

LONDON ROAD SAFETY COUNCIL

CONSTITUTION AND STANDING ORDERS OF THE LONDON ROAD SAFETY COUNCIL

Amended and Adopted by the Council at an EGM 22nd July 2016

1. NAME

The name of the organisation is the London Road Safety Council, hereinafter known as 'the Council'.

2. CHARITABLE STATUS

As a registered charity the Council will comply with the rules and regulations of The Charity Commission. Members of the London Road Safety Council Executive Committee will be deemed to be the Trustees.

3. AREA TO BE INCLUDED

The area of operation of the Council shall be the Greater London area i.e. the thirty-two London Boroughs and the City of London. Such area is described hereinafter as the Council area.

4. AIMS AND OBJECTIVES

The aims and objectives of the Council are to:-

- a) support its constituent members in reducing the number of road traffic casualties in the Council area by educating the public in road safety and lobbying for change where appropriate.
- b) support individual constituent members in reducing the number of road traffic casualties in the Council area where the Council deems it appropriate.

5. METHOD

To promote its aims and objectives, the Council shall have the following powers:

- a) To encourage co-operation between all classes of road user with a view to the prevention or reduction of loss of life or injury to persons on the road.
- b) To design, publish and promote suitable material intended to further the prevention of road traffic casualties.
- c) To sell, hire or distribute free of charge, to members and other persons, such material as mentioned in paragraph (5b).
- d) To assist as required with the road safety educational projects of its members in the furtherance of the aims and objectives of the Council.

- e) To maintain the closest possible contact with the media.
- f) To provide a means of communication and assistance in respect of road safety between groups of London Local Authorities, Central Government, the Greater London Assembly (GLA), the Royal Society for the Prevention of Accidents (RoSPA), Transport for London (TfL), 'London Councils' and other organisations.
- g) To organise seminars, exhibitions, competitions and similar activities associated with the furtherance of road safety.

6. MEMBERSHIP

The Council shall consist of:

- a) Up to three representatives from each London Borough and the City of London, two of whom shall be elected members and one the officer for Road Safety Education. Should any nominated representative be unable to attend a meeting of the Council, a substitute with full voting powers may be accepted.
- b) One representative from 'London Councils', RoSPA, TfL, the Greater London Assembly, the appropriate Division of the Department for Transport, the Metropolitan Police, the City of London Police, The London Ambulance Service, the London Fire Brigade and Road Safety GB - London. Should any nominated representative be unable to attend a meeting of the Council, a substitute with full voting powers may be accepted. This membership to be reviewed biennially.
- c) Co-opted members who will be representatives of organisations not represented under sub paragraphs (a) or (b) above, or individuals having special interest in, and knowledge of road safety. The number of co-opted members shall not exceed one-third of the total membership of the Council.
- d) Members, co-opted or otherwise, shall not be representatives or employees of wholly commercial organisations who may be potential suppliers or contractors and whose membership or attendance at meetings might prove to be a conflict of interest.
- e) The President of the Council shall be elected on an annual basis at the Annual General Meeting (AGM). A short citation (of up to 200 words) shall be sent to the Honorary Secretary of the Council. Details of the persons nominating and seconding should also be provided. This will be presented to the Executive Committee, who will make recommendation to the Council for decision.
- f) Vice Presidents of the Council shall be long serving members, or members who have made a significant contribution to road safety. A short citation (of up to 200 words) shall be sent to the Honorary Secretary of the Council. Details of the persons nominating and seconding should also be provided. This will be presented to the Executive Committee, who will make recommendation to the Council for decision. The role of Vice Presidents is honorary and for a period of three years, after which the Vice-President must retire but may be re-elected by the Executive. Vice Presidents may attend meetings of the council and the AGM but without voting rights.

7. THE OFFICERS

The Officers shall consist of an Honorary Chairman, Honorary Vice Chairman, Honorary Treasurer, Honorary Secretary, Honorary Deputy Treasurer and Honorary Press Officer, to be duly appointed from the membership.

8. TERMS OF OFFICE

- a) The Officers shall be elected annually at the AGM of the Council. The Chairman and Vice Chairman shall not hold their respective positions for more than three consecutive years.
- b) No person may hold more than one of the following positions concurrently, namely Chairman or Vice Chairman of the Council, or Chairman or Vice Chairman of the Executive Committee.

