

Constitution for the Education Building Development Officers Group (EBDOG)

Introduction

EBDOG has existed for many years and is currently made up of regional Local Authority representatives and property professionals who are responsible for effective school place planning, asset management of schools, children's services facilities and other premises within their own Local Authority.

Terms of Reference

Article I – Name

Section 1. The name of this organisation shall be the Education Building 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 Local Authorities with responsibility for Education 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 Local Authorities (LA) in discussion with the Department for Education (DfE), the Education and Skills Funding Agency (ESFA) and other Government Departments and Agencies in relation to buildings and provision issues and school place planning relevant to children and young people.
- b) convene and organise a LA hosted National Conference annually.
- c) convene and organise local/regional meetings and seminars as a means of disseminating good practice, facilitating local networks of LA's and communicating with DfE.

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 up to two Vice-Chairpersons to represent EBD OG nationally.
- Secure and encourage widespread regional representation.
- Own, promote and protect the EBD OG brand.

Article III – Membership

Section 1. Membership of EBD OG is open to representatives of Local Authorities.

Section 2. It will be the aim of the Executive Committee to secure a balanced representation of relevant authorities 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 3 years on a rolling basis from 1st Sept 2018. 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 Group 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 – Executive Committee: Meetings and Procedures

Section 1. The Executive Committee will meet four times a year and one meeting 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. The meeting will be Quorate with a minimum of 10 members present. 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 (up to 2 posts) 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.
- To be the initial point of contact for formal communications with DfE/ESFA and other interested parties and to respond in a timely way.
- 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 in a timely way.
- 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 DfE and ESFA meetings.

- Report annually to the Conference on the business of the Executive Committee.
- Be forward thinking and pro-active in establishing the future direction of the EBDOG business.
- Deploy a casting vote in the event of tied voting.
- Take urgent and necessary action in between meetings in the best interests of EBDOG
- 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.
- Support the delivery of each Conference on behalf of the Executive Committee, in liaison with the Chairperson.
- Uphold and promote the aims and objectives of EBDOG, and its Constitution.
- Endeavour to attend all meetings.

(c) Executive Committee members will:

- Uphold and promote the aims and objectives of EBDOG, and its Constitution.
- Endeavour to attend all Executive Committee meetings.

Section 3. Lengths of terms of office

- 2 years commencing 1st September 2017
- 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 EBDOG 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.