<u>CPA Future (CPAF) Constitution</u>

Aims and Objectives:

CPA Future's aims shall be:

- **Communication**: to communicate with current CPAF members and attract new eligible members through communications, events, marketing, articles/pictures including a LinkedIn page, and section on the CPA website. This includes strengthening engagement among CPAF members and fostering a positive culture of open and effective communication within the CPO industry.
- **Education**: to educate CPAF members and provide entry to intermediate level CPO training as required by the membership, both online and at in person events.
- **Collaboration**: to collaborate with the CPA Board and Working Groups as well as other industry stakeholders (insofar as these are bodies specifically relevant to CPAF work) to promote CPAF's and the CPA's aims and objectives through events, education and communications. Where the CPAF wishes to contact or seek to collaborate with industry bodies identified as stakeholders by the CPA (list of stakeholders to be provided on request), they will agree the approach with the CPA Board prior to doing so. The CPA are however content for CPAF to collaborate with junior divisions of stakeholders such as the National Infrastructure Planning Association Early Years Practitioners (NIPA EYP), and similar groups within the Royal Institute of Chartered Surveyors (RICS) or the British Property Federation (BPF), subject to being notified and regularly updated.

Meetings:

1. The CPAF Committee shall meet at least once a month (virtually or in person).
2. The meeting dates are to be set by the Chair and Vice Chair, who shall issue indicative meeting dates within 1 month of commencing their term.
3. At the discretion of the Chair and Vice Chair, previous Committee members / the previous Chair and/or Vice Chair as well as other CPA members may be invited to CPAF committee meetings to support an active CPAF agenda and initiatives as necessary
4. CPAF may vote on proposals at meetings, with decisions made by simple majority of attendees (provided that at least 5 members are present). In case of a tie, the Chair has the deciding vote.

Governance:

1. The CPAF Committee should be made up of up to 13 members, exclusive of the position of CPAF Chair and Vice Chair.

2. **Term:**
    a. CPAF Committee members may sit for a single 3 year term only (i.e. each member retains their seat on the committee for 3 years) starting from when they join the Committee and may not be re-elected thereafter to the Committee in order to allow new members a chance to benefit from the experience of being on the Committee.

3. **Chair and Vice Chair:**
    a. The Chair and Vice Chair will sit for one year only. The position of Vice Chair does not automatically lead to the position of Chair the following year. Both Chair and Vice Chair cannot run for re-election to those positions after they have served their term.

4. **Elections:**
    a. CPAF Committee elections will be run every year following the CPA Board elections.

    b. If there are more than two candidates for the positions of CPAF Chair and Vice Chair, candidates will submit a 500 word written summary to support their application to CPT who will circulate this to CPAF members (or where no list of members is available, all members), who will then have 2 weeks to vote for their preferred candidates.

    c. Where there are only two candidates, and an agreement is not reached on the roles of CPAF Chair and Vice Chair, the CPAF Committee will confidentially vote on their preferred candidates.

    d. Where there is only one candidate for the two roles (CPAF Chair and Vice Chair), that candidate will be CPAF Chair and may choose their Vice Chair from amongst the Committee (provided that the Vice Chair has served at least 1 year on the Committee).

    e. If, following the outcome of the election, there is a tie, the CPAF Committee will hold a confidential vote, with any further ties settled by the outgoing Chair.

    f. CPAF members up for Chair or Vice Chair elections do not have a right to take part in the vote in which they are a candidate (including during Committee votes).

    g. To be eligible to be a candidate for the CPAF Committee and positions of CPAF Chair and/or Vice Chair, the candidate must be an eligible CPAF member.

    h. An eligible CPAF member is a paid-up (at time of nomination) member of the Compulsory Purchase Association with less than approximately 10 years (or equivalent) experience within the compulsory purchase industry. CPT will verify eligible CPAF members prior to elections.

5. **Nomination Process:**
    a. Candidates for election to the CPAF Committee (and for Chair or Vice Chair) must submit their nominations to CPT by the deadline set by the current Committee. This date shall be set as soon as reasonably practicable following the outcome of the CPA Board elections.

    b. Candidates may nominate themselves for Chair, Vice Chair, or both roles. Candidates applying for Vice Chair are not required to stand for Chair.

6. **Selection Process:**
    a. The current CPAF Committee will administer the selection of new Committee members. Selection will be made at random, subject to reserving one place for a Regional CPAF member (i.e. Scottish or Welsh CPAF member) if at least one such member has submitted a nomination. The random selection will be carried out by the current CPAF Committee (including outgoing members).

7. **Number of Appointments:**
    a. Up to **<u>six</u>** new members may be appointed to the CPAF Committee each year (including, where applicable, one Regional CPAF member). This number may be adjusted depending on the number of outgoing Committee members and number of candidates (if less than 6).

8. **Duties:**
    a. CPAF Committee members should during their term take part in a CPA Working Group or CPAF initiative wherever possible.
    b. CPAF Committee members are expected to:
        i. actively take part in CPAF Committee meetings;
        ii. attend CPA events;
        iii. provide a bio and photo for the CPA website;
        iv. represent CPAF members; and
        v. promote the CPAF aims.

9. **Roles of CPAF Chair and Vice Chair:**
    a. **Interaction with the CPA Board:** The CPAF Chair and/or Vice Chair are to:
        i. (with consent of the Chair of the CPA) attend CPA Board meetings and report to the CPA Board on the proposals being discussed by the CPAF Committee (e.g. on events, know-how, social media posts); and
        ii. report on key developments from the CPA Board to the CPAF committee.
    b. **Administration:** The CPAF Chair and Vice Chair may:
        i. set up regular CPAF Committee meetings (online and in person);
        ii. allocate minute takers for CPAF Committee meetings and ensure these are circulated promptly after meetings;
        iii. invite non-committee CPA members to Committee meetings where reasonably required; and
        iv. form internal working groups within the Committee for the purposes of CPAF initiatives, e.g. for an event organised by CPAF.

This Constitution has been approved by the CPA Board on adoption. Any changes to this Constitution require approval of the CPA Board.

Date of approval by CPA Board: June 2026

Amendment log: