

# Constitution for the Education Building Development Officers Group (EBDOG)

## **Preamble**

EBDOG has existed for many years and is currently made up of an informal group of Local Authority Education Officers and property professionals who are responsible for effective asset management of schools, children's services facilities and other premises within their own Local Authority.

Following discussions with the Department for Education and Skills regarding the future nature of ongoing consultative arrangements, it was agreed that where possible they would like to have a "single conversation" with Local Authorities. The proposal was to stand down the Asset Management Plan Steering Group and build more formally upon the established frameworks of EBDOG. A need was identified for more formal terms of reference and these are articulated in this (draft) Constitution document.

## **Article I – Name**

**Section 1.** The name of this organization shall be the Education Building And Development Officer's Group, hereafter referred to as EBDOG

**Section 2.** An Executive Committee will be established to carry out the functions detailed in Section 2 of Article II.

## **Article II – Purpose**

**Section 1.** EBDOG provides an opportunity for building and development officers from Children's Services Authorities (CSAs) to discuss the impact of proposed changes and issues arising, meet in a different forum and share experience and knowledge.

It will

- a) represent nationally and locally the interests of Children's Services Authorities in discussion with the Department for Education and Skills (DfES) and other Government Departments and Agencies in relation to buildings and provision issues relevant to children and young people.

- b) convene and organise twice yearly National Conferences,
- c) convene and organise local/regional seminars as a means of disseminating good practice, facilitating local networks of Children's Services Authorities and communicating with DfES.

**Section 2.** The Executive Committee, acting as representatives of members interests, shall

- Negotiate and agree future venues for the National Conference with host authorities.
- Negotiate and agree the agenda, content and general purpose of the National Conference,
- Delegate detailed organisational arrangements for the National Conference to the host authority.
- Provide support and advice for the host Authority
- Nominate members of the Executive Committee to serve on Consultative Groups, Working Parties, Forums etc. as necessary
- Elect a Chairperson and Vice-Chairperson to represent EBD OG nationally.
- Secure and encourage widespread regional representation. (Where Regional Groups do not currently exist, EBD OG members in those areas will be encouraged to form such Groups, and formally federate under EBD OG).
- Own and protect the EBD OG brand.

### **Article III - Membership**

**Section 1.** Membership of EBD OG is open to all Children's Services Authorities.

**Section 2.** It will be the aim of the Executive Committee to secure a balanced representation from all parts of England.

**Section 3.** Existing Local Authority led Regional Groups will be invited to formally federate under EBD OG.

**Section 4.** Regional groups that are federated to EBD OG will select/elect representatives to be members of the Executive Committee, for a period of 2 years on a rolling basis from 1<sup>st</sup> July 2007. Representatives will be eligible to continue for further terms if they and the Regional group wish.

**Section 5.** The number of representatives from each Regional groups will be determined by the Executive Committee.

**Section 6.** The Executive Committee will extend its membership to Local Authorities that host an EBD OG conference for a period of 2 years and may co-opt representatives of other authorities as it deems appropriate.

## **Article IV Standing Group: Meetings and Procedures**

**Section 1.** The Executive Committee will meet four times a year and meetings will take place immediately preceding the National Conference. Extraordinary meetings may be called by the Chair, or in his/her absence, the Vice-Chair if required.

**Section 2.** Where a formal vote is required, this will normally be in the form of a simple majority of those present at the meeting. In the event of a tie, the Chair of the meeting shall have an additional casting vote.

## **Article V – Officers**

**Section 1.** EBD OG will have the following elected officers and Executive Committee Members

- **Chair.** Nominations will be sought from within the Executive Committee and the Chair will be elected by means of a secret ballot on a simple majority basis by the Executive to serve a term as defined in Section 3.
- **Vice-Chair.** Nominations will be sought from within the Executive Committee and the Vice-Chair will be elected by means of a secret ballot on a simple majority basis by the Executive to serve a term as defined in Section 3.
- **Secretary** Nominations will be sought from within the Executive Committee and the Secretary will be elected by means of a secret ballot on a simple majority basis by the Executive to serve a term as defined in Section 3.

**Section 2.** The duties of these officers shall be

(a) **Chair.**

- Lead and effectively manage the business of the Executive Committee and provide clear direction and focus in all meetings.
- Set the Agenda for meetings, and to promote effective decision-making and constructive debate in meetings.
- Ensure that any sub-committees or working groups of the Executive Committee are properly chaired, structured and run in accordance with agreed terms of reference.
- To ensure that letters and other correspondence to EBD OG are formally responded to.
- Uphold and promote the aims and objectives of EBD OG, and its Constitution, and to interpret the Constitution when necessary.
- Ensure that EBD OG is represented at appropriate DfES and other meetings.

- Report to each Conference on the business of the Executive Committee since the preceding Conference.
  - Be forward thinking and pro-active in establishing the future direction of EBD OG business.
  - Deploy a casting vote in the event of tied voting.
  - Take urgent action in between meetings in the best interests of EBD OG
  - Endeavour to attend all meetings.
- (b) **Vice-Chair.**
- Deputise fully in the absence of the Chair.
  - Share and support in general the full workload range of the Chair and lead on key areas as required.
  - Work actively with the Chair to coordinate the work of the Executive Committee and any other sub-committees or working groups.
  - Supervise the delivery of each Conference on behalf of the Executive Committee, in liaison with the Chairperson.
  - Uphold and promote the aims and objectives of EBD OG, and its Constitution.
  - Endeavour to attend all meetings.
- (c) **Secretary.**
- Take notes of all Executive meetings or arrange for a substitute to do so.
  - Produce Minutes of all Executive Committee meetings.
  - Arrange for the timely distribution of Agendas and Minutes and other papers/documents to committee members.
  - Maintain and keep up-to-date the Executive Committee contact details.
  - Maintain the official records of EBD OG, and enable access for all those entitled to such access.
  - Ensure that appropriate information is placed on the EBD OG website, and kept up-to-date (with the assistance of other Executive Committee members as appropriate).
  - Uphold and promote the aims and objectives of EBD OG, and its Constitution.
  - Endeavour to attend all Executive Committee meetings.
- (d) **Executive Committee members** will:
- Uphold and promote the aims and objectives of EBD OG, and its Constitution.
  - Endeavour to attend all Executive Committee meetings.

### **Section 3.** Lengths of terms of office

- 2 years commencing 1<sup>st</sup> July 2007.
- Officers will be eligible to continue for further terms.

## **Article VI - Amendments to the Constitution**

Amendments to this Constitution may be proposed by means of a formal resolution of any Regional Group that is Federated to EBD OG or by any current member of the Executive Committee.

In order to adopt an amendment the resolution must secure the support of a two-thirds majority of the Executive Committee, subject to confirmation by a simple majority vote at the next Conference

## **Article VII. Ratification**

This constitution shall be established by a simple majority vote of those attending the next Conference.