



Líonra Rannpháirtíochta Phoiblí Chontae na Gaillimhe
Public Participation Network Galway County

Galway County Public Participation Network

Constitution

Revised and Updated September 2022

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1 Introduction

Galway County Public Participation Network (PPN) was established as part of the Local Government Reform Act 2014. It is the **main link through which Local Authority connects with the Community and Voluntary, Social Inclusion and Environmental groups in County Galway. Galway County PPN aims to enable community organisations to articulate a diverse range of views and interests within local government system, and to allow a diversity of voices and interests to be facilitated and involved in the decision-making process of Galway County Council and other relevant bodies.**

This constitution is based on the “Public Participation Networks a User Guide” updated March 2017 and the “Best Practice Booklet” produced by the former County Galway Community Forum and documents from other PPN’s throughout the country

This constitution is to be read in conjunction with Galway County Policies & Procedures document which outlines the governance of the PPN in County Galway at all levels

1.1 Objectives.

The PPN will work with the community, social inclusion and environmental sectors to:

- 1.1.1 Facilitate and contribute to opportunities for networking, communication and the sharing of information.
- 1.1.2 To develop Galway County PPN as a resource for the community, social inclusion and environmental sectors and communities in Galway County.
- 1.1.3 Strengthen their capacity to contribute positively to the community.
- 1.1.4 Identify issues of collective concern and ensure the sectors have a strong collective voice.
- 1.1.5 Acknowledge and promote the contribution they make to society.
- 1.1.6 To develop policy and positions on issues of common concern to the sectors and to communities and to advocate for these policies and positions to be implemented.
- 1.1.7 Actively support inclusion of socially excluded groups, communities experiencing high levels of poverty and communities experiencing discrimination.
- 1.1.8 Encourage and enable participation in local decision making and planning of services.
- 1.1.9 Take an active formal role in policy making and oversight committees of Galway County Council.
- 1.1.10 Ensure clear and transparent mechanisms for the selection of members of the local community to participate in policy making fora and facilitate elections onto decision making bodies.

- 1.1.11 Facilitate a high level of accountability and feedback mechanisms to PPN members.
- 1.1.12 Engage members in processes that will feed into policies and plans and provide a strong voice of community, voluntary and environmental sectors on local decision-making structures in areas that are of interest and relevant to the network
- 1.1.13 Support individual members of the PPN to develop their capacity to do their own work effectively and also participate effectively in the activities of the PPN.
- 1.1.14 Act as the vehicle to gather feedback and input into policies and plans being developed by local authorities, reflecting both areas of disagreement and, where there is no consensus, the range of views.
- 1.1.15 Work to affect national and regional policies in collaboration with other PPNs.
- 1.1.16 To develop Galway County PPN as a resource for the community, voluntary and environmental sectors and communities in the County.

