

## **STATUTES “SANTAPOLAVANT CITIZEN PARTICIPATION COUNCIL”**

### **CHAPTER 1: GENERAL DISPOSITION**

#### **Article 1: Nature and denomination**

1. Under the denomination of " SANTAPOLAVANT CITIZEN PARTICIPATION COUNCIL ", the consultative body for study and advice of the City Council of Santa Pola is established to determine the main lines of municipal policy that affect economic, social, environmental and strategic development of the municipality of Santa Pola. In short, a citizen forum consistent with the European 2020 Strategy that ensures the achievement of a sustainable, intelligent and inclusive municipality.
2. The Santapolavant Citizen Participation Council is a body of participation composed of representatives of the Municipal Corporation, municipal workers, representatives of municipal associations, businessmen, merchants or persons in their own representation wishing to be part of the Council, youth representatives, experts and the technical team.
3. The Council seeks to encourage and integrate the participation of associations, groups and citizens who wish to participate in it, from a formal commitment for the common good and the general interest of the municipality, in accordance with the guidelines of the XXI century.
4. The Council aspires to become an organ of citizen participation that addresses issues of general interest for the economic, social, environmental and strategic development of Santa Pola, offering citizens, associations, entities and collectives a meeting point for activities of all kinds, giving space to any initiative that is within its purposes.
5. The Santapolavant Citizen Participation Council is a collegiate body of the Santa Pola City Council, attached to the Presidency of the Municipal Corporation that exercises its functions with full organic and functional autonomy.

## **Article 2: Scope of action and headquarters.**

1. The scope of territorial action of the Council includes the municipality of Santa Pola, which will not prevent the existence of contacts or collaborations with other councils or entities of a similar nature and different scope.
2. The Santapolavant Citizen Participation Council has its headquarters in those municipal offices that are assigned for this purpose.

## **CHAPTER II. FUNCTIONS AND COMPETENCES**

### **Article 3: Competencies**

It is up to the Santapolavant Citizen Participation Council to prepare studies and formulate proposals on local development, strategic planning and major municipal projects, as well as to become a key municipal body that continuously transmits the voice of citizens throughout the municipality, including their needs, as well as improvement contributions, within the framework of the Santa Pola Municipal Strategic Plan.

### **Article 4: Functions**

The Santapolavant Citizen Participation Council has the following functions:

- I. Issuing reports, studies and proposals in terms of local economic development, strategic planning and large municipal projects.
- II. Pronouncement on the strategic initiatives of the municipality: annual budgets, general planning plan, strategic plan and other plans and projects of municipal interest.
- III. Information and advice to the City Hall of Santa Pola, and its dependent entities, in terms of local development and strategic planning of the municipality.
- IV. Preparation of studies and reports, on its own initiative, from which proposals are derived on issues of interest for the economic, social and environmental development of Santa Pola.
- V. Implementation of informative activities, training, conferences, meetings, conferences, congresses and others, related to their functions.
- VI. Encourage and promote actions that strengthen citizen participation.
- VII. Track the actions related to the economic and social issues of the municipality.
- VIII. Establish relations of exchange of information and documentation with other councils and with other structures of similar characteristics.

- IX. Transmitting to the City Council the needs that the citizens contribute through the different means and initiatives carried out.
- X. Any other functions that the legal provisions or the City Council entrust to it.

#### **Article 5: Advisory nature**

The studies, reports and opinions issued by Santapolavant Citizen Participation Council are not binding, but consultative.

#### **Article 6: Municipal support**

The City Hall of Santa Pola will provide the Council with the necessary information and documentation so that it can perform its functions in an appropriate manner. It will also facilitate, together with its autonomous body, the Local Development Agency of the City of Santa Pola, the material, technical and administrative support that may be necessary.

