**Fingal PPN Constitution Steering Committee**

At the Annual General Plenary Meeting of the Fingal PPN on 8th May 2019, the Plenary approved the following:

*“The constitution is adopted with the proviso that section 10 where it requires 30 members of the PPN to propose an amendment to the constitution is not activated, and that a steering group of PPN members (to be setup by the Secretariat) is put together to carry out consultation on the constitution and recommend any final changes for the next Plenary meeting in November 2019.”*

In response, this document outlines the process recommended by the Secretariat to fulfil this direction from the Plenary.

**Steering Committee Terms of Reference:**

*Membership*

A 13 person steering committee made up of:

* 4 Secretariat members (Selected at a Secretariat meeting. Secretariat members cannot be nominated outside of this).
* Nominee from each Linkage Group (Selected at each Linkage Group meeting in June).
* 3 General Members of the PPN Plenary (Expressions of interest submitted by email and lots drawn at Linkage Group Meeting on 20th June).
* 1 PPN Representative (i.e. An existing PPN Rep on an SPC or the LCDC).

*Facilitator*

The steering committee will be facilitated by the PPN Resource Worker who will have no vote on any decisions.

*External Expertise*

Michael Quirke of Carmichael Ireland will be requested to sit in on Steering Committee meetings as an observer and to be available to the steering committee for advice during deliberations. Michael Quirke is a Governance Expert with decades of experience in the Community and Voluntary Sector and the Local Government Sector. Michael Quirke worked with the Secretariat on the development of the new PPN Constitution.

*Role*

The role of the Steering Committee and its members is defined as:

1. Acting and participating objectively in the fulfilment of its role.
2. Taking time to become familiar with the constitution as it currently exists.
3. Reviewing and considering feedback received by the PPN during the consultation period.
4. Formulate, develop and agree proposed amendments to the PPN constitution.
   * Amendments should be succinct and aligned with the PPN User Guide and the realities of implementing the PPN structure.
   * The aim will be for the steering group to reach consensus on proposed amendments. Where consensus cannot be reached, a majority vote will suffice.
   * If a proposed amendment is supported by the majority of the Steering Group, the whole of the Steering Group will support the amendment.
5. Working with all members of the Steering Group as a team.
6. Proposing a set of amendments that are intended to be in the best interests of the PPN, its members and good governance.

The role of the Steering Committee is not to:

* Propose a new constitution.
* Rewrite the current constitution.

It is important to note and acknowledge that a constitution is an ever evolving document and there will always be scope to propose amendments during its lifetime. There should be no expectation that the steering group will propose a perfect document, as no such thing exists.

**The timeline for this piece of work is outlined on the next page.**

**Timeline of Actions:**

The timeline for this process is as follows:

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| **Date** | **Action** |
| **10th June** | Publish explanatory document on new constitution with main developments from old constitution.  All PPN members are invited to send in feedback until midday on 15th August. |
| **4th to 20th June** | The “PPN Constitution Steering Committee” will be an agenda item at each linkage group meeting to outline the process, inform members and to seek a nomination from that linkage group to sit on the constitution steering group. |
| **25th June** | Open Evening meeting for members to attend and seek clarifications and give feedback (County Hall, Swords).   * Registration required in advance. If no registration received, meeting will not go ahead. |
| **6th August** | Open Evening meeting for members to attend and seek clarifications and give feedback. (Civic Offices, Blanchardstown)   * Registration required in advance. If no registration received, meeting will not go ahead. |
| **7th August** | Open Evening meeting for members to attend and seek clarifications and give feedback. (Venue TBC, Balbriggan)   * Registration required in advance. If no registration received, meeting will not go ahead. |
| **16th August** | Report on consultation circulated to Steering Group along with individual submissions (personal information removed) by this date. |
| **22nd August** | Steering Group meet to go through all feedback received and make recommendations on amendments.   * + Report on consultation finalised. |
| **3rd to 19th September** | Proposed amendments brought to each linkage group for information purposes, and where possible, for support from the linkage group. |
| **26th September** | Constitution, report on consultation and all proposed amendments to be published on PPN website. |
| **6th November** | Amendments proposed by Steering Group proposed at Plenary meeting. |