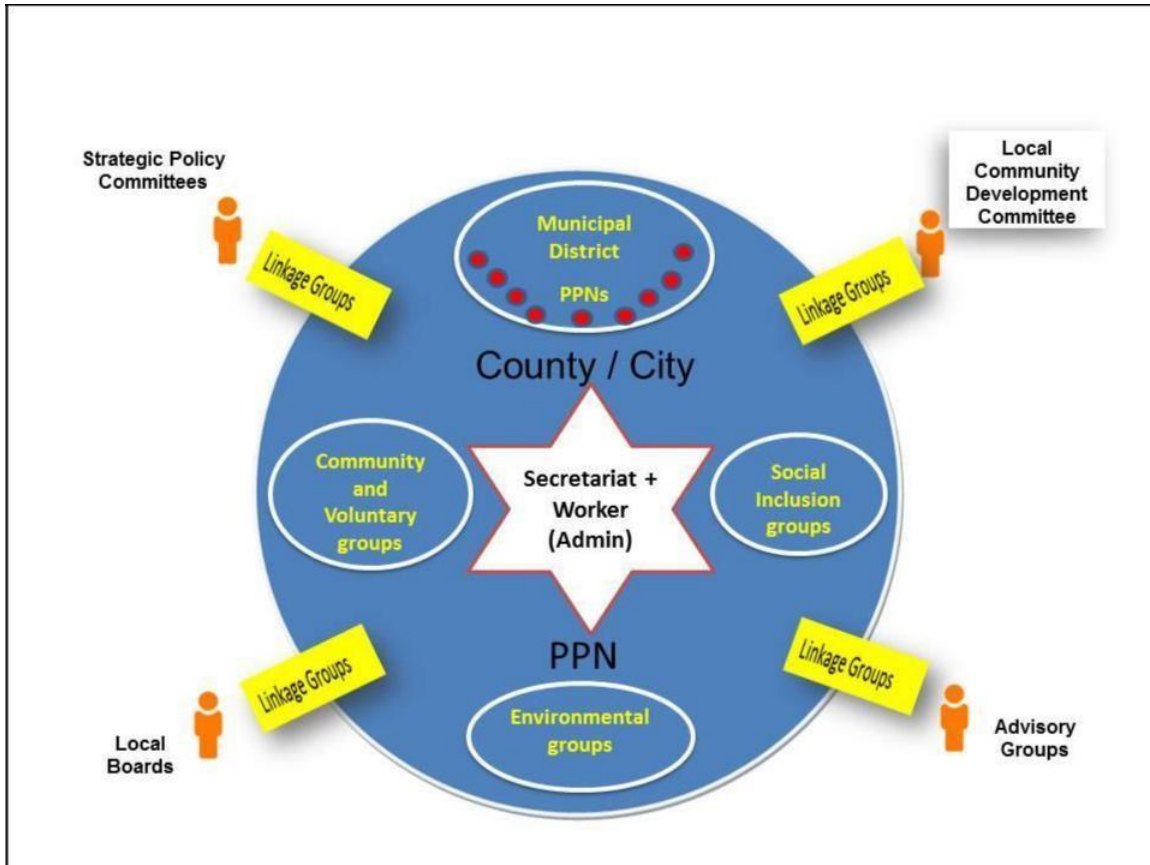
1.2 Values and Principles

Galway County PPN will adhere to the following values and principles.

- 1.2.1 Promote diversity, equality, social justice and fairness.
- 1.2.2 Adhere to the principles of good governance.
- 1.2.3 Be inclusive of all groups and value diversity.
- 1.2.4 Work in a collaborative, transparent and fair way.
- 1.2.5 Be accountable to its membership.
- 1.2.6 Be participatory in its approach.
- 1.2.7 Act as an independent body.

1.3 Structure of the PPN

Galway County PPN operates a flat structure as the diagram demonstrates. This means that all groups in the PPN have an equal voice and an equal input to decision making. It is a collective accommodating of a wide range of diverse views and perspectives. It supports each member to develop new skills and contribute in an equal way to the organisation.



Galway County PPN will be organised at County level and at Municipal District level and comprises of:

- Membership [Environment, Social Inclusion or Community & Voluntary Groups]
- A County Plenary
- The elected Secretariat & Resource Worker
- Five Municipal District (MD) Plenaries
- Linkage Groups
- Policy Making Bodies/ Committees

2 Plenary

2.1 Role of the Plenary

2.1.1 The County Plenary is the sole ruling and decision-making body of the PPN.

2.1.2 The County Plenary will adhere to the objectives set out in section 1.1.

2.1.3 The County Plenary hosts elections to the Secretariat every 3 years.

2.1.4 The County Plenary endorses any strategies and reviews undertaken on the work of the PPN.

2.1.5 The County Plenary delegates the day-to-day running of the PPN to the Secretariat which is administered through the Resource Worker, and their office, together with ancillary staff.

2.2 Plenary Meetings

- 2.2.1 The County Plenary will meet a minimum of 2 times per year.
- 2.2.2 A maximum of 3 representatives of a member organization can attend a County Plenary.
- 2.2.3 A special meeting of the County Plenary can be called if requested by two thirds of membership groups by petition of members.
- 2.2.4 All PPN members are entitled to 21 days' notice by post or electronic means of a County Plenary meeting.
- ~~2.2.5 A County Plenary meeting shall be deemed valid if at least 10% of the Member Organisations are represented, and a minimum of 3 of Secretariat members are present.~~

Attending the Plenary Meetings

The main decision-making body of the PPN is the Plenary (i.e. all the independent Member Groups of the PPN) which should, unless in exceptional circumstances, meet at least once a year to review how the PPN is working and to set the work agenda for the coming period.

The main role of the Plenary is to direct the operations of the PPN, to set overall PPN policy and procedures and to agree the annual Workplan and budget. The elected Secretariat is responsible for the administration of the PPN between Plenary meetings.

Subsets of the PPN such as Municipal District PPNs and Linkage / Thematic Groups also inform the process.

Registration for meetings is mandatory and includes registration by members, Secretariat members and staff.

A Plenary Meeting shall be deemed a valid meeting if at least 15 per cent of the Member Organisations are represented and also if at least four of those present are members of the Secretariat. There must also be an automatic and guaranteed 21 days' notice of the meeting.

If a quorum is not available, those present may elect to proceed with either of the following:

Option A

- The meeting should be postponed and rescheduled for a more suitable date, no later than one calendar month after the date of the original meeting.
- In the event that a quorum is not present at the rescheduled meeting, and provided that those in attendance consist of a simple majority (that is, half plus one) of all groups registered to attend the meeting, the number of participants present will be deemed to be the quorum and the meeting will be validly held.
- No objections to proceedings, including resolutions, ratifications and decisions, of the rescheduled meeting shall be permitted on the basis that there was no valid quorum in attendance at the originally scheduled meeting.

Option B

- Determine that the current attendance at the plenary is sufficient for the plenary to proceed. Decisions made at this plenary will be validly passed by a simple majority (that is, half plus one) of those in attendance.

In any event, if over 50% of the Secretariat Members' terms have expired by the date of the holding of the Plenary meeting, or the rescheduled Plenary meeting, whichever shall apply, the requirement that the quorum include four Secretariat Members will cease to apply.

- 2.2.6 A record of attendance and minutes will be kept for all meetings.
- 2.2.7 Minutes of County Plenary meetings will be published on the PPN website, following approval by the County Plenary at their next meeting.
- 2.2.8 County Plenary meetings will be facilitated/chaired by a person nominated by the Secretariat.
- 2.2.9 If considered appropriate by the Secretariat, a non-member may be invited to attend a meeting and speak on a specific agenda item.
- 2.2.10 Motions for discussion should be submitted to the Secretariat 7 days after notification of the County Plenary.
- 2.2.11 A motion can be submitted by the governing body of a registered member of the PPN, a Linkage Group, Municipal Plenary or Pillar.
- 2.2.12 Decisions of the County Plenary will be made by taking a vote. Decisions will be carried by a simple majority of all members present, except for the expulsion of a member as outlined in section 2.5.21.
- 2.2.13 In the event that there is a tie in a vote, the facilitator will have the casting vote. The facilitator of the meeting (see 2.2.8) will act in accordance with the agreed view of the wider Secretariat.

2.3 Election of PPN Representatives

- 2.3.1 Pillars will nominate and vote on representatives to sit on SPCs, LCDC, Joint Policing Committee, and all other committees on which Galway County PPN will be entitled to be represented.
- 2.3.2 PPN membership groups shall be given not less than 21 days' notice of a nomination and election process.
- 2.3.3 For the purposes of the election to the Secretariat, each PPN membership group is entitled to nominate one person for their Municipal District and 1 person for their Pillar.

