

### Appointing a Committee when No Regulations or Previous Committee Exists

*Action. Call a public meeting by public notification.*

**WHO?** It is likely that this meeting will be arranged by a minority of the shareholders who may incur costs in so doing, if a committee is successfully appointed the cost may be reimbursed from other shareholders.

**HOW?** The notification must be published in a local newspaper at least 10 days prior to the meeting. It must name the grazing, state the venue, time, date and confirm that all shareholders are invited for the purpose of appointing a committee.

#### At the meeting

*Action. Decide on the number of people to serve on the committee and make appointments.*

**WHO?** Anyone may be appointed to the committee whether a shareholder or not but only the shareholders can make the appointment.

All appointees must agree to serve on the committee.

**HOW?** There is no fixed method for making appointments, if required a process of nominations or a ballot may be used but it is usual to appoint those willing to serve, subject to consideration of achieving quorate meetings.

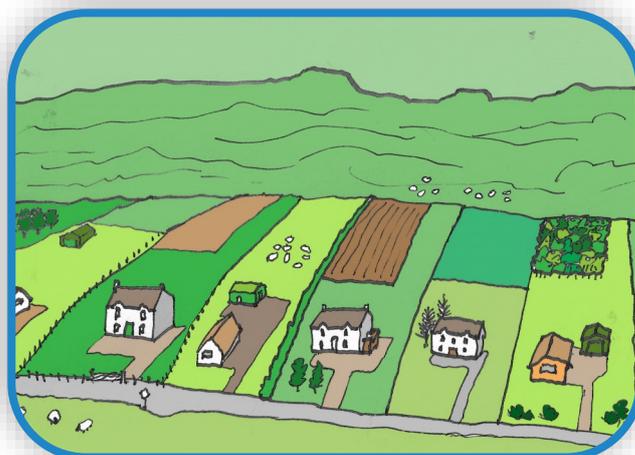
It should be noted that committees serve for a statutory period of 3 years and a majority of committee members attending a meeting is required for a quorum.

*Action. Appoint a clerk.*

**WHO?** Anyone may be appointed as clerk, and they do not need to be a shareholder or committee member. This action may be deferred or committee member. This action may be deferred depending on how the clerk is to be selected.

**HOW?** There is no specified method for appointing a clerk. For less active grazings it may suffice to seek a willing person from among the committee. In more active grazings with more financial transactions and fixed equipment to maintain a more formal selection process may be desirable.

The committee should agree the clerks remuneration.





### After the inaugural meeting.

**Action.** Notify the Crofting Commission of the date formed and membership of the committee.

**WHO?** This is usually carried out by the clerk.

**Action.** Create a set of regulations for the management and use of the grazings.

**WHO?** This should be done by the committee as soon as possible after it is registered with the Commission.

**HOW?** A draft template and guidance are available on the Commission website to assist with this function.

Crofting Commission grazings team staff may also aid with this process.

The draft regulations should be circulated to all the shareholders as they will require to abide by them once they are confirmed by the Crofting Commission.

**Action.** Submit regulations to the Crofting Commission for confirmation.

**WHO?** This will be carried out by the clerk.

The regulations will come into operation on a date set by the Commission or 1 month from their confirmation.

### Appointing a New Committee with Older Existing Regulations.

**Action.** Call a public meeting by public notification.

**WHO?** It is likely that this meeting will be arranged by a minority of the shareholders or an existing clerk who may incur costs in so doing. The existing regulations will allow for reimbursement when the new committee is in office.

**HOW?** The notification must be published in a local newspaper at least 10 days prior to the meeting. It must name the grazing, state the venue, time, date and confirm that all shareholders are invited for the purpose of appointing a committee.

### At the meeting

**Action.** Decide on the number of people to serve on the committee and make appointments.

**WHO?** Anyone may be appointed to the committee whether a shareholder or not but only the shareholders can make the appointment.

All appointees must agree to serve on the committee.