### **CHAPTER III ORGANS OF THE COUNCIL**

#### **Article 7: Composition**

The Santapolavant Citizen Participation Council is composed of the following bodies:

- The Assembly
- The Presidency
- The Vice President
- The Permanent
- The Work Commissions

#### **Article 8: The Assembly. Composition**

1. The assembly, made up of all the members of the Council, is the highest decision-making and training body of the Council's will. It is composed of the Municipal Corporation, municipal workers, representatives of municipal associations, businessmen, youth representative, merchants, the technical team and / or any citizen on their own behalf who wish to be part of the Council.
2. The composition of the Assembly is distributed as follows:
  - The current Mayor or Mayor who will act as President.

- Members of the current Municipal Corporation who have communicated their agreement and desire by signing and delivering the existing form for that purpose, by any of the existing means.
  - The members of the municipal staff, and the secretaries of the political parties with representation, who have shown their agreement and desire by signing and delivering the existing form for that purpose, by any of the existing means.
  - Representatives of local associations, businessmen, merchants, professionals or self-represented persons who have shown their agreement and desire by signing and delivering the existing form for this purpose, by any of the existing means.
  - The Youth Representation, made up of the young people of the municipality over 16 and under 18 years of age, who have shown their agreement and desire by signing and delivering the existing form for this purpose, by any of the existing means.
  - The Technical Team, made up of the person who holds the Management of the Strategic Plan and the personnel that composes the Technical Office of the Plan.
  - The Secretariat, duly appointed by the City Council.
3. The number of members of the Assembly is indefinite and unlimited to all persons wishing to be part of it, until the Assembly itself, in extraordinary session for that purpose, regulates the number of members to be included in the Council.
4. The form of registration to the Council will be done telematically or in a conventional manner, by means of the delivery of a conformity and acceptance form created for this purpose, and available to all citizens and interested parties in the web page: [www.adlsantapola.es](http://www.adlsantapola.es)

#### **Article 9: Functions of the Assembly**

The Assembly has the following attributions:

- I. Prepare, discuss and approve reports, proposals and resolutions.
- II. The creation of Work Commissions to carry out specific studies or reports.
- III. The approval of the Annual Report of activities of the Council.
- IV. The approval of the Regulations of the Internal Regime of the Council.

- V. The proposal before the Plenary Session of the City Hall of Santa Pola for the modification of this Regulation.
- VI. The election of members that must constitute the Permanent, from among those of the Assembly and in accordance with article 12 of this Regulation.
- VII. Ensure the proper functioning and organization of the Santapolavant Citizen Participation Council.

#### **Article 10: The Presidency**

1. The Presidency of the Santapolavant Citizen Participation Council falls on that person who, at any moment, holds the status of Mayor of the city.
2. The following are functions of the Presidency:
  - a. Represent the Council.
  - b. Agree the convocation of the sessions of the Assembly, with formation of its agenda.
  - c. Preside over the sessions of the Assembly
  - d. Countersign the minutes of the Assembly
  - e. Ensure compliance with these Regulations and the agreements adopted by the organs of the Assembly.
  - f. The others that are entrusted or delegated by the Assembly of the Council.
  - g. Delegate his functions to the Vice Presidency, in case of absence.
3. The vote of the Presidency shall not have a deciding character.

#### **Article 11: The Vice Presidency**

The Assembly will elect among its members three Vice Presidencies, called First, Second and Third, with validity for three years. Each one of them will exercise its functions during a period of one year of validity, until the renewal of the Council. The First Vice President will be in charge during the first year; Second Vice President, during the second year; and the Third Vice President, during the third year. During the period of exercise of their functions, each vice-presidency shall be called Vice-Presidency.

Corresponds to the Vice Presidency:

- a. Moderate the debates of the Assembly, ensuring compliance with the order, submitting the issues to a vote and proclaiming the results.
- b. The others that are entrusted to him by this Regulation or by the Assembly of the Council.
- c. Assume the functions delegated by the Presidency, in his absence.

Outside the period of the vice-presidency, it will correspond to the other vice-presidencies, by their order of appointment, the substitution in cases of absence or illness.

#### **Article 12: The Permanent**

1. The Permanent Commission shall consist of 15 members, elected from the Assembly, distributed as follows:
  - a. The Presidency or Vice-Presidency delegated.
  - b. Director of the Plan
  - c. Technician Technical Office of the Plan
  - d. A person belonging to the municipal technicians.
  - e. Three members representing local associations.
  - f. Four people belonging to the citizens of the Municipality in which at least one represents Gran Alacant.
  - g. Two people as Youth Representatives.
  - h. Two members of recognized prestige in the University, business or representative field.
  
2. The Permanent has the following attributions:
  - a. Prepare the sessions of the Assembly, making the proposed agenda that will present the Vice President.
  - b. Prepare studies and reports on matters within the competence of the Assembly.
  - c. Propose, where appropriate, the creation of Work Commissions for the study of specific problems.
  - d. Prepare the annual report of activities of the Council to submit it for the approval of the Assembly.
  - e. Study and report as many questions as may be presented by the Assembly.
  
3. It corresponds to preside over the meetings of the Permanent to the Vice Presidency of the Council. The person who is of the Assembly will act as Secretariat of the Commission.
  
4. The Permanent will meet at the request of the Presidency whenever it is considered convenient, having to hold at least one meeting per semester. It will be validly constituted with the attendance of half plus one of its members.

### **Article 13: Work Commissions**

1. The Assembly of the Council may agree on the creation of Work Commissions to which the study or specific report will entrust those issues that it deems appropriate. Their number will be variable, depending on the needs that may arise at any time.
2. The Sectoral Councils constituted by the City of Santa Pola must be counted, according to the regulation of attention and citizen participation.
3. These Commissions will be integrated by a minimum of two spokespersons of the forum, chosen according to their specialization or competence according to the task entrusted. These spokesperson may be assisted by non-members of the Council selected for their knowledge, experience and technical capacity. It is highly recommended that each Work Commission can have at least one of these people with knowledge, experience and technical capacity on the subject of each Work Commission.

All the members and spokespersons of the Council, must be part of at least one Work Commission.

4. These Working Commissions will be governed by their task by what is determined in the constitution agreement, or, as the case may be, by what may be established in the Regulation of the Internal Regime of the Council.
5. The Executive Council may also decide on the constitution of Work Commissions, an agreement that must be ratified by the Assembly at its next meeting.
6. In each Work Committee, among the members and spokespersons of the Council, an Instructor will be chosen, preferably belonging to the Executive Council or the Assembly, whose functions will be to coordinate, dynamize, propose and promote the systems, methodologies, planning and dynamics that favor the agility and efficiency of the Commission's work.

### **Article 14: The Secretariat**

The secretariat of the Santapolavant Citizen Participation Council will be exercised by a municipal technical person with due qualification. The Secretariat will attend the sessions of the Assembly with voice, but without vote.

The functions of the Secretariat are:

1. The drafting of the minutes of the sessions of the Assembly, which will authorize with his signature and the approval of the Presidency.
2. The issuance of certificates of the minutes, agreements, opinions, individual votes.
3. Custody of the Council's documentation.
4. Those other tasks that, according to the nature of their position, may be entrusted to the Assembly of the Council.

## **CHAPTER IV: RULES OF OPERATION**

### **Article 15: Regime of Sessions of the Plenary**

1. The Assembly of the Santapolavant Citizen Participation Council will meet in ordinary session at least once a year. With extraordinary character, it will meet as many times as the Presidency, the Permanent, or at least 20 percent of the members of the Assembly will convene by writing addressed to the Presidency where the points to be discussed are specified; in the latter case, the call for the plenary session will be made within ten days following the presentation of the request.
2. All sessions of the Assembly will be public.
3. The purpose of the sessions is to report on the actions of the Council and to facilitate channels of social participation, with the reception of those citizen proposals that may be formulated, for subsequent study by the corresponding body of the Council.

### **Article 16: Quorum of constitution**

The Assembly will be validly constituted on first call with the attendance of at least two thirds of its members. If this proportion is not reached, the Assembly shall be constituted on second call, thirty minutes later, provided that at least 25 per cent of its members are present.

In any case, the presence of the Presidency and the Secretariat of the Council is essential.

