

Constitution of Town Twinning Network

1. Mission Statement

The Town Twinning Network seeks to promote co-ordination and co-operation in the development of Twinning Links with the Twin Towns of Swindon (currently Salzgitter and Ocotal) and in other existing Twinning Links with towns in the Borough. It will also encourage the development of other international friendship links between the people of the Borough of Swindon and communities in other Countries.

2. Objectives

The Town Twinning Network will act as a co-ordinating body for interested groups and individuals seeking to promote twinning links with the Twin Towns of Swindon (currently Salzgitter and Ocotal).

The Town Twinning Network will seek to co-ordinate fund raising and publicity in relation to Town Twinning but will not itself undertake these activities.

The Town Twinning Network will seek to encourage the development of international friendship links and commercial links between the people of Swindon and communities in other Countries by the provision of a forum for discussion and the exchange of information.

The Town Twinning Network will receive and consider applications for Town Twinning Grants, and make recommendations to the Council.

3. Membership

Membership of the Town Twinning Network will comprise:

Two representatives of Salzgitter Adult Group

Two representatives of Swindon Ocotal Link

One representative from each Twin, Link and Friendship Group in the Borough of Swindon

One representative of Swindon Chamber of Commerce and Industry

Six Members of Swindon Borough Council

Such other persons as the Town Twinning Network shall from time to time co-opt to membership, together with the following ex-officio not voting members:

A representative of the Director of Law and Democratic Services, Swindon Borough Council

The Deputy Chief Executive and Group Director Environment and Leisure, or their representative

A member of the Wiltshire Police

David Martin, representing Geminid

4. Meetings and Annual Meeting

The Town Twinning Network will meet at least three times in each calendar year.

The Chair shall be elected at the Annual Meeting and serve for one year regardless of changes in his/her nomination status to the Network (ie the election to the Chair is incontrovertibly personal for one year).

The Vice - Chair shall be elected at the Annual Meeting and serve for one year regardless of changes in his/her nomination status to the Network.

Nominating bodies shall inform the Network of changes in its nominees. Such information shall appear as an item on the agenda of the Network, at which time the Network shall decide if it wishes to take its own action in the light of such information.

The quorum for meetings of the Town Twinning Network shall be five, or such other number as the Network shall from time to time determine.

The Borough Solicitor, Swindon Borough Council, will be Hon. Secretary and will arrange for the despatch of notices of meetings and for the keeping of minutes.

At least three clear days notice of the time and place of an intended meeting of the Town Twinning Network shall be given. Failure to give such notice shall not invalidate the proceedings at any meeting of the Network.

Voting at meetings will be by a show of hands and a simple majority of those members present and voting shall suffice. The Chair shall have a second or casting vote.

The proceedings of the Town Twinning Network shall not be invalidated by any failure to appoint or any defect in the appointment or qualifications of a member.

5. Financial Arrangements

The Town Twinning Network shall not hold funds or enter into any financial transactions.

6. Amendment of Constitution

This constitution can be amended by notice of motion to be proposed at one meeting and voted on at the next by the Town Twinning Network and passed by a two-thirds majority vote of those present and voting.

7. Attendance by the Press and Public

Attendance by the Press and Public at meetings of the Town Twinning Network is welcomed subject to the Network having the discretion to ask those persons to leave when any item marked 'private and confidential' on the agenda or a report is

considered.

November 2010