

**USEFUL TIMELINES**

AGM = Annual General Meeting

CCs = Community Councils

DGC = Dumfries &amp; Galloway Council

EGM = Extraordinary General Meeting

	<b>INFORMATION/ ACTION</b>	<b>TIME LIMIT FOR ACTION or PUBLICATION</b>	<b>SCHEME</b>
1.	Agendas & minutes for an ordinary meeting	Public display and copies to Dumfries & Galloway Council = 7 calendar days before the meeting. Approved minutes to be sent to DGC within 7 calendar days of the meeting at which they were approved.	2.2a  12.5b
2.	Agendas & minutes for an Annual General or Extraordinary General meeting	Public display and copies to DGC = 14 calendar days before the meeting. Approved minutes to be sent to DGC within 7 calendar days of the meeting at which they were approved.	2.2a  12.5b
3.	Boundary changes; name changes; merging of Community Councils	Requests must be made during a Periodic Review.	4.2
4.	Community Councillors – period in office	<ul style="list-style-type: none"> <li>• New Community Councillors assume office at 8am on the day following the date of ordinary or by-elections.</li> <li>• Outgoing Community Councillors cease office at 8am on the day following the date of ordinary or by-elections.</li> <li>• When the no. of Community Councillors falls below half of the maximum permitted membership, the CC shall be dissolved on the date that the number fell below half.</li> </ul>	5.0 and 6.2  Schedule 1  8.9
5.	Contact details for CC members & independent examiner of accounts	Sent to DGC within a calendar month of the change.	2.2e
6.	Constitution – adoption or amendment	At an AGM or EGM, agreed by two-thirds of the current voting membership.	3.1
7.	Decision to dissolve	If the CC decides to dissolve it shall agree the date for a public meeting to discuss the proposed resolution. A public notice must be placed in the local newspaper not less than 14 calendar days prior to the meeting.	14.1

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8.	Elections	Ordinary elections every 4 years on fourth Thursday in October. By-elections between ordinary elections to enable the re-establishment of a CC or when membership falls below half of the maximum permitted membership.	8.2
9.	Extraordinary general meeting	May be called on the request of the CC Chair; on the request of at least one-third of the current voting membership or on the request of 20 electors for the CC area. To be held within 21 calendar days of the Secretary's receipt of the request.	10.7
10.	First meeting of CC	Following an ordinary or by-election the first meeting will take place within a calendar month of the date of the election.	10.1
11.	Frequency of meetings per annum	The minimum is one AGM and 5 ordinary meetings.	10.2
12.	Independently examined accounts	To be submitted to DGC within 7 calendar days of the AGM.	12.4
13.	Notice of poll	14 days prior to the election.	8.6b
14.	Quorum	For all CC meetings the quorum shall be one-third of the current voting membership.	10.3
15.	Standing Orders – adoption	At an AGM or EGM. Standing orders do not require ratification by DGC, but they must comply with the Scheme.	3.2