# Grazings Procedures



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**HOW?** There is no fixed method for making appointments, if required a process of nominations or a ballot may be used but it is usual to appoint those willing to serve, subject to consideration of achieving quorate meetings.

It should be noted that committees serve for a statutory period of 3 years and a majority of committee members attending a meeting is required for a quorum.

**Action. Appoint or confirm appointment of current clerk.**

**WHO?** Anyone may be appointed as clerk, and they do not need to be a shareholder or committee member. This action may be deferred depending on how the clerk is to be selected.

Clerks normally remain in office beyond the 3 year cycle but each newly appointed committee should confirm the clerks position.

**HOW?** There is no specified method for appointing a clerk. For less active grazings it may suffice to seek a willing person from among the committee. In more active grazings with more financial transactions and fixed equipment a more formal selection process may be desirable.

The committee should agree the clerks remuneration.

**After the meeting.**

**Action. Notify the Crofting Commission of the date formed and membership of the committee.**

**WHO?** An existing clerk will carry out this requirement.

**Action. Consider whether the regulations for the management and use of the grazings require to be amended.**

**WHO?** The new committee should do this at their first meeting after it is registered with the Commission.

**HOW?** A draft template for up-to-date regulations and guidance are available on the Commission website to assist with this function.

Crofting Commission grazings team staff may also aid with this process.

The draft of the amended regulations should be circulated to all the shareholders as they will require to abide by them once they are confirmed by the Crofting Commission.



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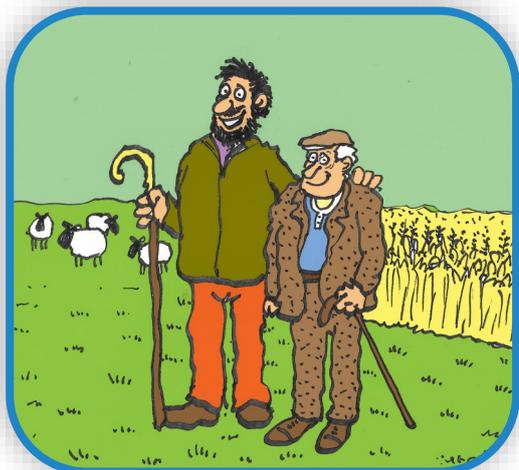


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# Grazings Procedures



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**Action.** *Submit amended regulations to the Crofting Commission for confirmation.*

**WHO?** This will be carried out by the clerk.

Regulations will come into operation on a date set by the Commission or 1 month from their confirmation.

## **Appointing a New Committee on the 3 Year Cycle with Up to Date Regulations.**

**Action.** *Call a public meeting by public notification.*

**WHO?** The clerk would normally carry out these requirements with costs covered by previously raised finance.

**HOW?** The notification must be published in a local newspaper at least 10 days prior to the meeting. It must name the grazing, state the venue, time, date and confirm that all shareholders are invited for the purpose of appointing a committee.

### **At the meeting**

**Action.** *Decide on the number of people to serve on the committee.*

**WHO?** Anyone may be appointed to the committee whether a shareholder or not but only the shareholders can make the appointment. Although committees often simply rollover it is worth thinking about any locally available person, perhaps new to the area, with skills which could be useful on the committee.

All appointees must agree to serve on the committee.

It should be noted that committees serve for a statutory period of 3 years and a majority of committee members attending a meeting is required for a quorum.

**Action.** *Appoint or confirm appointment of current clerk.*

**WHO?** Anyone may be appointed as clerk, and they do not need to be a shareholder or committee member. Existing clerks are usually retained to serve the incoming or re-appointed committee.

**HOW?** There is no specified method for appointing a clerk. For less active grazings it may suffice to seek a willing person from among the committee. In more active grazings with more financial transactions and fixed equipment a more formal selection process may be desirable.

Clerks normally remain in office beyond the 3 year cycle but each newly appointed committee should confirm the clerks position.

The committee should agree the clerks remuneration.



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