

COSLA CONVENTION – A SHORT GUIDE

COSLA CONVENTION

- Convention sets COSLA's strategic direction and priorities.
- Convention is also responsible for electing COSLA's Presidential Team, for making appointments to various outside bodies and for approving COSLA's revenue, capital budget, and Corporate Plan on an annual basis.
- Convention meetings are held twice a year, in March and October (with an additional meeting during election years). One meeting often runs in conjunction with COSLA's Annual Conference.
- Meetings are chaired by COSLA's President (or, in their absence, the Vice-President).
- A Special Meeting of Convention may be called by decision of Convention, by requisition of a sufficient number of member councils, or at the discretion of COSLA's President.
- Further information regarding Convention meetings can be found in COSLA's [Standing Orders](#).

ORDER OF BUSINESS

Below summarises the normal order of business for Convention meetings, although this can vary to suit the circumstance of the meeting:

- (i) The sederunt is taken and any apologies are recorded;
- (ii) Any Declaration of Interest is recorded;
- (iii) Approval of the accuracy of Minutes of Convention Meetings;
- (iv) Business (if any) remaining from the last meeting;
- (v) Appointments to Outside Bodies;
- (vi) Any business as per the Agenda;
- (vii) Motions (see below).

COMPOSITION & QUORUM

- The rules regarding Convention's membership and quorum are embedded in [COSLA's Constitution](#).
- Convention delegates are elected members of COSLA's member councils.
- Delegates are appointed by their council on a basis which reflects the party-political representation within that council.
- A quorum is satisfied provided one quarter of members are in attendance (either in person or via an approved remote meeting platform) and provided these delegates represent one quarter of member councils.

MOTIONS, AMENDMENTS & VOTING

- The business to be discussed at a meeting of Convention will be set out in the Agenda.
- Amendments proposed to the recommendations of any Agenda items should be submitted to COSLA at latest one hour before the beginning of the meeting. These should include the names of the mover and seconder, who must be Convention delegates.
- Notice of at least 10 clear working days should be provided to propose a Motion not arising directly out of an item of business on the Agenda. This notice should be provided by the Chief Executive of, or another officer approved by, the member council.
- Urgent items may be considered at the discretion of the President. Any request for urgent business must be made a minimum of two hours before the Convention meeting.
- The business of Convention is decided by a majority vote of those members present and voting. The President and Vice-President are not entitled to vote on Convention business, except by way of a casting vote.
- While they can speak in debates, COSLA Spokespersons or COSLA Political Group Leaders are not entitled to vote, unless they have been appointed as a Convention delegate by their member council.