

COSLA LEADERS' MEETING – A SHORT GUIDE

COSLA LEADERS

- Leaders is COSLA's main decision-making body.
- Leaders meet at least eight times during the year on the last Friday of the month, except in July and December and when Convention meets in March and October.
- Leaders' meeting agenda and papers (public and private) are issued one week prior to the meeting date. Private papers (as defined within COSLA's Standing Orders) can generally be shared within the council but not more widely.
- The President can convene a Special Meeting of Leaders if they deem it necessary.
- Leaders (or their substitutes) from member councils have the right to vote.
- The COSLA President (or Vice-President in the absence of the President) has a casting vote in the event this is required.
- Non-voting members are the COSLA Presidential Team, COSLA Spokespersons (assuming they are not also a Council Leader), and COSLA Political Group Leaders (if they are not also a Council Leader).
- Chief Executives of member councils attend also.
- The formal arrangements for meetings are as detailed in the COSLA Constitution, Scheme of Delegation and Standing Orders.
- COSLA Political Groups usually hold pre-meetings in advance.

PURPOSE

The purpose of the Leaders' Meeting is to direct COSLA's activities and business, in accordance with the strategic priorities and direction set by COSLA Convention.

The Leaders' Meeting works in conjunction and with the support of COSLA's Policy Boards and is responsible for all strategic functions not specifically reserved to any other Officer, Board, Special Interest Group, Committee, or other body.

COMPOSITION & QUORUM

The Leaders' Meeting comprise the President and Vice-President of the Association; the Leader of the Administration (or Convener where no Leader exists) of each Member Council; Spokespersons (who are not Leaders or Conveners of a Member Council); and any Political Group Leader not also a Leader of a Member Council or a Spokesperson.

The quorum for meetings comprises representation from one quarter of those Member Councils eligible to attend and vote at a meeting (including those participating remotely).

MOTIONS & AMENDMENTS

No Member is entitled to propose a motion other than one directly arising out of an item of business on the agenda of the meeting unless the Chief Executive of a Member Council or other authorised officer has given notice of the terms of the motion to COSLA's Chief Executive no later than 10 working days prior to the meeting.

The motion shall be accompanied by an explanation of the circumstances giving rise to the motion, and it will be competent for any Member of Convention to move a motion of which the requisite notice has been given.

Any Member who is entitled to vote (other than a casting vote) at a meeting may propose a motion or amendment relating to any item of business on the agenda of a meeting, providing such motion or amendment is relevant to the item under consideration (except as otherwise provided in the COSLA Standing Orders).

For Leaders' Meeting, notice of any motion or amendment which seeks to change the recommendations of the report accompanying the relevant item of business will usually be given to the Chief Executive no later than one hour before commencement of the meeting and should include the name of the mover and seconder.