

National Committee on Carved Stones in Scotland

The role and remit and Constitution of the Committee were agreed formally by the existing Committee on 13 January 2000.

1. NAME

1.1 The name of the Committee is the National Committee on Carved Stones in Scotland (hereinafter called 'the Committee').

2. OBJECTS

2.1 The National Committee on the Carved Stones of Scotland exists to draw attention to the threats to Scottish carved stones of all periods, to promote their understanding and appreciation, and to encourage a common approach to their recording and preservation, as described in its *Role and Remit* document.

3. GENERAL OPERATING PRINCIPLES

3.1 The Committee shall strive to operate in an inclusive and open spirit of partnership and free exchange of views, in the best interests of Scotland's carved stones.

4. MEMBERSHIP

4.1 The NCCSS shall be an independent body of Representative Members from Scottish national organisations, plus a Chairperson, and up to three co-opted Individual Members.

4.2 The Representative Members shall be drawn from the following institutions:

- Association of Regional and Island Archaeologists (one representative)
- Historic Scotland (up to four representatives)
- Council for Scottish Archaeology (one representative)
- Institute of Historic Building Conservation (Scotland) (one representative)
- National Museums of Scotland (one representative)
- National Trust for Scotland (one representative)
- Royal Commission on the Ancient and Historical Monuments of Scotland, incorporating the National Monuments Record for Scotland (up to four representatives)
- Scottish Museums Council (one representative)
- Society of Antiquaries of Scotland (one representative).

4.3 Additions or subtractions to this list must have the approval of the majority of the Committee. Other national organisations with an appropriate remit may apply to join the Committee, provided that they have a present and substantial interest in

Scottish carved stones and can make a useful and constructive contribution to the Committee.

4.4 Representative Members shall be nominated by their respective organizations and approved by a majority of the existing Committee. A Representative Member shall act as the conduit between the member organisation and the Committee, contributing views and, where necessary, decisions on behalf of the member organisation, and keeping that organisation informed of the Committee's operations and objectives. If this person resigns from or otherwise leaves the organisation, he or she shall forthwith cease to be its representative.

4.5 Each member organisation may appoint a deputy Representative Member if its appointed representative is unable to attend a meeting of the Committee.

5. HONORARY OFFICERS

5.1 At an inaugural Meeting and thereafter at defined meetings, the Committee shall elect a Chairperson, Depute Chairperson and such other Honorary Officers as it shall from time to time decide by a majority of members. The Chairperson shall be an expert whose areas of specialist knowledge include carved stones of any chronological period from prehistory to recent times, and whose employment will not cause any conflict of interest.

5.2 A Depute Chairperson shall be chosen by and from the members of the Committee.

5.3 Representative Members, co-opted Individual Members, Chairperson and Depute Chairperson may sit on the Committee for up to five years but may be reappointed in exceptional circumstances.

5.4 The offices of Chairperson and Depute Chairperson may be occupied by the same persons for up to five years, but the tenancy can be renewed with the approval of not less than two thirds of those present and voting at a meeting of the Committee.

5.5 Any casual vacancy among the Honorary Officers may be filled by agreement of a majority of the Committee's members attending the appropriate Committee meeting.

5.6 Nominations for Honorary Officers must be made and seconded by members of the Committee in writing with the agreement of the person concerned and must be in the hands of the Chairperson in time for circulation with the notice of the relevant meeting. Should nominations exceed vacancies, election shall be by ballot at the relevant meeting.

6. STATEMENTS BY THE COMMITTEE

6.1 Public statements may be issued on behalf of the Committee by the Chairperson where the issue in question relates to the work of the Committee and where the broad principles of the statement have been agreed at a meeting, or by mail,

fax or e-mail, so that it has been ascertained that the views expressed are supported by the membership. Statements on novel and contentious issues should be referred to the complete membership for approval.

7. RULES OF PROCEDURE

7.1 The Committee shall normally meet at least four times each year.

7.1.1 The quorum for any meeting shall consist of one third of the members and the Chairperson or Depute Chairperson.

7.2 Save as otherwise herein provided, all questions raised at any meeting shall be decided by a simple majority of those present and entitled to vote.

7.3 Members unable to attend meetings, notice of which has been timeously circulated, may cast their votes on relevant matters by notifying the Committee in writing in advance, and the Chairperson will cast votes on their behalf.

7.4 In the event of any possible conflict of interest arising between the Committee's work and any Individual Member's employment or role as Representative Member of another organisation, that interest shall be declared by the member and that member shall be excluded from any vote on the matter.

7.5 Non-members may be invited to attend individual meetings if the Committee wishes to seek specific information or advice outwith the expertise of existing members.

7.6 The Minutes of each meeting shall be taken voluntarily by members of the Committee in rotation, until such time that the services of an official secretary can be secured. The Minutes shall be approved by the Chairperson and circulated to the Committee at least 14 days in advance of the next meeting.

8. ALTERATIONS TO THE CONSTITUTION

8.1 Any alterations of the Constitution shall require the assent of not less than two-thirds of the members of the Committee present and voting (see 7.1-4) at a meeting for that purpose provided that notice of any such alteration shall have been received by the Chairperson in writing in time for circulation with the notice of such a meeting. At least 28 days notice shall be given for such a meeting.

9. DISSOLUTION

9.1 If the Committee by a simple majority decide at any time that it is necessary or advisable to dissolve the Committee, it shall call a meeting of all members of the Committee of which not less than 28 clear day's notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decision is confirmed by a two-thirds majority of those present and voting (see 7.1-4) at such a meeting the decision shall take effect.

10. NOTICES

10.1 Any notice may be served by the Chairperson on any member by sending it through the post in a letter addressed to such member at their last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within four days of posting.

11. INTERPRETATION

11.1 For the interpretation of this Constitution, the Interpretation Act 1978 shall apply.