and Standing Orders for the Community Council set out how these meetings are managed, what they include and how voting takes place.

All Community Council meetings are open to the general public and need a quorum – a minimum number of members to make the meeting valid. A quorum is one third of the voting members or three voting members, whichever is greater. Without this a meeting can be held but no decisions taken.

All Community Council meetings are open to the general public and should be advertised along with their agendas. Minutes should also be publicly available after meetings and sent to Stirling Council.

Ordinary meetings

These meetings are usually held monthly (minimum six a year) with dates set for the coming year at an AGM. Voting takes place through a show of hands of eligible voting members.

Annual General Meeting (AGM)

This meeting is a public meeting where the Community Council Chair’s annual report and independently examined statement of accounts are presented and approved. The office bearers are elected and any other business which needs to be dealt with at an AGM.

The Constitution sets out when and how the AGM will take place. An AGM can be run following an ordinary meeting of the Community Council.

Special Meetings

These meetings are called

- by the Chair of the Community Council; or
- at the request of not less than one half of the total number of Community Council members; or
- by an officer of Stirling Council
- if a written request (petition) is made signed by at least 25 residents within the Community Council area asking to convene a special meeting for a particular purpose.

Special Meetings are usually called for a specific purpose or to debate a particular issue. They require at least seven days’ notice and should be advertised locally as other meetings.

Committees/sub-committees

Community Councils can set up subcommittees to deal with projects or specific issues and quicken up the work. These are agreed at a Community Council meeting and might have a smaller group of members who will report back to the main body of the Community Council.
It is important to note they should be minuted fully and the minutes publicly available as with other meetings.

**Effective Meetings**

It is important to look at the way you organise and structure your meetings considering the atmosphere you create, the way you involve the people that attend and the clear way decisions are made.

To make sure your meetings are as effective as possible, ensure:

- Everyone has the right information to fully take part in meetings;
- All meetings are accessible to the public and at a suitable time for people to attend;
- Meetings are controlled and orderly, not too long and people can contribute;
- Decisions are taken openly and minutes accurate.
## Running the Community Council effectively

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
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<tbody>
<tr>
<td>Submit to Stirling Council an annual calendar of meeting dates, times and venues following the AGM</td>
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<tr>
<td>Inform Stirling Council of any changes in meeting details (times, date or venue) at least 7 days in advance</td>
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<tr>
<td>Send agendas and minutes to Stirling Council within 14 days of being approved</td>
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<td>Make agendas and minutes publicly available</td>
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<td>Present agendas to Stirling Council in advance of a Community Council meeting.</td>
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<td>Hold an AGM in April, May or June</td>
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<td>Hold a minimum of 6 ordinary meetings and one AGM a year</td>
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<td>Submit to Stirling Council draft AGM minutes and accounts as soon as is practicable after the meeting.</td>
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<tr>
<td>Advise Stirling Council at least 7 days in advance of any Special Meetings that has been called (date, time, venue &amp; subject).</td>
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