### **Article 17: Regime of agreements**

- I. The agreements are adopted by a simple majority of the people attending the session. The discrepant members may formulate individual votes in the same act, individually or jointly, whose motivation may be incorporated into the text of the approved agreement within a maximum period of 48.



- II. hours from the end of the session; After this period has elapsed, this right shall be understood to have declined.
- III. The vote is personal and can not be formulated by delegation.
- IV. Procedure to raise studies or reports on their own initiative.

To raise before the City Council a study or report arising from the Council's own initiative, the procedure will be as follows:

- a. Drafting of the study or report by a work commission of the Council.
- b. Approval of said study or report by the Assembly.
- c. Delivery of the study or report approved by the Assembly to the Local Government Board of the City Council.
- d. In case of consensus in the Local Government Board, the Presidency will present it to the municipal Plenary for approval.
- e. Monitoring of the use or dissemination of this study or report by the work commission of the Council that presented it.

#### **Article 18: Call**

- 1. It corresponds to the Presidency the convocation of the sessions of the Assembly. The referral of the call for ordinary sessions will be made to the members of the Council with a minimum of 15 calendar days prior to the date of its celebration, by any means that records its reception by the person concerned, that is, by email or SMS. If the session is extraordinary, the minimum advance is 5 days.
- 2. The call will include: character of the session, ordinary or extraordinary; place, day and time of celebration; agenda of the same. Ordinary sessions will always include a point for "Petitions and questions".
- 3. Only those points included in the agenda of the call may be treated. Exceptionally, and in ordinary sessions, those points not included in the call whose urgency is previously declared with the favorable vote of the majority of present members of the forum may be the subject of debate and resolution.

#### **Article 19: studies and opinions**

1. The Council prepares its reports or opinions, as an advisory body of the City of Santa Pola, at the proposal of the latter or on its own initiative for a matter of general interest.
2. The studies, reports and opinions are debated, worked on and approved by the Assembly of the Council, in view of the proposal presented by the Permanent or by a Work Commission.
3. The opinion of the Assembly is expressed in the form of an Opinion. The opinion is structured in a section of precedents, the valuation made and the conclusions, and will incorporate, in his case, the particular votes presented.
4. Once the opinion has been agreed, it will be transferred within the following fifteen days, signed by the Secretariat with the approval of the Presidency.

#### **Article 20: Technical Coordination**

The Mayor's Office, and in its name the Directorate of the Strategic Plan, will appoint a Technical Team.

Once the drafting of the Strategic Plan of the municipality is completed, the City Council will make available to the Council the necessary technical structure through its Local Development Agency.

#### **Article 21: Corporate Image**

The Santapolavant Citizen Participation Council will use the current corporate image, proceeding to establish a user manual for the application of the same.

The method to disseminate the corporate image and its knowledge will be established by the Permanent.

#### **Article 22: Supplementary regime**

In matters not provided for in these Regulations and the Internal Regulations, the regulations on collegiate bodies of common administrative procedure legislation shall apply.

## **CHAPTER V: APPOINTMENT OF MEMBERS OF THE COUNCIL AND ELECTORAL REGIME**

### **Article 23: Appointment of members of the Council**

The procedure for the determination of members of the Santapolavant Citizen Participation Council will be initiated by resolution of the Mayor's Office, following the rules established in the following articles.

### **Article 24: Call (our proposal)**

- I. With a periodicity of three years, the members of the Assembly, will choose the 3 vice-presidencies, which will correspond to the three persons who obtain the most votes in the electoral process, with the highest score being the First Vice-Presidency, and so on with the two other vice-presidencies.
- II. All the members of the assembly shall elect, with a periodicity of three years, their representatives in the Permanent as established in Article 12 of this Regulation.
- III. In case of resignation or dismissal of any of the elected persons, the next most voted member will be the one in charge of the position, in any of the cases cited.

### **Article 25: Proclamation**

Once the representatives have been appointed by the Assembly, the Mayor's office will collect them in a single proposal, which will be presented to the Municipal Plenary for its proclamation and appointment at a meeting to be held in the last month of office as members of the Santapolavant Citizen Participation Council.