- 2.3.4 All PPN member groups have to be registered with the PPN for a minimum of 3 months prior to the calling of an election in order to go forward for election or to be eligible to vote. Nomination papers will be sent to the email or postal address indicated on the PPN registration database for that group as appropriate.
- 2.3.5 Nomination forms must be fully completed, by an officer of the nominating group, to be eligible for inclusion in the election.
- 2.3.6 A returning officer, selected by Galway County PPN Secretariat will decide on the validity of the nomination forms and their decision is final.
- 2.3.7 Nomination forms must be submitted online, via post or electronic means, or by another method as decided by the PPN Secretariat.
- 2.3.8 Members are to be nominated to the LCDC from the PPN (two from the Community Pillar, two from the Social Inclusion Pillar and one from the Environment Pillar).
- 2.3.9 All fully completed nominations received by the closing date, which are deemed eligible, will be put forward for the election.
- 2.3.10 A set of voting papers will be issued to the person nominated to represent the group at the meeting– as indicated on the PPN registration form.
- 2.3.11 Ballot papers will only be issued to representatives who have been named in advance of the meeting.
- 2.3.12 Officers will be appointed by Galway County PPN Secretariat to oversee the election and count the ballot papers.
- 2.3.13 In the event that a clear preference is not indicated on a ballot sheet, it will be deemed a spoiled vote and will not be counted.
- 2.3.14 In the event of a tie, the successful candidate will be determined by lot. The names of tied candidates will put in a hat. The first name drawn out will be deemed to be elected. If there are two seats the first two names drawn out will be deemed elected.
- 2.3.15 Voting will take place in accordance with the ‘first past the post’ system.
- 2.3.16 Where the number of candidates exceeds the number of seats, the person(s) who receives the highest number of votes will be deemed elected, taking into consideration measures to ensure gender balance and a geographic spread of candidates, as appropriate.
- 2.3.17 Appeals on the nomination and or election process should be made in writing to the PPN Secretariat with 7 working days of the announcement of either nominees, or election results.
- 2.3.18 A representative of a PPN member organisation who intends to run for public office must declare their interest in so doing, and on formal nomination for public office must step down from the PPN representative position for the period of the elections but can return if not elected.

2.3.19 No representative of a PPN member organization can contest more than one PPN seat on a Council or other committee.

2.4 PPN Membership Entitlements

- 2.4.1 Each PPN member organisation will have one vote at the County Plenary.
- 2.4.2 PPN member organisations will be entitled to nominate representatives to elected council and other appropriate committee positions.
- 2.4.3 Nominations for vacant positions on structures on which Galway County PPN is represented will be sought from its membership.
- 2.4.4 In the event that the vacancy is streamed according to Pillar, nominations will be restricted to the member organisations of that Pillar.
- 2.4.5 Elections to the Local Community Development Committee will be streamed according to Pillar.
- 2.4.6 Where the number of nominees equals the number of available places then the nominees in question will be deemed automatically elected, without the need for a vote.
- 2.4.7 Where the number of nominees exceeds the number of available places then an election will follow.
- 2.4.8 Where there are insufficient numbers of nominees for the number of places available then nominations can be made when dealing with the agenda item.

2.5 PPN Membership Criteria

To qualify for membership, groups must fulfil the following criteria:

- 2.5.1 Community groups/organisations must fully complete the PPN registration form to become members of the PPN.
- 2.5.2 Groups are not-for-profit and operate within the community, voluntary and environmental sectors.
- 2.5.3 Have a minimum of five (5) members.
- 2.5.4 Have a written constitution, operating rules & procedures and/or memorandum & articles of association.
- 2.5.5 Be a minimum of six months in existence at application.
- 2.5.6 Be open to new members.
- 2.5.7 Have an email address and be contactable by phone or text
- 2.5.8 Have a formal structure e.g. Chairperson, Secretary or Equivalent.

- 2.5.9 Groups/Organisations registered under the Environmental pillar must be validated by the Environmental pillar at national level.
- 2.5.10 Be active and broadly representative of and accountable to its membership base within County Galway.
- 2.5.11 Hold an AGM and have regular meetings. The AGM minutes may be requested if necessary to verify that the group is active and accountable. The minutes will be held in STRICT confidence by persons authorised by the PPN Secretariat to have access to them.
- 2.5.12 Be non-party political, non-sectarian and non-discriminatory.
- 2.5.13 Groups must be able to establish their bona fides and provide documentation if requested to do so.
- 2.5.14 Political parties will not be able to affiliate.
- 2.5.15 Public representatives (Councillors, TDs, Senators, MEPS etc), or those who have held such office within the past 12 months may not participate in the PPN.
- 2.5.14 Organisations can only be registered within only one Pillar. The Pillar is chosen by the applicant.
- 2.5.15 All PPN members will opt to be a member of one of the three Pillars; Community, Social Inclusion or Environmental, and one of the five Municipal Districts; Ballinasloe, Connemara, Loughrea, Oranmore / Athenry and Tuam.
- 2.5.16 Registration can be carried out at any time.
- 2.5.17 There will be an annual call for registration of new members and renewal of existing members.
- 2.5.18 In the event of a dispute regarding eligibility, the Secretariat will determine eligibility for registration.
- 2.5.19 Groups can resign at any time by notification from their governing body to the Secretariat in writing.
- 2.5.20 Where the same person is nominated for a Pillar and a Municipal District, they will be asked to identify which position they prefer. No candidate can contest two seats.
- 2.5.21 All members should adhere to Galway County PPN Code of Conduct/Conflict of Interest Protocol in the PPN Policies and Procedures document.
- 2.5.22 Expulsion of Member Organisation.

A proposal to expel a PPN member organisation may be made in the event of an organization:

- (a) Acting in a manner contrary to the values, aims or objectives of the Galway County Public Participation Network as outlined in Section 1.2 of the Constitution;

- (b) Failing to comply with the criteria for membership as outlined in section 2.5 of the Constitution.

In the event of it being necessary to expel an organisation from membership of Galway County PPN, the PPN will act in accordance with the following procedure:

- (i) A proposal to expel an organisation may be made by the Secretariat, or by a simple majority of delegates present at a County Plenary meeting.
- (ii) The proposal to expel will be placed on the agenda for the next County Plenary meeting, and the organisation concerned will be notified of the intention to raise the matter at least one month before the meeting at which the expulsion is to be considered. The organisation will be given an opportunity to address the issue at the County Plenary meeting.
- (iii) The expulsion will be effective if passed by a two-thirds majority of the members present at the County Plenary meeting.

2.5.22 While the expulsion process is being pursued, voting rights for the organisation will be suspended until the issue has been resolved. In line with due process and the disciplinary procedures document, a membership group may be exonerated or removed from the PPN. An expulsion of a PPN member organization may be appealed to the Department of Rural and Community Development.

2.5.23 Any PPN seats on Council or other committees, occupied by an expelled PPN member organisation, shall be forfeited by that organisation immediately upon expulsion from the PPN.

3 Pillars

3.1 Role of the Pillar

- 3.1.1 Each Pillar of the PPN provides a collective voice for the member organisations within that Pillar.
- 3.1.2 Each Pillar nominates and elects two people to represent it on the PPN Secretariat.
- 3.1.3 The Plenary of the Pillar nominates two people to the Secretariat of the County PPN.
- 3.1.4 Each Pillar can develop and submit policy proposals as agreed by its membership.
- 3.1.5 Each Pillar can establish its own organizing structure to coordinate the activities of the Pillar.

3.2 Pillar Meetings

- 3.2.1 Pillars are at liberty to arrange meetings as perceived necessary by themselves.
- 3.2.2 Pillars members are entitled to 21 days' notice by post or electronic means of a Pillar meeting.
- 3.2.3 A Pillar Meeting shall be deemed valid if at least 10% of the Member Organisations are represented, and a Secretariat member representing that Pillar is in attendance.

