

MEMBER OFFICER WORKING GROUPS – PROCEDURES

1. Each Committee may establish a Member Working Group (MOWG) to consider policy and other matters referred to it by the parent Committee. The parent Committee will determine the remit of the MOWG.
2. MOWGs are not Committees or Sub-Committees of the Comhairle. A short life MOWG, following the submission of a Report by the Chief Executive, may be established for the following purposes:
 - (a) to investigate a proposal for future action
 - (b) to monitor a project
3. Membership of MOWGs is not restricted to the relevant parent Committee and will be open to any Member. The Committee establishing the MOWG will appoint the elected members to the group. The number of elected members to be appointed will be determined by the Committee. Officer members will be appointed by the Chief Executive.
4. The Chair and Vice Chair of the parent Committee be appointed *ex officio* to the MOWGs that fall under the remit of that parent Committee.
5. The quorum for each MOWG will be half the membership with at least 50% being elected members.
6. Meetings of MOWGs shall be called in writing by the Chief Executive and giving reasonable notice. All business to be transacted will be the subject of a written Report unless otherwise agreed by the Chief Executive.
7. Attendance by an elected member at a meeting of a MOWG either as a member of the MOWG or by specific invitation will be an approved duty of that member and he/she will be entitled to claim travelling and subsistence allowances in respect of his/her attendance.
8. The members of the MOWG shall appoint a Chair. The Chair of a MOWG may be an elected member or an officer. A Chair may be appointed for the term of the working group or for a specific period to be determined by the MOWG.
9. Meetings of MOWGs shall not be open to the public. A MOWG may invite to any of its meetings any elected member, officer or external person whom the MOWG considers can assist in carrying out its remit. A MOWG can request that the parent Committee appoint an elected member or external representative to the group.
10. MOWGs are intended as discussion groups and to reach their conclusions and decisions through consensus. The Comhairle's formal procedures relating to motions, amendments and debates are not appropriate to MOWGs and shall not apply.
11. In fulfilling its remit a MOWG may take such decisions as it considers necessary to that end, without reference to its parent Committee. However, a MOWG cannot commit the Comhairle to future revenue or capital expenditure or act in such a way as to exceed any budget available for its purpose. Similarly, a MOWG shall not have authority to approve the implementation of any project which it has been asked to study.
12. The MOWG will report regularly to the parent Committee including any recommendations for action. In relation to short life MOWGs, following completion of its purpose and submission of its final Report to the appointing committee, the MOWG shall be disestablished automatically.