

# NFLA Terms of Reference & Constitution

## **Part 1 - Objective of the NFLA Steering Committee**

To further the policies of the Nuclear Free Local Authorities and determine its overall strategy.

With a view to implementing these general objectives:

1. To consider and recommend action which can be taken local authorities to promote the well being of their areas by reducing hazards in or potentially affecting their areas.
2. To obtain and provide information and assistance to local authorities that can inform their understanding of the risks from nuclear hazards.
3. To consider and recommend action which can be taken by local authorities and others to support and / or enable:
  - efforts to prevent the retention and proliferation of nuclear weapons and technology assisting that proliferation;
  - the safe phase-out of nuclear power in the shortest practicable time;
  - the minimisation of the production of all types of radioactive waste and materials resulting from military and energy applications of nuclear power and the minimisation of all risks to humans and the environment from such waste and other nuclear hazards;
  - energy conservation and the use of renewable sources of energy and other steps to reduce climate change without resort to nuclear power; and
  - sustainable economic development outside the nuclear sector.

END

Revised: 7 December 2006 and reviewed at annual NFLA AGM's.

## **PART 2 - CONSTITUTION OF THE NUCLEAR FREE LOCAL AUTHORITIES STEERING COMMITTEE**

### **NAME, MEMBERSHIP & OVERALL ROLE**

The name of this organisation is the Nuclear Free Local Authorities Steering Committee, which is to known by the shortened form of NFLA SC. It is made up proportionately of representatives from the NFLA National Forums – NFLA All Ireland Forum, NFLA English Forum, NFLA Scotland Forum and NFLA Welsh Forum. It determines the overall policy framework of the NFLA.

### **OBJECTIVES**

The objectives of the NFLA SC are:

1. To consider and recommend action which can be taken by local authorities to promote the well being of their areas by reducing hazards in or potentially affecting their areas.
2. To obtain and provide information and assistance to local authorities that can inform their understanding of the risks from nuclear hazards.
3. To consider and recommend action which can be taken by local authorities and others to support and / or enable:
  - efforts to prevent the retention and proliferation of nuclear weapons and technology assisting that proliferation;
  - the safe phase-out of nuclear power in the shortest practicable time;
  - the minimisation of the production of all types of radioactive waste and materials resulting from military and energy applications of nuclear power and the minimisation of all risks to humans and the environment from such waste and other nuclear hazards;
  - energy conservation and the use of renewable sources of energy and other steps to reduce climate change without resort to nuclear power; and
  - sustainable economic development outside the nuclear sector.

### **NFLA NATIONAL FORUMS, NFLA CHAIR & THE NFLA AGM**

The four NFLA National Forums (All Ireland, England, Scotland and Wales) will be formally affiliated to the Steering Committee of Nuclear Free Local Authorities, as the UK and Republic of Ireland wide policy-making organisation of the NFLA.

The NFLA AGM will elect a Chair, who will be a member of one of the four NFLA National Forums. Each NFLA National Forum Chair will take on the role of NFLA SC Vice-Chair for each respective constituent country.

Each Forum will appoint delegates to attend the NFLA SC in the following proportions:

- All Ireland – 6
- England – 6
- Scotland – 8
- Wales – 6

These numbers are determined by the amount of NFLA members and will be adjusted accordingly at each NFLA AGM depending on increases and decreases in each NFLA National Forum.

### **MEMBERSHIP**

Membership to the NFLA SC shall be determined by each national Forum and is open to any NFLA member authority. Membership of the NFLA commences upon payment by a local authority of the current annual membership fee subscription.

Once the said membership fee has been paid, no part shall be refundable should a local authority member decide to leave the NFLA during the relevant financial year (April 1<sup>st</sup> – March 31<sup>st</sup>).

A member local authority shall be deemed to have resigned membership if a subscription renewal fee has not been paid within six calendar months of its due date for payment.

### **MEMBERSHIP FEE**

Membership fees shall be on a sliding scale based upon the population of member local authorities and shall be set at the NFLA Annual General Meeting each year.

### **DELEGATES**

NFLA member local authorities are responsible for nominating councillors and officers to represent them at meetings of their own NFLA National Forums and the NFLA SC and advise the Secretariat as to their identities. Member authorities, may if they so wish, appoint substitute councillors. Each NFLA National Forum can also nominate substitute councillors to attend the NFLA SC.

Voting powers will be restricted to councillors, who must be present. There shall be no provision for proxy voting in any circumstances.

### **ASSOCIATE / INDIVIDUAL MEMBERSHIP**

Associate membership shall be open to organisations and former NFLA representative councillors and interested non member councillors, sharing NFLA objectives by majority vote approval of the membership at an AGM (for example NFLA Scotland). Associate membership delegates shall have speaking rights at meetings of the NFLA, but not voting rights on policy or in respect of elections of officers, or any other matter.

### **ASSOCIATE / INDIVIDUAL MEMBERSHIP FEE**

The Associate Membership fee shall be set at quarter of the NFLA Membership Fee and no part shall be refundable should an associate member seek to leave NFLA (S) prior to the end of the period to which the fee relates. The Individual Membership fee is set at £25 with voluntary additional donations on top of that figure possible.

Delegates from Associate Members shall produce credentials of their authority to represent an associate member should they be required to do so.

### **ORGANISATION OF NFLA SC**

The Committee shall consist of the following appointments:

- Chair (from one of the NFLA National Forums);
- Vice Chairs for each NFLA National Forum;
- Together with nominated member authority representatives.

### **NFLA SC SECRETARIAT**

The NFLA SC Secretariat is provided by Manchester City Council. The NFLA Secretary should be an officer located with the Council.

### **ORDINARY MEETINGS**

Ordinary Meetings shall take place on a three monthly cycle so that there should be four meetings per annum. Meetings are held at Manchester Town Hall. An additional NFLA AGM should rotate around the four Forums.

Intimation of business to be discussed at an ordinary meeting shall be sent out at least seven days prior to the date of such meeting.

The Quorum for an Ordinary Meeting or an AGM shall be five member authorities.

### **ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) shall take place prior to one of the Ordinary Meetings and it must be held in the final quarter of the calendar year.

Intimation of elections to be held at an AGM shall be sent out at least four weeks prior to the date of such meeting. Intimation of all other AGM business to be discussed be sent out at least seven days prior to the date of such meeting.

The Quorum shall be the same as for an Ordinary Meeting.

### **OTHER MEETINGS**

Other meetings shall be held as are considered necessary.

### **EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting (EGM) shall be called if the urgent re-call of an elected NFLA representative is sought or if an urgent issue of policy relating to the change of objectives of the NFLA SC is sought. A motion detailing fully with what is sought in calling for an EGM shall be lodged with the Secretariat and to be competent, must have the support of fifty-five per cent of NFLA SC membership. When the Secretariat is satisfied that all the necessary criteria is fulfilled for calling an EGM, intimation of such shall be made with at least two weeks notice. Enclosed with said intimation shall be details of the motion for consideration. At the EGM, no other business shall be discussed.

The Quorum for an EGM shall be half of NFLA membership.

### **MEETING VENUES**

Ordinary Meetings and AGMs will be hosted by member local authorities on a rolling basis. While other meetings will be held in venues that are considered to be appropriate. EGMs will be hosted by the NFLA Secretariat in Manchester.

### **POLICY ADVICE AND CONSULTANTS**

The NFLA SC Secretary will seek to develop research for the Committee. If specific specialised research outside the Secretary's remit is required it will be commissioned in consultation with the NFLA Chair / National Forum Chair (if relevant) and to make payment out of funds for their services at a reasonable rate.

### **CONSULTANCY ROLE**

NFLA SC will give assistance and information free of charge to all member local authorities. However, information and assistance will only be given free of charge to non-member local authorities at the discretion of the NFLA SC, otherwise it will be charged at a reasonable commercial rate.

### **FUNDS**

Funds held by the NFLA SC will be held in an interest bearing account for which the NFLA Secretary will present an annual report.

### **EXPENSES AND HONORARIA**

Where appropriate anyone within the NFLA SC, who acting on NFLA SC business, shall be entitled to reasonable reimbursement of his or her vouched and receipted expenses.

### **MONITORING OF NFLA BUDGET**

All accounts held by or on behalf of the NFLA SC shall be managed and monitored by officers in Manchester City Council and can be made available to individual NFLA members on request.

## **SCHEDULES TO CONSTITUTION OF THE NUCLEAR FREE LOCAL AUTHORITIES STEERING COMMITTEE**

### **1. Order of business for an Ordinary SC Meeting:**

Sederunt.

Welcome on behalf of host local authority.

Minutes of previous meeting.

Matters arising.

Reports and Briefings.

Date and place of next meeting

Any other competent business.

### **2. Order of business for an Annual General Meeting:**

Sederunt.

Minutes of previous AGM and EGM if appropriate.

Matters arising.

Reports.

Election of Committee Officers.

Any other Competent Business.

### **3. Order of business for an Extraordinary General Meeting.**

Roll-call of delegates present.

If following the roll-call there are fifty per cent of member local authorities represented, then the meeting shall proceed. If not, the EGM shall cease at this point and no further business shall be discussed.

If the meeting is to go ahead, the Chair shall read out the terms of the motion and explain the purpose of the meeting.

The motion shall then be moved and seconded, with both mover and seconder having each five minutes for this purpose.

The motion shall then go for general debate and after a reasonable period has elapsed will call a vote upon which a simple majority will be sufficient to decide the issue.

If as a result of the vote, one or more Officers on the Committee are recalled, then the EGM shall have the power to elect replacements who shall serve in office until the following AGM. The Chair shall call for nominations from the floor. There shall be no other business discussed not even any other competent business.

***NFLA Secretariat, approved NFLA AGM 7<sup>th</sup> December 2012, and reviewed annually.***