- 3.2.4 A record of attendance and minutes will be kept for all Pillar meetings.
- 3.2.5 Minutes of Pillar meetings will be published on the PPN website, following approval by the Pillar at its next meeting.
- 3.2.6 Pillar meetings will be facilitated/chaired by a person selected by the Pillar.
- 3.2.7 If considered appropriate by the Pillar's organizing group, a non-member may be invited to attend a meeting and speak on a specific agenda item.
- 3.2.8 Motions for discussion should be submitted to the Pillar organizing structure 7 days after notification of the Pillar meeting.
- 3.2.9 Decisions of the Pillar will be made by taking a vote. Decisions will be carried by a simple majority of all members present.
- 3.2.10 In the event that there is a tie in a vote, the facilitator of the meeting in question will have the casting vote.

3.3 PPN Membership Criteria

In addition to section 2.5

- 3.3.1 When joining the PPN, organisations must opt to be a part of one of three Pillars within the PPN: Environment, Social Inclusion or Community.
- 3.3.2 The PPN will publish registration guidelines which will assist prospective members to select which Pillar closely reflects their own primary objectives.
- 3.3.3 To join the Social Inclusion Pillar an organisation's primary objectives and activities must focus on social inclusion / social justice / equality.
- 3.3.4 To join the Environment Pillar the organisation's primary objectives and activities must be environmental (i.e. ecological) protection and / or environmental sustainability.
- 3.3.5 Organisations whose primary objectives are other than those listed above will be members of the Community Pillar.

4 Municipal Districts

4.1 Role

- 4.1.1 The Plenary of each Municipal District nominates one person to the Secretariat of the County PPN.
- 4.1.2 The Municipal District Plenary can develop and submit policy proposals as agreed by their membership.

4.1.3 The Municipal District can establish their own organizing structure to coordinate the activities of the Municipal District Plenary.

4.2 Municipal District Meetings

4.2.1 The Municipal District Plenary is made up of all registered members (i.e. of the Community, Environmental and Voluntary electoral colleges) in each of Galway's County Municipal Districts – Ballinasloe, Connemara, Oranmore/Athenry, Loughrea and Tuam.

4.2.2 Municipal District Plenary meetings are called by the Secretariat representatives for each district.

4.2.3 Each PPN member organisation may select two people to represent them at a Municipal District Plenary.

4.2.4 Each member organisation will have one vote.

4.2.5 The Municipal District Plenary will be guided by the vision and objectives of the PPN.

4.2.6 The Municipal District will report to the County Plenary annually on its activities.

4.2.7 A special meeting of the Municipal District Plenary can be called if requested by two thirds of its membership by petition.

5 Secretariat

5.1 Role of the Secretariat

5.1.1 The Secretariat is answerable to the County Plenary.

5.1.2 The Secretariat will ensure that procedures for elections are adhered to.

5.1.3 The Secretariat will act as a support to PPN representatives on Council and other committees.

5.1.4 The Secretariat will develop and oversee a work-plan for the PPN and carry out reviews as appropriate.

5.1.5 The Secretariat can make decisions in relation to the effective day to day running of the PPN, in adherence to the objectives set out in section 1.1

5.1.6 The Secretariat shall establish appropriate sub-committees/task groups or other sub-structures to effectively carry out its functions. Sub-structures should have clear remits and tasks; in order to avoid duplication of effort – the establishment of ad hoc groups that are task-specific and wound-up once the task is completed is encouraged.

5.1.7 The Secretariat shall manage and monitor the budget of the PPN.

5.1.8 The Secretariat will agree a Service Level Agreement with Galway County Council, which will detail all administrative, governance and financial conditions.

