

CLARENCE VALLEY COUNCIL
GRAFTON REGIONAL GALLERY ADVISORY COMMITTEE
CONSTITUTION

Preamble

This Committee was established by Clarence Valley Council to make recommendations to Council for its consideration regarding issues that impact on the Grafton Regional Gallery. This Committee will play an active role in representing the interests, concerns and aspirations of residents of the Clarence Valley. The aim is to enhance the broader community's understanding of the function of the Grafton Regional Gallery to ensure continuous improvement and a bright future for the arts in the Clarence Valley.

1. Interpretation

Unless otherwise indicated:

“Council” means Clarence Valley Council

“Act” means the Local Government Act, 1993.

“Committee” means the Grafton Regional Gallery Advisory Committee

‘Gallery’ means the Grafton Regional Gallery

2. Relationship of the Committee and Council

The Advisory Committee is appointed by resolution of Council to make recommendations to Council regarding the review and updating of the Gallery's policies and Business and Strategic Plans.

3. Membership of the Committee

- 3.1 Membership is open to permanent residents of the Clarence Valley who have an interest in the arts.
- 3.2 Membership of the Committee will be no less than six (6) with a maximum of 13 (thirteen) persons from publicly invited expressions of interest and presented in writing in accordance with clause 4 of this constitution.
- 3.3 A Councillor may be appointed to the Committee with the same voting rights as any other member
- 3.4 Members are appointed until the day before the next Council ordinary election. Generally, this will be for a period of approximately four (4) years.
- 3.5 The Gallery Director and the Manager Social and Cultural Services or person nominated by that Manager will be members of the Committee. These staff members will be entitled to speak at meetings of the Committee, but do not have any voting rights

- 3.6 A person ceases to be a member upon:
- a) delivering a written resignation to Council,
 - b) being absent from three (3) consecutive meetings of the committee without leave of absence from the Committee,
 - c) ceasing to be a permanent resident of the Clarence Valley Council area
 - d) receiving written notification from Council that that person's membership of the Committee has been terminated.
- 3.7 Casual vacancies may be filled in accordance with clause 4.3. However, should the members of any committee number less than 6, then Council may invite nominations for the Committee from the public.
- 3.8 Any staff appointed Committee members will not have voting rights

4 Appointment of Members

- 4.1 Within six (6) months following a Council election, expressions of interest will be invited from the public for appointment to the committee
- 4.2 All expressions of interest shall be reported to Council for consideration by Council, at a Council meeting. Council shall either appoint all nominees to the Committee or, if there are more than thirteen (13) then council may select a number from those nominated, the method of selection being at Council's sole discretion.
- 4.3 Should a casual vacancy arise; the Committee Secretary should promptly advise Council. Should the remaining number of members number less than six, or if the Committee recommends that the vacancy should be filled, Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

5 Committee chairperson

At the first meeting of each new Committee, the Committee shall elect a Chairperson and a Deputy Chairperson. The method of election shall be decided by the Committee.

6 Committee Secretary

The Grafton Regional Gallery Administration officer will assume the role of Secretary for the committee. This role will include:

- 6.1 Forwarding an agenda and any relevant documents for meetings to members no less than seven (7) days prior to each meeting.
- 6.2 Minutes: taking, distribution and preparation of reports to Council

- 6.3 The minutes will also be issued to members no later than one week prior to each meeting.
- 6.4 The Committee Secretary does not have voting rights

6 Conduct of Meetings

- 7.1 At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the elected Deputy Chairperson will preside. If both are absent at a meeting, Committee shall elect an alternative to preside at the Meeting.
- 7.2 Members are to advise of their attendance to the Secretary one week prior to the meeting to ensure that adequate notice can be given to attendees of whether there will be quorum for the meeting to proceed.
- 7.3 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of appointed members are present.
- 7.4 Meetings of the Committee shall be held quarterly and may alternate between Grafton and Maclean as determined by the Gallery Director in consultation with the Committee.
- 7.5 All meetings of the Committee are open to the public and members of the public are entitled to attend those meetings. Meetings should be held in a location that is open to and accessible by the public. Members of the public attending meetings may not address the meeting without the consent of the majority of members present. Members of the public do not have a vote.
- 7.6 Decisions of the Committee shall be by majority of the members present at each Meeting and each member shall have one vote. In the event of voting on any matter being equal for or against, the matter shall be referred to Council for decision. The Chairperson shall not have a casting vote.
- 7.7 A record of minutes in the usual form shall be kept by the Secretary of all Meetings.
- 7.8 Members shall observe the provisions of the Local Government Act in relation to declarations of interest in business placed before the Committee. Members should also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the Minutes of the Meeting.
- 7.9 If the Chairperson ceases to be a member of the Committee, the remaining members of the committee shall vote one (1) of their number to fill vacancy.
- 7.10 The Secretary shall notify Council of:
 - (a) any decision that needs to be referred to Council under paragraph 7.5, and
 - (b) any member who fails to attend three (3) consecutive meetings of the Committee.

- (c) any member who takes up permanent residence outside the Clarence Valley Council area.

8 Functions of the Committee.

8.1 To make recommendations to Council that:

- (a) assist, support and advise the Gallery Director in matters relating to the review and updating of the Gallery's policies and plans.
- (b) keep the objectives, policies and strategies of the Gallery under constant review.
- (c) encourage the enjoyment, appreciation and education in the arts in the Clarence valley through advice to the Gallery Director.
- (d) make recommendations to Council that directly impact on the Grafton Regional Gallery
- (e) make recommendations to Council on implementing any changes to the Gallery's policies or Strategic Plan.

8.2 To forward to Council within seven (7) days after a Meeting, a copy of the Minutes taken at that Meeting.

9 Notice

Any notice required to be given by Council under this Constitution may be:

- (a) sent to the last known address of the member, and
- (b) deemed to be received on the second day after posting.

10 Alteration to Constitution

The Constitution may be altered or amended by Council at its ordinary meeting on the recommendation of the Gallery Director and the Committee.