

## APPENDIX A

### Constitution for the Buckinghamshire Countywide ~~Archaeological-Historic Environment~~ Advisory Committee (Adopted ~~15th September 1999~~ 20<sup>th</sup> March 2002)

#### 1 NAME

The Committee shall be called the Buckinghamshire Countywide ~~Archaeological-Historic Environment~~ Advisory Committee.

#### 2 OBJECTS

- i) To identify the ~~archaeological-historic environment~~ needs of the County.
- ii) To monitor the provision being made to meet those needs.
- iii) To advise constituent bodies on any necessary improvements or modifications to be made to ~~archaeological-historic environment~~ provision in the County.
- iv) To make formal reports on ~~archaeological-historic environment~~ matters to its constituent bodies.
- v) To encourage and assist the co-ordination of ~~archaeological-historic environment~~ activities throughout the County.

#### 3 MEMBERSHIP AND REPRESENTATION

The Committee shall comprise:

##### a) Voting Members:

- i) One elected representative from each of the District Councils within the County.
- ii) One elected representative from Milton Keynes Council.
- iii) Two elected representatives from the County Council; one nominated by Portfolio Holder for Planning and Transportation and one by the Portfolio Holder for Community Services.~~from the Environmental Services Committee, one from the Education Committee.~~
- iv) One representative of the Buckinghamshire Archaeological Society.
- v) One representative of the Conservation Board for the Chilterns AONB

- v) Other persons representing such authorities and bodies having archaeological interests or undertaking archaeological activities as shall seek membership, and be admitted at the discretion of the Committee.

##### b) Non-voting members:

- i) ~~The Head~~ A representative of the County Museum Service.
- ii) The County Council's Senior Archaeological Officers.
- iii) Milton Keynes Council's Archaeological Officer.

- iv) An officer concerned with the historic environment from each District Council.
- v) One officer concerned with planning from the County Council.
- vi) One representative from English Heritage.
- vii) One representative from the ~~Oxford University Department for Continuing Education to represent academic archaeology.~~ National Trust.
- viii) One representative from the Department for Environment, Food and Rural Affairs
- ix) One representative from the Oxford Diocesan Advisory Committee for the Care of Churches.

c) Co-opted and advisory members

Individuals with special knowledge or experience may be co-opted as (non-voting) members of the Committee or any of its sub-committees or panels, providing that the number of these co-opted members does not exceed one third of the members of the Committee, sub-committee or panel as appropriate.

4. COMMITTEE PROCEDURE

i) Substitutions

In the event of a voting member of the Committee being unable to attend any meeting of the Committee a substitute may attend in his/her place and shall be entitled to exercise rights of membership and shall be entitled to exercise voting rights.

ii) Sub-committees and Panels

The Committee may appoint such sub-committees and panels as may be deemed desirable, and which shall report to the Committee at subsequent meetings.

5 OFFICERS

i) Chairman

The chairman of the Committee shall be elected at the first meeting of the calendar year from the voting members of the Committee. The Chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.

ii) Vice-chairman

The Vice-chairman may be elected from the voting members of the Committee. The Vice-chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.

iii) Secretary

The Secretary of the meeting shall be the Senior Archaeological Officer of the County Council.

iv) Treasurer

A treasurer of the Committee may be appointed by the Committee.

- v) The Secretary shall attend or be represented at every meeting of the Committee, and of every sub-committee or panel of the Committee. The Chairman shall be authorised to invite other appropriate persons to report to the Committee or attend to advise at Committee meetings as considered necessary.

## 6 FINANCE

The reasonable administrative expenses of the secretarial services of the Committee shall be met by the County Council, and members of the Committee must look to the organisation which appointed them for any expenses incurred.

## 7 QUORUM AND PROCEDURE

- i) The Committee shall meet at such times as may be necessary for the transaction of business, but in any case not less than twice in any one year.
- ii) Meetings shall be held at County Hall, Aylesbury, unless otherwise agreed by the Committee.
- iii) Meetings shall be convened by the Secretary, giving to members not less than seven days notice of a meeting. A special meeting shall also be summoned on the request of at least a quarter of the voting members of the Committee, given in writing to the Secretary.
- iv) Four voting members of the Committee shall constitute a quorum.
- v) At any meeting of the Committee a Chairman shall preside.
- vi) In the event of an equality of votes, the Chairman of the meeting shall have a casting vote in addition to his/her deliberative vote.
- vii) Minutes of each meeting shall be kept and shall be confirmed by the Committee at the next meeting and signed by the Chairman of the meeting.
- viii) Subject to the provisions already specified the Committee may regulate its own procedure.

## 8 ADMISSION OF THE PRESS

The press shall be admitted to meetings of the Committee unless excluded by resolution of the Committee.

## 9 VARIATIONS OF THE CONSTITUTION

- i) The Constituent Councils may, on the advice of this non-statutory Committee, from time to time vary the Constitution of the Committee. Such alterations require the assent of not less than five of the voting members present at a meeting of the Committee, and any proposal for alteration of the Constitution shall be received by the Secretary at least twenty-eight clear days before a meeting at which that proposal is to be considered.
- ii) At least twenty-one clear days notice in writing of a meeting at which an alteration to the Constitution is to be considered shall be given by the secretary to members, and such notice shall include full details of any proposed alterations.

## 10 DISSOLUTION

The Committee shall not be dissolved except by resolution of the Committee passed by not less than five of voting members at a meeting convened to consider that motion, notice in writing having been given to the members at least twenty-one clear days in advance.