

Cumbria & North Lancashire Centre Procedural Rules

AGM

1. The Officers of the Centre shall be the Chairman, the Secretary and the Treasurer. Of the other Committee posts, the post of Vice-Chairman and Rally Secretary will also be nominated posts for election at AGM.
2. No Member may be elected to fill more than one of the Officer places on the Committee.
3. Every Committee Member must be a Full, Joint or Family Member of the Caravan and Motorhome Club and registered as such with Cumbria & North Lancashire Centre.
4. The Officers and Committee must retire annually and stand for re-election at each AGM if they wish to continue on Committee.
5. There is no statutory limit to the time Committee Members or Officers can hold a post, with the exception of the Chairman's post which is limited to a maximum of three years.
6. A prospective Chairman may not be considered unless he or she has had at least 12 months experience of committee of any centre (of the Caravan and Motorhome Club). In the event of no nomination for Chairman, and the Vice-Chairman not being able or willing to take up the post, a Past Chairman should be co-opted by the Committee to be caretaker Chairman until an Extraordinary General Meeting is held once a nomination for Chairman is received. The initial approach by the Committee should be to the most recent Past Chairman and would move back in order until the post was filled.
7. Not more than two members of a household may stand for election to the Committee at any one time.
8. The Officers and Committee are not permitted to sign each other's nomination for election or re-election.
9. Nominations for the Committee must be with the Secretary by midnight fourteen full days prior to the AGM.
10. The Secretary must check the validity of nominations as soon as possible after receipt and inform nominees of any discrepancies in order to correct any anomalies.
11. A current list of nominations for The Committee will be be posted on our website and Social Media six weeks before the AGM then updated until nominations close. It may also be announced on rallies at flag.
12. Proxy voting is not allowed.
13. Only Caravan and Motorhome Club members, Joint and Family members who are also Cumbria & North Lancashire Centre members may vote or speak at any meeting, after first being confirmed as registered with Cumbria & North Lancashire Centre.

Validity of Centre membership will be checked against the most recent Caravan and Motorhome Club nominal roll. To speak or vote simply raise a hand.

14. In the event of a vote for Committee, the following must be adhered to. Election for Committee will be by ballot, and the Secretary shall have ready suitable slips of paper. Two or more tellers will have been appointed in readiness. They must be responsible and discreet persons who have no interest in the result and are willing to miss the proceedings for some minutes. Tellers must be Caravan and Motorhome Club Members, Joint or Family members and if possible, should not be members of Cumbria & North Lancashire Centre. The tellers will report the result to the Chairman and votes must not be disclosed.
15. All unopposed, valid nominations must be announced as such to the AGM and if accepted by the membership, the nominees are automatically elected.
16. The Auditor shall be named at the AGM for acceptance by the membership.

Committee

17. In the event of the Chairman and Vice-Chairman not being in attendance at any official meeting; an Officer or Committee member agreed by the other Officers and Committee members present will lead the meeting.
18. Committee meetings shall be held no less than five times a year, with a reasonable distribution throughout the year.
19. A Committee quorum shall consist of more than half the Committee, and no less than four.
20. Only members of the Committee may sit in at any Committee meeting, with the exception of a Minute Secretary where necessary, or any person who is invited by the Committee to speak in connection with an Agenda item, who must then withdraw following the conclusion of that business.
21. All Officers and Committee members may speak and vote on any subject under discussion by the Committee. In the event of a tied vote the Chairman has a second or casting vote.
22. The Committee must not divulge the names and addresses of Centre members or correspondence of the Centre or Club.
23. The Secretary may pass appropriate information from the minutes of Committee meetings for publication on the website and Social Media.
24. An immediate Past Chairman shall have copies of any Committee minutes for their information for the period of their immediate Past Chairmanship, after ratification.
25. An inventory of all property belonging to the Centre shall be taken by the appropriate Officers prior to the AGM, and a copy submitted to the Treasurer at the AGM. Decisions for all repairs and replacements shall be made by the Committee, and the inventory amended accordingly for that year.

26. The Centre bank account must be operated by the Treasurer and one or more of the Committee, authorised by the Centre. They must not be related or members of the same household.
27. Whilst on official Centre business, all Officers, Committee members and Rally Officers (for sitevisit prior to the event) are eligible to claim recompense of out of pocket expenses for Centre or rally expenditure and mileage allowance.
28. The Chairman may claim travelling expenses incurred during their attendance at an official invitation rally, excluding the first 100 miles travelled, and subject to a maximum of £25.00 per rally.
29. A Charity Year may be held for one year during the term of office of the Chairman, if the Chairman so desires. The Chairman is to choose the Charity to be supported.
30. First time rally plaques are only to be given to Cumbria & North Lancashire Centre members, usually on their first Cumbria & North Lancashire Centre rally.
31. Each full Cumbria & North Lancashire Centre member will be emailed the link for the new rally handbook once it is published. Any member without an email will be sent a printed version.
32. New members will receive a welcome email with the same link to the handbook as above or if no email address a printed version will be sent.
33. At the age of 16 a child is deemed to be an adult for social activities on a Cumbria & North Lancashire Centre event.

Complaints

34. In the event of a rallier/member having a complaint against the behaviour of any other rallier or member which they are unable to resolve themselves, they are to direct their complaint to the Rally Officers, who with the assistance of any attending Committee member(s) should attempt to resolve the situation. If unresolved, a written report (either by post or email) must be submitted to the full Committee, via the Secretary, by all parties concerned. If any complaint is against a Rally Officer or Committee member, the complainant should initially make a direct approach to the person concerned, and if unresolved put their complaint in writing (either by post or email) to either the Secretary or Chairman.
35. Any other complaints or views on any other subject should be put in writing (either by post or email), addressed to the Secretary, to be considered at the next Committee meeting, to which the sender will receive a written reply.