9. COMMITTEES

a) Executive Committee

The Executive Committee shall consist of the Officers of the Council, up to 6 Appointed Members, up to 6 Road Safety Officers, and the Chairmen of any Standing Sub committees. Executive Committee also has the power to co-opt to its membership up to 3 others. The co-optees will be reviewed annually at the first meeting after the AGM.

At each AGM, the Council shall elect the Appointed Members and the Road Safety Officers to the Executive Committee. The Chairman and Vice-Chairman of the Executive Committee shall be elected by that Committee annually from its membership at its first meeting after the AGM of the Council. The Chairman and Vice Chairman shall not hold their respective positions for more than three consecutive years. Vacancies occurring on the Executive Committee during its term of office may be filled by that Committee. Members of the London Road Safety Council Executive Committee will be deemed to be the Trustees as per The Charity Commission rules.

b) Standing sub-committees

At the first meeting after the AGM of the Council, the Executive Committee may appoint other standing sub-committees of such members and with such terms of reference as the Executive Committee thinks fit. The Chairman and Vice Chairman of such standing sub-committees shall be elected from the membership of the sub-committee at the first meeting after the AGM. The Chairman of such standing sub-committees shall be a member of the Executive Committee. The officers of the Council shall be ex-officio members of such sub-committees. See terms of reference for sub-committees at Appendix A.

c) Ad-hoc committees

The Executive Committee shall have power at any time to appoint ad-hoc committees for particular purposes with members and terms of reference as appropriate. The Chairman and Vice Chairman of such ad-hoc committees shall be elected from the membership of the ad-hoc committee.

d) Reporting Lines

Sub-committees appointed under (b) and (c) above shall report back on all their actions and proceedings to the Executive Committee as soon as is practicable.

10. MEETINGS

- a) The Council shall meet as required, but not less than four times a year, to discuss matters pertaining to road safety in accordance with the Aims and Objectives of the Council. Notice must be given by the Honorary Secretary to the members no later than one week prior to the meeting.
- b) The AGM of the Council shall be held not later than 31st July each year. Notice must be given by the Honorary Secretary to the members no later than four weeks prior to the meeting.
- c) The Officers must call an Extraordinary General Meeting (EGM) if requested to do so in writing by at least 10 members, or one tenth of the membership, whichever is the greater. The request must state the nature of the business which is to be discussed. Notice must be given by the Honorary Secretary to the members no later than two weeks prior to the meeting.

11. ADMINISTRATION

- a) The Administrator of the Council and its committees shall be appointed by the Executive Committee.
- b) The registered office of the Council shall be:-

PO Box 669, Addlestone, Surrey KT15 9EB

12. FINANCE

- a) If the Council so decides, member organisations and individuals of the Council shall pay the Council an annual subscription of such amount as shall be decided at the AGM, save in exceptional circumstances as agreed by the Executive Committee.
- b) If any Local Authority, interested body or person wishes to make a contribution to the Council for a specific purpose or purposes, that contribution shall be the property of the Council and added to any other funds administered by the Honorary Treasurer.

13. ACCOUNTS AND EXPENDITURE

- a) The financial year will be the fiscal tax year. Two independent examiners will be appointed from the membership annually at the AGM. A copy of the certified accounts will be sent to The Charity Commission as required by their rules.
- b) The Honorary Treasurer shall produce an annual financial statement at every AGM of the Council and, if requested, produce a verbal statement of the Council funds at any meeting of the Council or Executive Committee

- c) The Honorary Treasurer may expend any funds under his/her control with the authority of the Chairman of the Council or the Chairman of the Executive Committee, without reference to full Council Meetings.
- d) All the Council's current accounts and other monies will be deposited with those banks and /or building societies as decided from time to time by the Council to be in the best interest of the Council.
- e) Signatories to the Council's cheques shall include any two signatures of the following: The Honorary Treasurer, Honorary Deputy Treasurer, Honorary Secretary, Chairman of Council or the Chairman of the Executive Committee. The Honorary Deputy Treasurer may sign as an alternate to the Honorary Treasurer but not in addition to.

14. REPRESENTATION ON OTHER COMMITTEES

- a) The Council shall appoint annually such representatives to the appropriate National Committees of RoSPA.
- b) The Council may appoint representatives to other bodies as it sees fit.

15. EFFECTIVE DATE

This Constitution takes effect from 21st July 2010.

16. AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution may be made only at an AGM or EGM of the Council by a two-thirds majority of the members present and voting.

The proposed amendment(s) shall not authorise any change to the aims and objectives clause; this clause; or the dissolution clause, without the consent of The Charity Commission. No amendment may be made that would cause the Council at any time to cease to be a charity in law, without there being a postal vote of all members and a two thirds majority of those voting being in favour of the amendment.

17. DISSOLUTION

If a two-thirds majority of the members present and voting at an AGM or at an EGM of the Council decide on the grounds of expense or otherwise that it is necessary to dissolve the Council, and if upon dissolution there remains after the satisfaction of all debts and liabilities any assets whatsoever, this shall not be paid or distributed among the trustees but shall be given or transferred to one or more organisations having similar objectives to those of the Council, or to one or more charitable organisations.

18. STANDING ORDERS

The Council shall make such Standing Orders as it may from time to time decide.

STANDING ORDERS

1. QUORUMS

For each of the following meetings the quorum of members present shall be:-

Councilfifteen
Committeesfive

If, at the expiration of thirty minutes after the time fixed for a meeting, a quorum shall not be present, the meeting shall not be held and there shall be recorded in the minute book and notified to the Honorary Secretary the names of the members in attendance and the failure to hold the meeting.

2. ELECTION OF OFFICERS

a) Nominations for the Honorary positions of:- Chairman, Vice Chairman, Treasurer, Secretary, Deputy Treasurer and Press Officer of the Council shall be made in writing with the consent of the nominee and accompanied by details of the proposer and seconder. These nominations are to be with the administrator fourteen days before the AGM.

b) The position of President of the Council will be agreed by election on an annual basis at the AGM, based on recommendation(s) put to the meeting.

3. COUNCIL MEETINGS

A meeting of the Council shall be held quarterly in the months of January, April, July and October, or as otherwise decided by the Council.

4. DECLARATION OF INTEREST

At the start of each meeting, when signing the attendance book, members shall indicate in the space provided, if they have a pecuniary interest in any item on that days agenda. In the event that they do have an interest they shall disclose it to the meeting and withdraw for the relevant item unless advised otherwise by the Chairman.

5. CONDUCT OF BUSINESS AT MEETINGS

The order of business of every ordinary meeting of the Council shall be as follows:-

- a)
 - i. announcements by the Chairman;
 - ii. apologies for absence;
 - iii. declaration of interest;
 - iv. reception of deputations;
 - v. submission of the minutes of the last meeting of the Council and of any intermediate special meetings;

- vi. matters arising from the minutes;
 - vii. business adjourned from the last meeting;
 - viii. reports of committees;
 - ix. other reports;
 - x. items notified in advance;
 - xi. notices of motion, in the order received by the Honorary Secretary;
 - xii. correspondence;
 - xiii. any other business.
- b) At the discretion of the Chairman, the Council may at any meeting vary the order of business.
 - c) If the Chairman of any meeting of the Council is of the opinion that any business proposed is not of an appropriate character, they shall immediately on the matter being raised, ask the meeting, without discussion, to vote on the question as to whether this business shall be entertained. If the majority of the members present decide not to entertain this business, it shall be considered as having been abandoned.
 - d) The officers of the Council shall be ex-officio members of all committees and sub-committees.
 - e) Any committee may fill vacancies in its membership at any time, but any members so co-opted must resign from the committee before the next AGM of the Council.
 - f) All committees or sub-committees shall have power to invite persons having relevant expertise to assist them. Such persons shall not be entitled to vote.
 - g) Sub committees and ad-hoc committees shall meet as required and shall submit a report to the next Executive Committee meeting.
 - h) The Executive Committee shall meet as required and submit a report to the next meeting of the Council.
 - i) Any member of a committee being absent from that committee for three consecutive meetings without a reason acceptable to that committee may forfeit their right of membership of that committee.

6. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES AND SUB-COMMITTEES

At its first meeting after the AGM of the Council a Chairman and Vice Chairman of each committee and sub committee shall be elected from its members, unless by resolution such election is postponed to a subsequent meeting.

7. SUMMONING MEETINGS

The Honorary Secretary shall convene meetings of the Council, committees and

sub-committees by sending a notice to each member of the place, date, time and purpose of the meeting.

With the exception of either an AGM of the Council, which requires four weeks notice, or an EGM of the Council which requires two weeks notice, each member shall be given at least seven clear days notice of all meetings of the Council, and at least three clear days notice of any committee or sub-committee meeting.

8. RECORDS OF ATTENDANCE

Every member present at a meeting of the Council or of a committee shall sign a record of attendance, and the names of members present shall be recorded in the minutes of the meeting.

A record of attendance shall be submitted annually at the July meeting of the Council.

9. MINUTES

Minutes shall be kept of all proceedings of the Council and committees. These minutes, when confirmed and signed by the Chairman at the next meeting, shall be evidence that the resolutions recorded have been duly passed.

10. NOTICES OF MOTION

Any member wishing to raise any pertinent subject should do so by notice of motion in writing to the Honorary Secretary, in order that it may be placed on the agenda.

Every notice of motion shall be signed by the member of the Council giving it, and the notice shall be delivered to the Honorary Secretary at least fourteen clear days before the date of the Council meeting at which it is to be submitted.

Every notice of motion (and any notice of amendment thereto) shall be relevant to some question which affects the objects of the Council.

Notices of motion (or amendments) for the agenda of the Council shall be submitted to the Chairman of the Council before being placed on the agenda. If the Chairman rules that a notice of motion (or amendment) is not in order, it shall not be included and the member concerned shall be so informed, with the reason.

Motions may be discussed either at a meeting of the Council, or a committee, at the discretion of the Chairman of Council.

If a motion, of which notice has been given to the members of the Council, is not moved and seconded, it shall be dropped, and shall not be moved without fresh notice.

No member of the Council shall have more than two notices of motion on the same Council agenda.

A motion once proposed and seconded shall not be withdrawn without the consent of the meeting.

11. POINTS OF ORDER

Any member may address the Chairman at any time upon any point of order arising out of any motion, speech or debate, but they shall confine their observations to the point of order raised. The Chairman, on rising, shall have the sole right of audience.

12. PROCEDURE ON MOTIONS AND AMENDMENTS

Any amendment shall, if required by the Chairman, be made in writing, signed by the mover, and handed to the Chairman or Honorary Secretary immediately after having been read to the meeting and moved.

No motion or amendment shall be open to discussion until it has been seconded. Should any motion or amendment fail to find a seconder, the Chairman shall proceed with the next business.

When a motion is under debate, no other motion shall be received except the following:-

- a) to amend the motion;
- b) to postpone the consideration of the motion;
- c) to adjourn the meeting;
- d) to adjourn the debate;
- e) to proceed to the next item on the agenda;
- f) that 'the question be now put'.

Any speech on a motion or amendment shall be relevant to the motion under discussion.

An amendment which is a direct negative of the original motion shall not be accepted.

Whenever an amendment to a motion has been moved and seconded, until such amendment has been disposed of, no subsequent amendment shall be moved. Notice of further amendments, however, may be given.

If an amendment is carried it becomes the substantive motion, to which any further amendment may be moved. If an amendment is lost other amendments to the original motion may then be moved. The loss of an amendment shall not be an agreement of the substantive motion.

No member, except the mover of a motion in reply, shall speak more than once to the same motion or amendment, unless to raise a point of order. A member who has spoken to the original motion may speak again to any amendment.

The mover of an original motion shall be entitled to reply, but the mover of an amendment shall not be entitled to reply, except when their amendment has been carried and has become the substantive motion.

During the debate on any motion or amendment, no mover shall speak for more than ten minutes, and no other speaker for longer than five minutes without the consent of the meeting. The consent shall be ascertained without debate by show of hands, if necessary, and if given, shall enable the member to continue speaking for an additional five minutes.

Every motion at a meeting of the Council shall be decided by a majority of votes of the members present and voting upon it, except where changes are proposed to the Constitution, or Standing Orders, for which a two thirds majority of the members present and voting is required.

Every motion at a meeting of a committee or sub-committee shall be decided by a majority of votes of the members present and voting upon it.

In the event of an equality of votes at any meeting, the Chairman shall be entitled to a second or casting vote.

A member may dissent from any resolution passed at a meeting at which they are present, and have their dissent recorded in the minutes.

13. RESCISSION OF MOTIONS

No notice of motion to rescind or vary any resolution which has been passed within the last six months shall be in order. No motion to the same effect as any motion which has been lost within the preceding six months shall be in order.

13. APPLICATION OF STANDING ORDERS

These Standing Orders shall apply to proceedings at meetings of the Council, but proceedings at meetings of committees shall, in principle, only be in general conformity with these Standing Orders. A committee may modify the application of these standing orders as necessary.

All matters not provided for by these Standing Orders shall be decided by the Chairman of the meeting, whose decision shall be final.

A copy of Standing Orders shall be available at each meeting of the Council or of a committee.

14. ALTERATION OF STANDING ORDERS

No alteration or addition to these Standing Orders shall be made unless it has been moved, seconded and adopted at any meeting of the Council by a two-thirds majority of the members present and voting. Notice of such proposed alteration or addition must be handed to the Honorary Secretary at least twenty-one clear days before the meeting, and shall be included in the agenda of the meeting.

15. SUSPENSION OF CONSTITUTION AND STANDING ORDERS

Section 8 (*Terms of Office*) of the Constitution, and any Standing Order, may be suspended if two thirds of the members present and voting are in favour of such suspension. Discussion of such a motion shall be restricted to the mover, a formal seconder and one speaker in opposition (if any).

APPENDIX A – TERMS OF REFERENCE FOR STANDING SUB-COMMITTEES

Name of group	Projects Sub-Committee
Membership and appointment	To not exceed 8 Committee members (6 officers and 2 members) appointed annually by the Executive at the first meeting following the AGM in July. Additional members may be co-opted in order to assist with specific projects.
Chairing	A Chairman and Vice-Chairman will be elected annually by the Sub-Committee at its first meeting following the AGM.
Frequency of meetings and quorum	Meetings will be held quarterly and prior to the Executive meetings so that any actions can be picked up and worked upon. A quorum is 50% of the membership of the Sub-Committee.
Record of meetings	The Administrator will record the minutes of the meetings.
Reporting mechanism	The Minutes will be presented to the Executive by the Chairman of the Sub-Committee.
Functions & delegated authority	The Sub-Committee will be responsible for the planning and delivery of conferences, training and promotional literature, the purposes of which are to heighten road safety awareness amongst both professionals and the public, and to generate an income for the LRSC. It is also responsible for the issue of press releases and for the Council's website. Such initiatives may be progressed under delegated authority subject to their having been agreed by the Sub-Committee.

Name of group	Business Sub-Committee
Membership and appointment	To not exceed 8 Committee members to include the Hon Secretary, Hon Treasurer or Deputy Treasurer, appointed annually by the Executive at the first meeting following the AGM in July.
Chairing	A Chairman and Vice-Chairman will be elected annually by the Sub-Committee at its first meeting following the AGM.
Frequency of meetings and quorum	Meetings will be held quarterly and generally one week after the Executive meetings so that any actions can be picked up and worked upon. A quorum is the nearest whole number above 50% of the membership of the Sub-Committee.
Record of meetings	The Administrator will record the minutes of the meetings.
Reporting mechanism	The Minutes will be presented to the Executive by the Chairman of the Sub-Committee.
Functions & delegated authority	The Sub-Committee will develop and monitor Council's Business Plan and explore funding opportunities to enable the delivery of projects and initiatives that meet the objectives of Council. Such projects may be progressed under delegated authority subject to their having been agreed by the Sub-Committee, or in the interests of expediency by the Chairman in consultation with the Vice-Chairman.

APPENDIX B: PURCHASING POLICY

1. ***: If seeking works to be undertaken three quotes should be sought and a decision be agreed by any 2 of three officers.***

Wendy Anne Thompson

Chairman of Council

SIGNED 22.7.16