- 5.1.9 The Secretariat will agree and oversee the implementation of the work plan with the County Council and review it regularly.
- 5.1.10 The Secretariat will develop a communication policy.
- 5.1.11 The Secretariat can appoint and manage staff for the PPN.
- 5.1.12 The Secretariat will devise and implement an annual work-plan for the PPN.
- 5.1.13 The Secretariat will establish processes for the monitoring and evaluation of the work of the PPN.
- 5.1.14 The Secretariat will maintain the database of all membership groups. This is maintained on the cloud for GDPR compliance in accordance with the PPN data protection policy. (See the Data Protection Policy in the PPN Policies and Procedures document.)
- 5.1.15 The Secretariat will facilitate the establishment of Linkage Groups by notifying all PPN members and organising meetings.
- 5.1.16 The Secretariat will inform Linkage Groups/Pillars if a PPN representative on a Council or other Committee is not adhering to the Representatives charter.
- 5.1.17 The Secretariat will facilitate the implementation of decisions made by the Plenary.
- 5.1.18 The Secretariat will act as the coordinating body of the PPN and facilitate the PPN's day to day business.
- 5.1.19 The Secretariat will facilitate and monitor effective communication between member groups and PPN representatives to ensure quality input into decision-making structures.
- 5.1.20 The Secretariat hosts elections of PPN members to the County Council and other committees through the Pillars.

5.2 Secretariat Meetings

- 5.2.1 The Secretariat shall hold a minimum of 4 meetings per year. Attendance records shall be kept at meetings of the Secretariat and work reported to the Plenary annually.
- 5.2.2 The Secretariat will appoint a facilitator for each meeting at the preceding meeting.
- 5.2.3 The appointed facilitator will liaise with PPN staff to set the agenda for subsequent Secretariat meetings.
- 5.2.4 The quorum for all meetings of the Secretariat shall be one third plus 1 of all Secretariat members.
- 5.2.5 Notice for meetings along with agenda should be circulated to members no less than 10 days prior to the date of the meeting.

- 5.2.6 All members can suggest items for the agenda up to 7 days before the meeting takes place.
- 5.2.7 Minutes of all meetings must be adopted by members, signed by the appointed facilitator (for the meeting) and a copy kept on file.
- 5.2.8 The signed minutes will be published on the Galway PPN website.
- 5.2.9 Where possible, decisions of the Secretariat will be taken by consensus, but in the event of a vote being required, decisions will be carried by a simple majority of all members present.
- 5.2.10 In the case of a tied vote the nominated facilitator for the meeting will hold the casting vote.
- 5.2.11 In the event of consensus not being met and a vote held, a minority report may be written detailing where agreement was not reached and signed by all voters on the decision.
- 5.2.12 In the event of a member of the Secretariat failing to attend three consecutive meetings of the Secretariat of which s/he has been properly notified, without sending apologies prior to the meeting, s/he will be deemed to have resigned from the Secretariat.
- 5.2.13 The Secretariat of the PPN will remain in place for a period of 3 years since elected.
- 5.2.14 Elections for the Secretariat will be held within a month of the end of the 3-year term.

5.3 PPN Secretariat Meeting Code of Practice.

- 5.3.1 Read the agenda minutes and documentation circulated in advance of Secretariat and sub Committee meetings.
- 5.3.2 Use agreed procedure for adding discussion items to the agenda.
- 5.3.3 Respect the confidentiality of discussions held during Secretariat and sub-committee meetings
- 5.3.4 Contact the resource worker to extend apologies to the board if unable to attend meetings.
- 5.3.5 Arrive at meetings on time
- 5.3.6 Avoid disrupting meetings if arriving late
- 5.3.7 Leave mobile phones on silent during meetings
- 5.3.8 Avoid texting, emailing or taking and making phone calls during meetings.
- 5.3.9 Respect the position of the meetings convenor, fellow reps on the secretariat and the PPN resource officer.
- 5.3.10 Listen attentively to fellow board members and people in attendance.
- 5.3.11 Speak one at a time.
- 5.3.12 Respect the decision-making processes of the board and sub committees.

- 5.3.13 Speak respectfully to fellow participants and observers at all times.
- 5.3.14 Follow the set procedure for dealing with conflicts of interests or conflicts of loyalty.
- 5.3.15 A rep must adhere to the principles, values and policies of the PPN. A rep must act as a team player in the interests of the PPN in order to enhance the work and further development of the PPN

Secretariat meeting pack contents.

Documents circulated in advance of meetings should include the agenda, minutes of previous meeting, PPN resource officer reports, sub-committee reports, financial statements, policy documents and any other documents for discussion and review as appropriate.

