CONSTITUTION

OF

LANARKSHIRE LOCAL DENTAL COMMITTEE

**1. General**

In this Constitution, unless the context otherwise requires, “the Committee” means the Lanarkshire Local Dental Committee; “the Area” means “the Lanarkshire Health Board Area”; and “the Sub Committee” means “the General Practitioner Sub Committee of NHS Lanarkshire Area Dental Advisory Committee.”

**2. Title**

The Committee shall be known as “Lanarkshire Local Dental Committee.”

**3. Objects**

The objects of the Committee shall be: -

(a) to promote the dental health of the community within the Area;

(b) to promote the interests of general dental practitioners in the Area.:

(c) to give help and advice to any general dental practitioner from within the Area who appeals to the Committee for help or advice in any clinical dental or dental politicalmatter;

(d) to obtain, correlate and present to appropriate bodies the opinion of general dental practitioners within the Area and

(e) to co-operate with other Local Dental Committees and other bodies where appropriate to facilitate (a) and (d) above and, where necessary to appoint representatives to attend meetings of such bodies.

**4. Membership**

(a) The Committee shall comprise fifteen general dental practitioners elected as hereinafter provided who at the time of election are currently engaged in general dental practitioner services under the National Health Service Acts in the Area.

(b) Ordinary members of the Committee shall be elected for a period of three years.

(c) Ex officio, ordinary and co-opted members shall each have the same standing as members of the Committee and on matters of business shall have one vote, the Chair having a casting vote in addition.

**5. Disqualification or Resignation of members.**

(a) A duly appointed general dental practitioner whose name ceases to be on the Area Dental list and/or who cease to practise at an address in the area shall be deemed to have vacated his/her seat on the Committee and a casual vacancy shall, as a consequence, arise.

(b) Where a member of the Committee has been absent for three consecutive meetings of the Committee, the Committee may, unless they are satisfied that his/her absence was due to illness or other reasonable cause, declare that his/her seat on the Committee has been vacated, and thereupon, a casual vacancy shall be deemed to have occurred.

( c) A member of the Committee may at any time, by one calendar month’s notice in writing, signed by him/her and delivered to the Clerk, resign his/her office.

**6. Method of filling casual vacancies**

(a) Where by reason of non-attendance, resignation, death or disqualification of a member of the Committee, a casual vacancy in the membership of the Committee occurs, the Committee may appoint a general dental practitioner on the dental list practising in the Area to fill the vacancy.

(b) The person so appointed shall hold office for the remainder of the term of office of the member in whose place he/she is appointed.

(c) If an ordinary member is absent for three consecutive meetings without reasonable cause the Committee may declare the seat vacant. A vacancy so occurring may be filled by invitation of the Committee and any person so appointed shall serve until the next AGM.

**7. Funds**

(a) The Committee shall raise funds by means of a voluntary levy on all general dental practitioners in the Area and from other sources as it may resolve.

(b) The Committee shall ensure that proper records be kept of all its transmissions with said funds, which records shall be brought to a close annually on the thirty-first day of December. Accounts shall be prepared to that date and shall be audited by two auditors appointed at the AGM. A copy of the audited accounts shall be annexed to the notice calling the AGM succeeding the close of the accounts and shall be presented for approval at that meeting.

(c) The Chair, Vice Chair and the Clerk are authorised to intromit with the Committee’s funds. Two out of three of these authorised signatories must approve each withdrawal transaction,

sign each cheque issued or authorise every on-line withdrawal from the account, otherwise these shall be null and void.

**8. Meetings**

(a) The Committee shall meet at least five times per year. Meetings may be suspended during the months of July and August.

(b) Committee meetings shall be held from time to time as the Committee shall resolve or as the Chair or, in their absence, the Vice Chair shall direct.

(c) The Committee may as and when, it sees fit, set up any number of sub Committees to consider and report back on any aspect of the Committee’s business.

(d) An Extraordinary General Meeting (EGM) may be called at any time.

(e) An EGM must be called by the clerk within 28 days of receipt of a request by not less than twenty of those entitled to attend and vote at the AGM.

(f) The business to be transacted at the EGM must appear in the notice calling the meeting, and no other business shall be transacted.

(g) Notice of an EGM shall be given as hereinbefore provided with regard to the AGM.

**9. Quorum**

Seven of the members serving on the Committee shall form a quorum at any meeting

**10. Office Bearers**

The Committee shall appoint a Chair and Vice Chair. They may hold office for a maximum of three years and on retiral shall be eligible for re-election, except that a Chair who has been Chair for six years shall not be eligible for re-election the next year.

The Committee shall have power to appoint a Clerk and pay the Clerk a reasonable remuneration for services rendered and reimbursement of all outlays properly incurred. Such Clerk shall be charged with the maintenance of the books, accounts and papers of the Committee and shall be under the instruction of the Chair and Vice Chair

**11.. Annual General Meetings and Elections**

(a) An AGM shall be held in March each year and may be held in conjunction with the AGM of the Sub Committee.

3

(b) Notice of the AGM shall be given by letter or e mail or in such other manner as may be determined by the Committee to all general dental practitioners in the Area not less than 14 days before the date of the AGM

(c) Election of Ordinary members shall take place at the AGM. All candidates must signify their willingness to stand and must be nominated by two electors either in writing or verbally at the meeting. Candidates, nominators and electors must be general dental practitioners in the Area. Voting shall be by ballot *or a show of hands* of those attending the meeting, each elector holding the full number of votes permitted and voting only once for any candidate. The returning officer shall have absolute authority in the conduct of the election.

(d) The Chair shall act as returning officer and shall have absolute authority in the conduct of the election.

**12. Voting**

Except as otherwise stated voting at all meetings shall be by a show of hands or by secret ballot as the Chair of the meeting shall determine. All matters requiring a decision of the Committee shall be decided by a simple majority of those present. The Chair shall have a casting vote as well as a deliberative vote.

**13. Payments**

The Committee shall make payment at rates which it approves from time to time to members as follows: -

(a) An annual honorarium to the Chair

(b) An annual honorarium to the Vice Chair

(c) Loss of remunerative time to

i. The Committee’s delegates at the Annual Conference of Scottish Local Dental Committees

ii. Members who otherwise incur loss of remunerative time on Committee business.

iii. Members who incur travelling expenses on Committee business.

**14. Co-option**

The Committee may appoint up to three general dental practitioners from within the Area to serve as co-opted members with rights and obligations as determined by the Committee. The Committee may invite observers to attend and advise on affairs of the Committee or any Sub-Committee appointed by the Committee.

**15. Scottish Dental Fund**

The Committee shall be entitled to pay from its funds to the Scottish Dental Fund (or any successor) such sum or sums by way of subscription, levy, donation or otherwise as the Committee may from time to time and at any time, in its entire discretion, consider appropriate or desirable.

**16. Alterations to the Constitution**

This Constitution shall be altered only by a majority of two thirds of those attending and entitled to vote at an EGM called as hereinbefore provided. The written notice calling the meeting, of which at least 21 days prior notice shall be given, shall set forth the proposed alteration or amendment.