



SCOTLAND BRANCH RULES

NAME

1. The organisation shall be known as “Commonwealth Parliamentary Association (Scotland Branch)” (hereinafter referred to as “the Branch”) and is constituted in accordance with the Constitution of the Commonwealth Parliamentary Association (hereinafter referred to as “the Association”).

AIMS

2. The Branch shall be empowered to do all such things as are consistent with the aims of the Association as set out in the Association’s Constitution.

MEMBERSHIP

3. The Branch shall have the following categories of membership:

- (1) Member: This shall be open to all Members of the Scottish Parliament (hereinafter referred to as “the Parliament”).

- (2) Associate Member: This shall be open to

- (a) former Members of the Branch who have ceased to be Members of the Parliament or

- (b) Members or former Members of any other branch of the Association who permanently reside in Scotland.

Such persons may be enrolled as Associate Members of the Branch on application to and at the discretion of the Executive Committee of the Branch (hereinafter referred to as “the Executive Committee”) on payment of the appropriate membership fee.

- (3) Associate Officials: This shall be open to

- (a) staff of the Parliament appointed in accordance with paragraph 3 (2) of Schedule 2 of the Scotland Act 1998 (hereinafter referred to as “staff”) or

- (b) former Officials of any other Branch of the Association who permanently reside in Scotland.

Such persons may be enrolled as Associate Officials on application to and at the discretion of the Executive Committee.

TEMPORARY HONORARY MEMBERSHIP

- 4. Members, Associate Members or Associate Officials of any other Branch of the Association on a visit to Scotland may be admitted to Temporary Honorary Membership in the relevant category. For the purposes of this Rule “a visit” shall mean a stay for a period of not more than three months in any one calendar year but the Executive Committee may, at its discretion, apply this Rule in individual cases to longer periods of stay.

OFFICE-HOLDERS

- 5. (1) The Office-holders of the Branch shall be the President and two Vice-Presidents.

- (2) The President shall be the Presiding Officer of the Parliament, ex officio.

- (3) The Vice-Presidents shall be the First Minister and the Leader of the party not represented in the Scottish Government with the greatest number of Members in the Parliament, ex officio.

- (4) In the event of the holder of the office of Presiding Officer, First Minister or Leader of the party not represented in the Scottish Government with the greatest number of Members in the Parliament declining to hold the office of President or Vice-President as the case may be or ceasing to be a Member of the Branch, the Executive Committee may elect in replacement another Member of the Branch until such time as another holder of the relevant office in the Parliament becomes available who is willing to hold the office of President or Vice- President as the case may be.

EXECUTIVE COMMITTEE

- 6. (1) The management of the affairs of the Branch are vested, subject to Rule 9 (1), in the Executive Committee which shall consist of

- (a) the Office-holders and

- (b) four Members elected by the Annual General Meeting who shall hold office until the next Annual General Meeting.

- (2) At the Annual General Meeting the four elected Members of the Executive Committee shall retire from office but shall be eligible for re-election.

SECRETARY

7. The Secretary of the Branch (hereinafter referred to as “the Secretary”) shall be a member of staff. The Secretary shall be the Chief Executive Officer of the Branch and, subject to the general directions of the Annual General Meeting and of the Executive Committee, shall manage the day to day affairs of the Branch.

MEETINGS OF THE EXECUTIVE COMMITTEE

8. (1) The Executive Committee may meet as often as it considers necessary and shall meet upon a requisition signed by three or more of its Members.

(2) Seven days’ notice of every meeting of the Executive Committee and of the business to be transacted shall be given. But the President may convene an emergency meeting of the Executive Committee without giving seven days’ notice.

(3) The quorum for a meeting of the Executive Committee shall be three.

(4) The President in his or her absence, a Vice-President, or in the absence of the President and the Vice-Presidents a Member of the Executive Committee elected by the Members present shall preside at meetings of the Executive Committee.

ANNUAL GENERAL MEETING

9. (1) The final authority of the Branch shall be the Annual General Meeting.

(2) An Annual General Meeting shall be held in or as close as practicable to the month of June and at least 21 days’ notice must be given of such a meeting and of the business to be transacted.

(3) The business on the agenda of the Annual General Meeting shall include:
 - (a) confirmation of the minutes of the previous Annual General Meeting and matters arising from the minutes,
 - (b) consideration of the Executive Committee’s Report on the activities of the Branch during the past year,
 - (c) other business of which due notice has been given under paragraph 5 of this Rule, and
 - (d) election of other Members of the Executive Committee.
- (4) The Chairman of the meeting shall admit for consideration without notice any matter deemed urgent by the majority of Members in attendance.

- (5) Otherwise, a Member wishing to bring forward any business for consideration by the Annual General Meeting shall give written notice of such business to the Secretary at least 7 days before the date of such a meeting.
- (6) A Special General Meeting may be convened at any time by the Executive Committee and shall be convened upon receipt by the Secretary of a requisition in writing signed by not less than one-quarter of the Members of the Branch. Such requisition shall state the business for which the meeting is to be summoned to transact.
- (7) No business other than the business for which it is summoned shall be transacted at a Special General Meeting.
- (8) At least ten days' notice shall be given to every Member of a Special General Meeting and of the business to be transacted.
- (9) The quorum for an Annual or Special General Meeting shall be one twelfth of the Members of the Branch. If a quorum is not present within thirty minutes of the time appointed for such a meeting it shall adjourn to such a place at such date and time as the majority of Members present shall decide. At such adjourned meeting no quorum shall be necessary.
- (10) The President in his or her absence, a Vice-President or, in the absence of the President or the Vice-Presidents, a Member of the Executive Committee elected by the meeting shall preside at an Annual or Special General Meeting.

QUALIFICATION FOR OFFICE

10. No person except a Member or Associate Member enrolled under Rule 3 (1) or Rule 3 (2) may:
 - (a) hold office as an Office-holder,
 - (b) be a Member of the Executive Committee,
 - (c) vote at any meeting of the Branch or
 - (d) be appointed as a delegate to any conference or as a member of any seminar or visit.
11. Subject to the foregoing Rule the Executive Committee may grant such rights and privileges to Associate Members and Associate Officials, as the Executive Committee may consider appropriate.
12. The power to appoint a delegate to conferences or to be members of any seminar or visit or other activity shall be vested in the Executive Committee.

VOTING

13. Decisions at meetings shall be by a majority of Members present and entitled to vote. Each Member present shall have one vote but in the event of an equality of votes – the Chairman shall also have a casting vote.

ACCIDENTAL OMISSION TO GIVE NOTICE

16. The accidental omission to give notice of any meeting or of business at any meeting shall not invalidate such meeting or any business transacted unless substantial prejudice has resulted to any person thereby.

17. These Rules may be amended at any Annual General Meeting but no amendment shall be valid unless at least two-thirds of the Members present and entitled to vote, vote in favour of such amendment.

APRIL 2013