5.4 Secretariat Membership Criteria

- 5.4.1 The Secretariat shall be made up of 11 members, 2 from each of the Pillars and one from each Municipal District and Secretariat members will be elected by the County Plenary.
- 5.4.2 For the purposes of the election to the Secretariat, each PPN member organisation is entitled to nominate one person for their Municipal District and one person for their Pillar.

6. Linkage Groups

6.1 Purpose and Establishment

- 6.1.1 Linkage Groups will be formed to deal with specific issues and support PPN representatives in their role on the Council and other committees; they will form part of the accountability and feedback mechanism for the community.
- 6.1.2 A Linkage Group can be created by request to the Secretariat from a PPN member.
- 6.1.3 A Linkage Group, once determined to have achieved its objective, may be disbanded by a majority vote of its members.

6.2 Role of Linkage Groups

- 6.2.1 A Linkage Group can develop and submit policy proposals, as agreed by its membership, to the County Plenary through the Secretariat.
- 6.2.2 The Linkage Group will discuss and debate issues of relevance to the group.
- 6.2.3 The Linkage Group and PPN representative(s) will engage in 2-way communication on matters of interest to the group.

- 6.2.4 The Linkage Group will inform the PPN representative(s) on the committee of its views.
- 6.2.5 The PPN representative(s) will provide feedback from committees to the Linkage Group and is accountable to them.
- 6.2.6 Minutes and proceedings of Linkage Group meetings will be recorded and published as described for Municipal Districts.

6.3 Linkage Group Meetings

- 6.3.1 The structure of Linkage Group meetings is determined by the needs of the Linkage Group.

6.4 Linkage Group Membership Criteria

- 6.4.1 All PPN member organisations have the option of joining a Linkage Group (to link with a specific committee/s where the PPN is being represented).

7. Policy Making Bodies/Committees

Galway County Council and other local bodies have a range of Policy Making Bodies, Committees and Boards to support them in their work and policy development. In County Galway these decision-making bodies include;

7.1.1 Local Community & Development Committee [LCDC]

As per LCDC regulations it is prescribed that a minimum of 2 persons representing Community and Voluntary interests, a minimum of 2 persons representing Social Inclusion interests and a minimum of 1 person representing Environmental interests be included on the Committee.

7.1.2 Joint Policing Committee

7.1.3 Five Strategic Policy Committees

1. Housing, Corporate & Recreation
2. Roads, Transportation & Marine
3. Planning & Community
4. Environment, Water, Services, Fire & Emergency Services
5. Economic Development & Enterprise

7.1.4 Galway Sports Partnership

7.1.5 Galway Education & Training Board [GRETB]

7.1.6 Rural Development Companies

7.1.7 Western Region Drug and Alcohol Task Force [WRDATF]

7.1.8 FLAG. Fisheries Local Action Group

7.1.9 Galway Region of Gastronomy

7.1.10 Childcare Committee

Other committees may require community representation in the future. Galway County PPN have representation on these bodies/committees and when Galway County Council and other relevant local bodies seeks representative(s) they contact the PPN secretariat with the details

Each of these committees have their own Terms of Reference and PPN representatives should familiarise themselves with these.

8 Amendments to the Constitution

- 8.1.1 Future amendments to the PPN Constitution shall be taken by decision of the County Plenary (as per clauses 2.2.12, 2.2.13).
- 8.1.2 Proposals to amend the Constitution should be submitted to the Secretariat in accorded with clauses 2.2.10 and 2.2.11.
- 8.1.3 By the Secretariat, or by a collective of three registered membership groups.
- 8.1.4 By a simple majority at an ordinary meeting of the Galway County Plenary PPN,
- 8.1.6 Proposals to amend the Constitution should be submitted to the Secretariat in writing within 14 days of the County Plenary Meeting and made available to County Plenary PPN members at least 7 days in advance of a County Plenary PPN meeting.
- 8.1.7 The Amendment will be effective if passed by a two-thirds majority of the members present at the PPN County Plenary Meeting.