

## **Council Constitution Committee Terms of Reference, Functions, Powers and Duties (including the Hearings Sub Committee)**

**The Committee has the responsibility and delegated powers to act on behalf of the Council in dealing with the oversight of the Council's ethical governance and decide on the following matters.**

### **TERMS OF REFERENCE**

#### **Council Constitution Committee**

1. Receive reports from the Monitoring Officer about the operation of the Constitution.

Note - The Monitoring Officer has delegated power to monitor and review the operation of the Constitution, to make minor administrative amendments or make changes to reflect changes in law and report regularly to the Constitution Committee on whether or not it is achieving its purpose or could be amended better to achieve its purpose.

2. Consider proposed changes to any part of the Constitution and, if appropriate, make recommendations to Council to change the Constitution.
3. Annually at the first meeting after the Annual Council Meeting consider its terms of reference.

**Note** – The Council via the Constitution Committee have delegated the following powers and functions to the Monitoring Officer in consultation with the Chairman of the Committee

- i. To amend the Constitution to correct minor administrative errors,
- ii. To amend the Constitution to update job titles
- iii. To amend the Constitution where legislative changes result in any section of the Constitution being in conflict with any relevant legislation

Provided that the Chairman may decide for any proposed amendments as detailed in paragraphs 1 to 3 above that it be considered by Council Constitution Committee.

4. **The Chair is appointed at the Annual General Meeting of Full Council. A Vice-Chair may be appointed by majority decision of the Committee.**

**PROCEDURE**

The Committee will be conducted in accordance with the Council's [Committee Procedure Rules](#). NOTE - Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions.