

The logo for CIVICA, featuring the word "CIVICA" in a bold, white, sans-serif font centered on a teal rectangular background.

Modern.Gov

Setting up the Constitution as Committee

Support Email: moderngovsupport@civica.co.uk
Helpdesk No: 01730 895777

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1 Overview

This manual describes the process for Organisations that wish to set up their Constitution as a Meeting, rather than using the Library folders.

The process involves setting up a specific webpage link for the Constitution on the navigation toolbar.

You are here: Meetings, agenda, minutes

Meetings, agendas and minutes

- [Browse the agenda/minutes](#)
- [Search documents](#)

Calendar
Committees
Constitution
Consultations
Decisions

2 Constitution Display Options

There are two options for displaying the Constitution, as shown in the following examples.

2.1 Singular Meeting

A link pointing to a singular meeting, please note the following example via the link and screen shot below.

Wigan Constitution webpage:

<http://democracy.wigan.gov.uk/ieListDocuments.aspx?CId=352&MId=2756&Ver=4&Info=1&a=1>

Wigan Council

Resident Business Council

Home / Council / Councillors and Committees / Meetings, agendas and minutes

Information

Constitution
Wednesday, 24th May, 2017

- Frontsheet PDF 84 KB
- Document pack PDF 4 MB

No.	Item
1.	Front page PDF 18 KB
1a	Summary and Explanations: PDF 60 KB
2.	Articles Of The Constitution
	Article 1 The Constitution PDF 6 KB
	Article 2 Composition and Eligibility PDF 56 KB
	Article 3 Citizens and the Council PDF 97 KB
	Article 4 The Full Council PDF 60 KB

IN THIS SECTION

- Councillors and Committees
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- Calendar
- Committees
- Constitution
- Decisions
- Forward plans
- Forthcoming Decisions
- Meetings
- Outside bodies
- Parish councils
- Petitions
- Search Documents
- Your councillors
- Your MEP's
- Your MP's

If not planning to keep or publish a list of archived versions of the Constitution, the Singular Display option is recommended.

However, it is possible to retain archived versions in the system. Please see **Section 7 – Publishing the Constitution (Singular Meeting)** for more details.

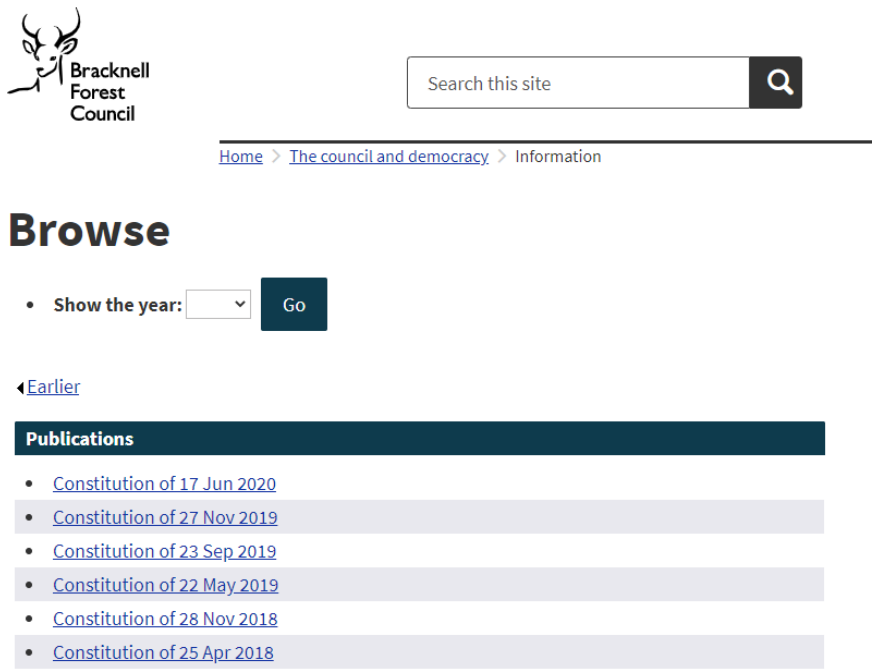
ConstitutionConstitution

2.2 List of Published Versions

A link pointing to a list of published versions, please note the following example via the link and screen shot below.

Bracknell Forest Constitution webpage:

<http://democratic.bracknell-forest.gov.uk/ieListMeetings.aspx?CId=527&info=1>



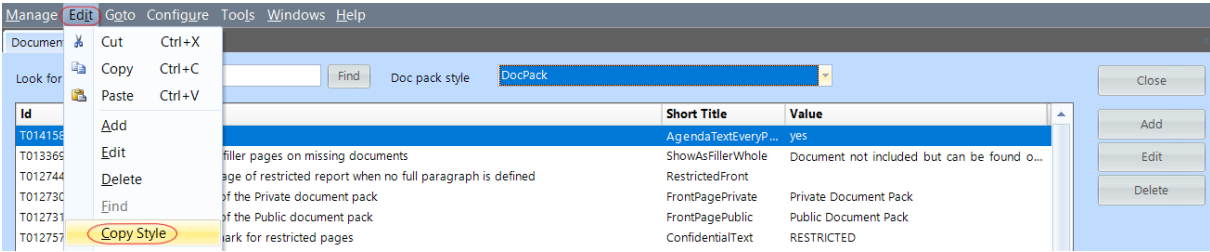
If using this option, a list of archived/older published versions will be visible to members of the public.

3 Constitution Settings

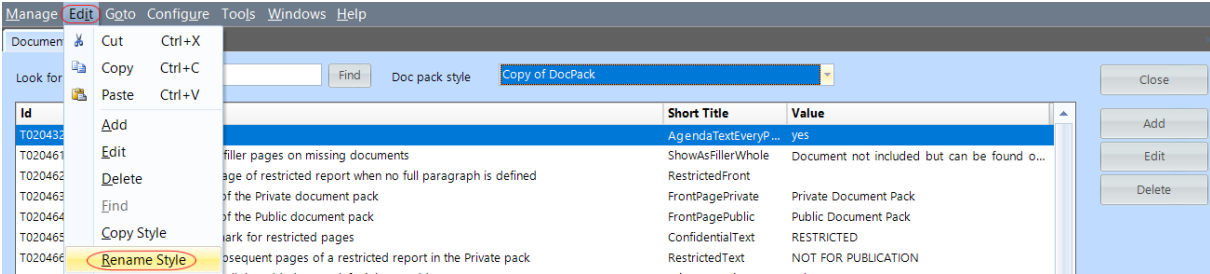
3.1 Constitution Doc Pack Style

It is recommended to set up a doc pack style which will ensure that when the Constitution is merged no agenda item headings, etc, are listed within the document. Additionally, a new template may also be required for the Constitution. Please contact Support if assistance is required with this.

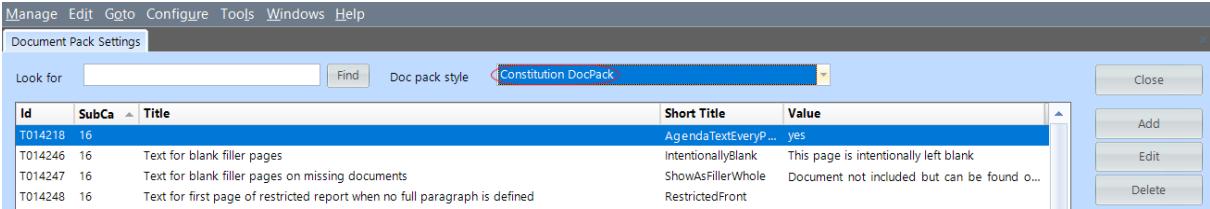
Click **Configure**, followed by **Advanced**, and **Doc Pack Styles**. The original Doc Pack Style should be listed within the Doc Pack Style field (do not amend this version). Click **Edit** (from the top menu), followed by **Copy Style**.



Click **Edit** (from the top menu), followed by **Rename Style**

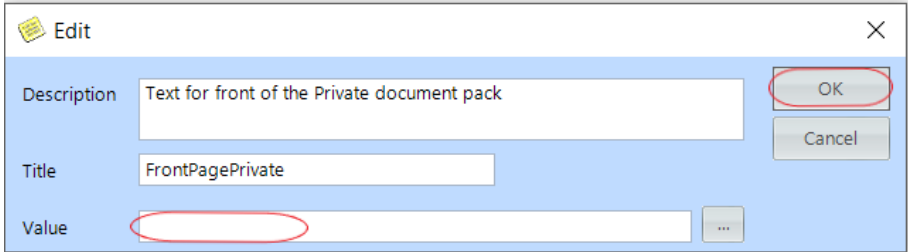


Name the Doc Pack Style **Constitution DocPack**.



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Select the item with the Short Title **FrontPagePrivate**, click **Edit**, delete the **Value** text and click **OK**.

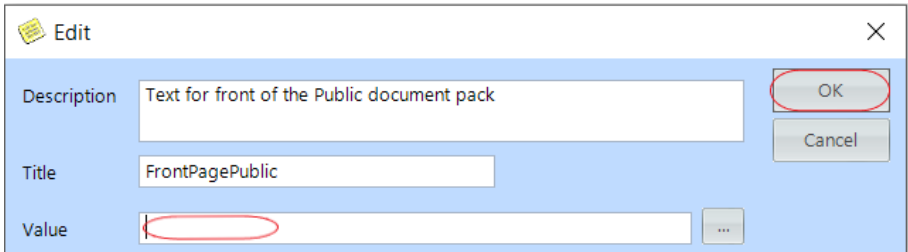


The 'Edit' dialog box shows the following fields:

- Description:** Text for front of the Private document pack
- Title:** FrontPagePrivate
- Value:** (Empty field, circled in red)

Buttons: OK (circled in red), Cancel

Select the item with the Short Title **FrontPagePublic**, click **Edit**, delete the **Value** text and click **OK**.

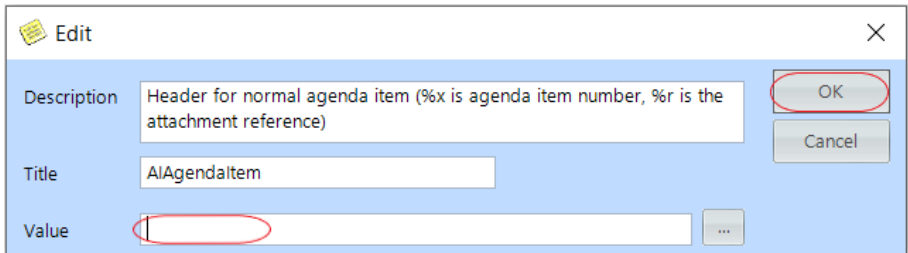


The 'Edit' dialog box shows the following fields:

- Description:** Text for front of the Public document pack
- Title:** FrontPagePublic
- Value:** (Empty field, circled in red)

Buttons: OK (circled in red), Cancel

Select the item with the Short Title **AIAgendaItem**, click **Edit**, delete the **Value** text. Alternatively, from 'Agenda Item' add 'Part' before %x if you want to keep Part 1, etc on each new document. Click **OK**.

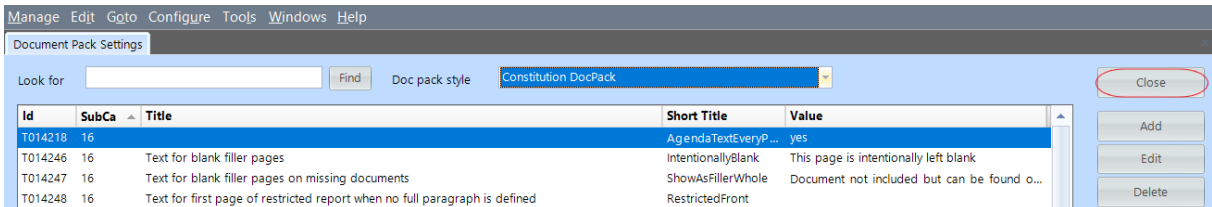


The 'Edit' dialog box shows the following fields:

- Description:** Header for normal agenda item (%x is agenda item number, %r is the attachment reference)
- Title:** AIAgendaItem
- Value:** (Empty field, circled in red)

Buttons: OK (circled in red), Cancel

Once the settings have been amended click **Close**.



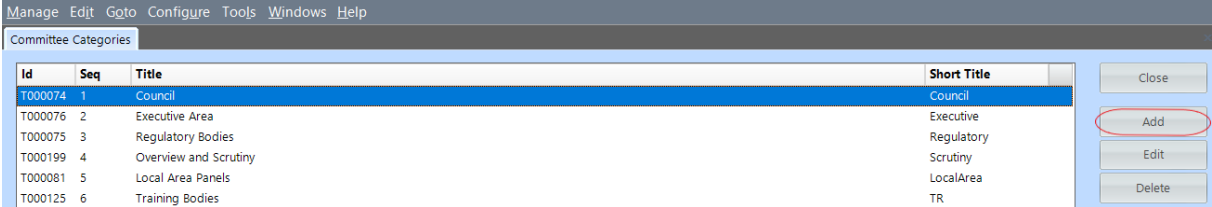
The 'Document Pack Settings' window shows a table of document pack items:

Id	SubCa	Title	Short Title	Value
T014218	16		AgendaTextEveryP...	yes
T014246	16	Text for blank filler pages	IntentionallyBlank	This page is intentionally left blank
T014247	16	Text for blank filler pages on missing documents	ShowAsFillerWhole	Document not included but can be found o...
T014248	16	Text for first page of restricted report when no full paragraph is defined	RestrictedFront	

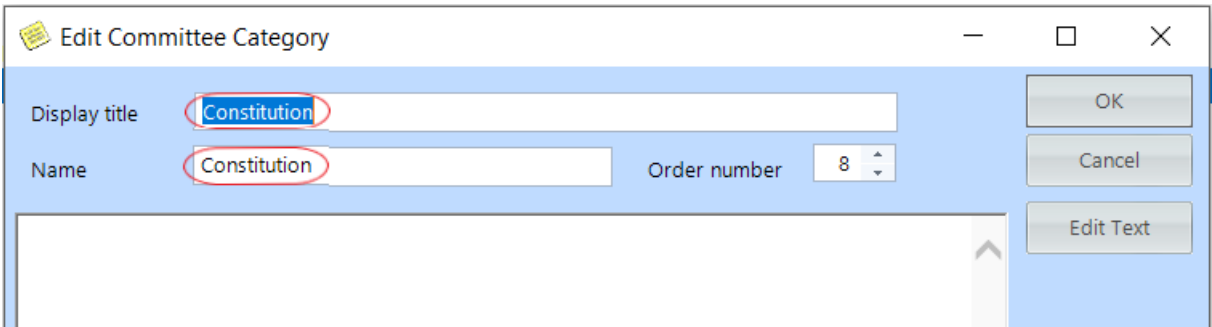
Buttons: Close (circled in red), Add, Edit, Delete

3.2 Constitution Committee Category

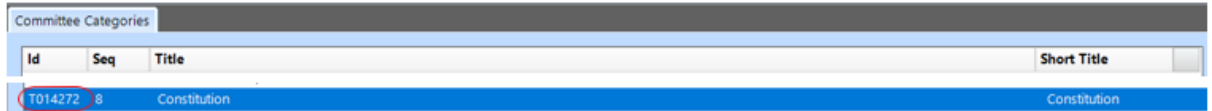
Click **Configure**, followed by **Committee Categories** and **Add**.



Type **Constitution** in the **Display Title** and **Name** and click **OK**.

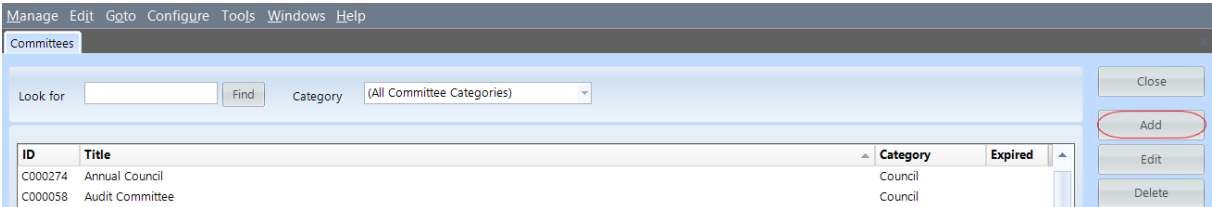


Make a note of the **Committee Category ID** (as Support will need to know this).



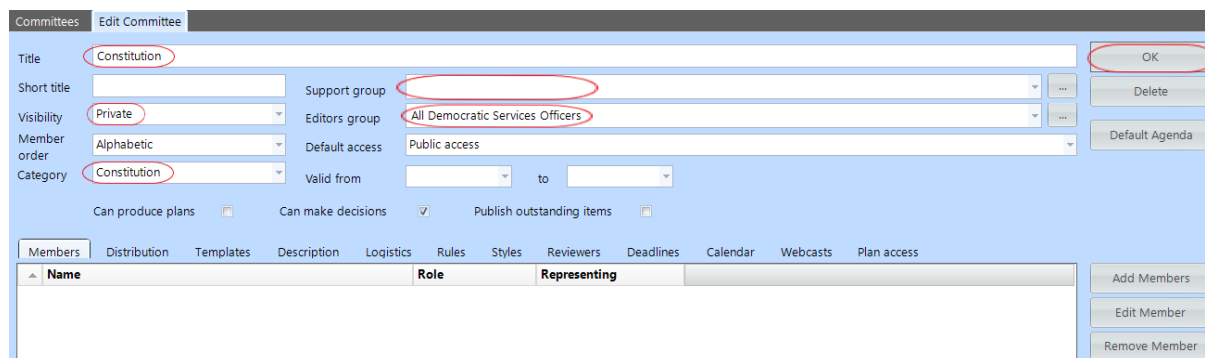
3.3 Constitution Committee

Click **Configure**, followed by **Committees** and **Add**.



ConstitutionConstitution

Type **Constitution** in the **Title**, set the **Visibility** to **Private** (remember, this will need to be changed to public once the navigation links have been set up), set up the **Support Group** and **Editors Group**, as required, and set the **Category** to **Constitution**.



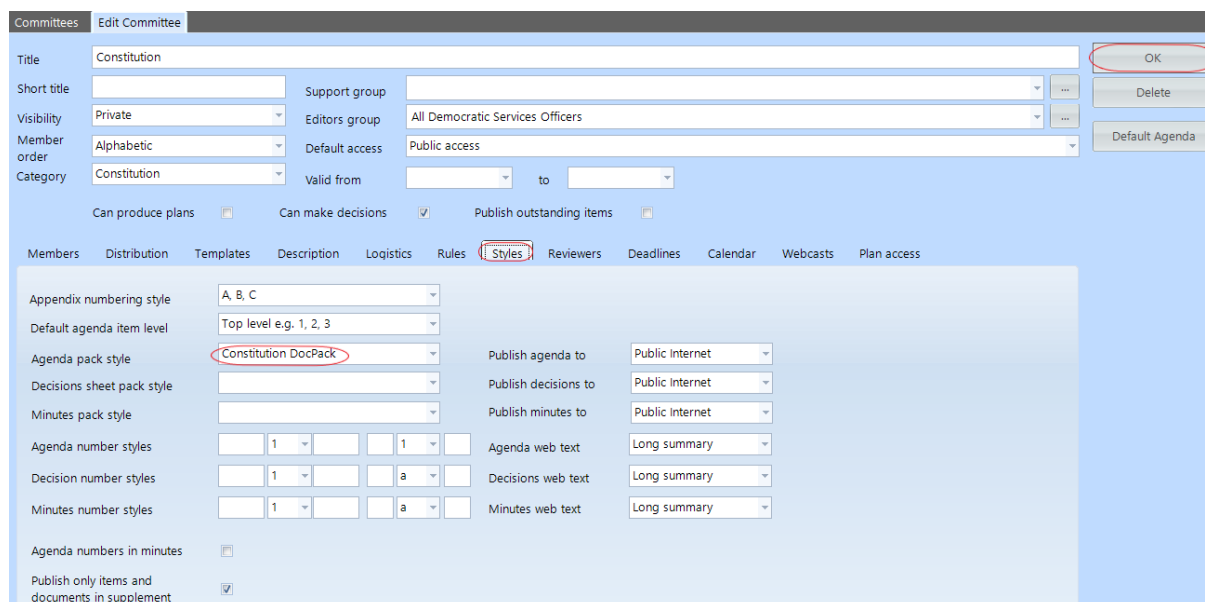
The screenshot shows the 'Edit Committee' form for a committee named 'Constitution'. The form includes the following fields and options:

- Title:** Constitution
- Short title:** (empty)
- Support group:** (empty)
- Visibility:** Private
- Editors group:** All Democratic Services Officers
- Member order:** Alphabetic
- Default access:** Public access
- Category:** Constitution
- Valid from:** (empty) to (empty)
- Can produce plans:**
- Can make decisions:**
- Publish outstanding items:**

Buttons on the right include 'OK', 'Delete', and 'Default Agenda'. Below the form is a 'Members' tab with a table showing columns for Name, Role, and Representing. Buttons for 'Add Members', 'Edit Member', and 'Remove Member' are also present.

Please note that members/distribution lists can also be added to the Constitution Committee in order to notify individuals of newly published versions. Please refer to the **Administration manual** for further guidance.

Select the **Styles Tab**, then in the **Agenda pack style** field select the **Constitution DocPack** and click **OK**.

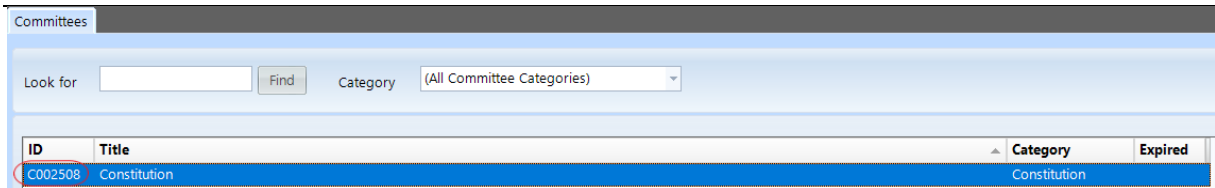


The screenshot shows the 'Edit Committee' form with the 'Styles' tab selected. The 'Agenda pack style' field is set to 'Constitution DocPack'. Other settings include:

- Title:** Constitution
- Short title:** (empty)
- Support group:** (empty)
- Visibility:** Private
- Editors group:** All Democratic Services Officers
- Member order:** Alphabetic
- Default access:** Public access
- Category:** Constitution
- Valid from:** (empty) to (empty)
- Can produce plans:**
- Can make decisions:**
- Publish outstanding items:**

The 'Styles' tab contains various configuration options for the committee's output, such as 'Appendix numbering style', 'Default agenda item level', 'Agenda pack style', 'Decisions sheet pack style', 'Minutes pack style', 'Agenda number styles', 'Decision number styles', 'Minutes number styles', 'Agenda numbers in minutes', and 'Publish only items and documents in supplement'. Buttons for 'OK', 'Delete', and 'Default Agenda' are visible on the right.

Make a note of the **Committee ID** (as Support will need to know this).



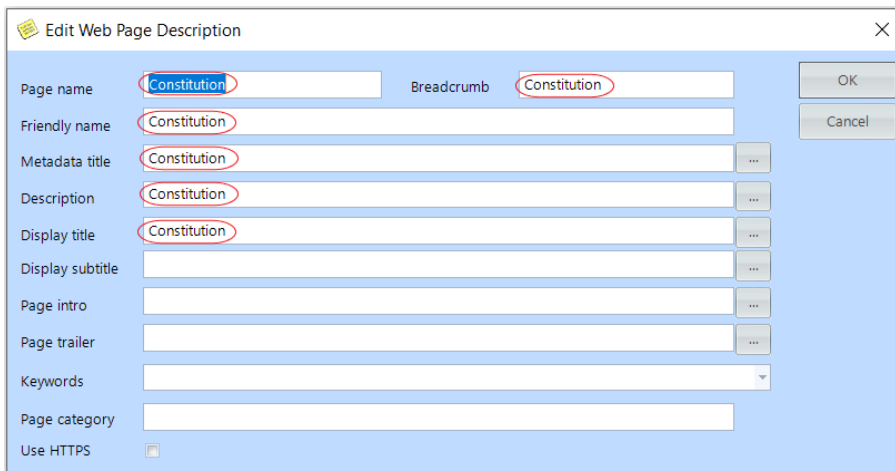
3.4 Constitution Webpage

Click **Configure**, followed by **Advanced**, click **Web Page Descriptions** and click **Add**.

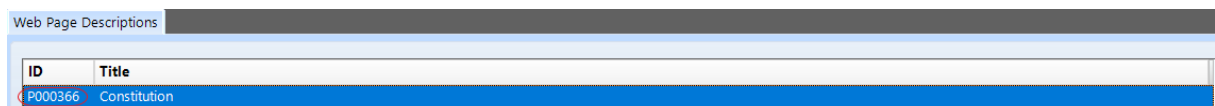


Type **Constitution** into the following fields and click **OK**:

- Page name
- Breadcrumb
- Friendly name
- Metadata title
- Description
- Display Title

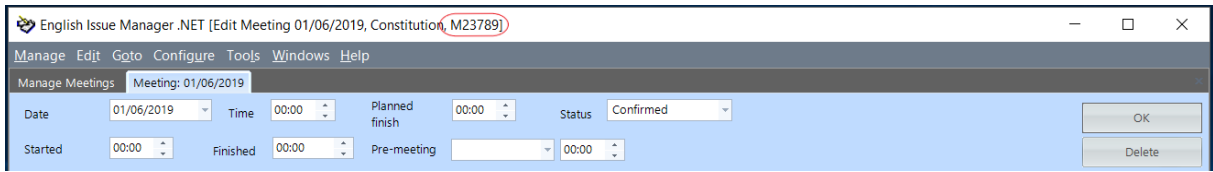


Make a note of the **Web Page ID** (as Support will need to know this).



Please notify Support when ready to have the Constitution links switched on in the Navigation List, and provide them with the **Committee Category ID**, **Committee ID** and **Web Page ID**. Please note that if publishing the Constitution as a Singular Version the Support Team will also require the **Meeting ID** (which can be viewed in the Manage Meetings > Edit Meeting screen).

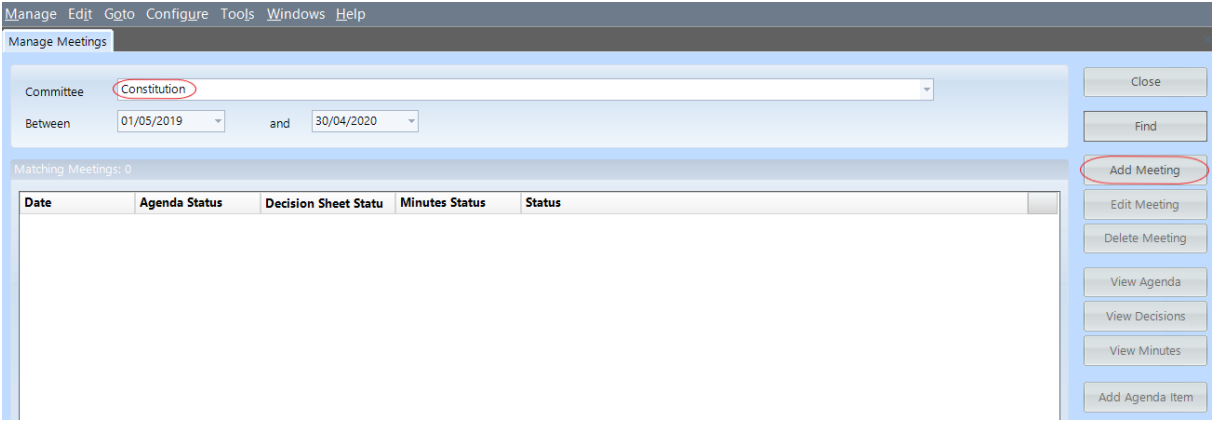
ConstitutionConstitution



The screenshot shows a web application window titled "English Issue Manager .NET [Edit Meeting 01/06/2019, Constitution, M23789]". The interface includes a menu bar with "Manage", "Edit", "Goto", "Configure", "Tools", "Windows", and "Help". Below the menu is a "Manage Meetings" section with a sub-tab for "Meeting: 01/06/2019". The main area contains several input fields: "Date" (01/06/2019), "Time" (00:00), "Planned finish" (00:00), "Status" (Confirmed), "Started" (00:00), "Finished" (00:00), and "Pre-meeting" (00:00). There are "OK" and "Delete" buttons on the right side.

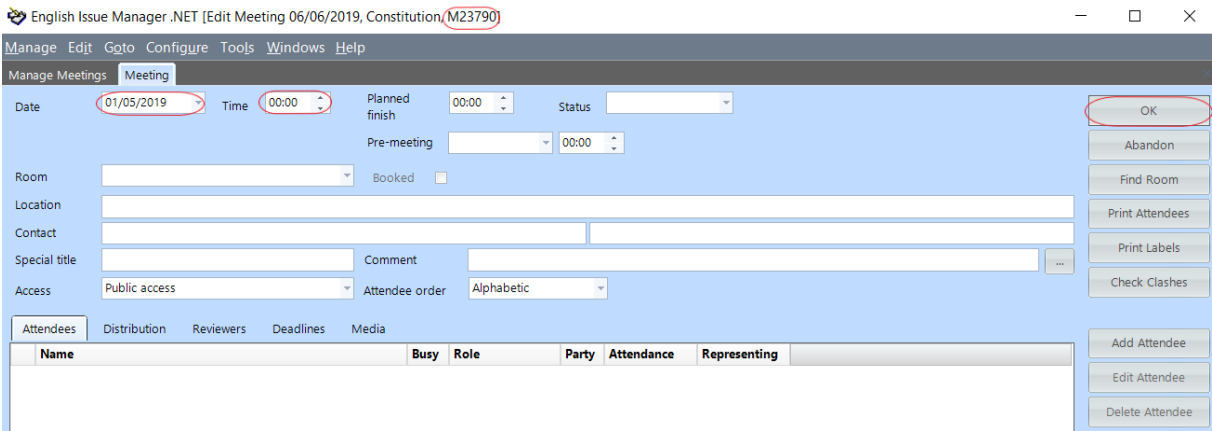
4 Publishing the Constitution

Click **Manage** followed by **Manage Meetings** and select the **Constitution Committee** from the **Committees** drop down list, then click **Add Meeting**.

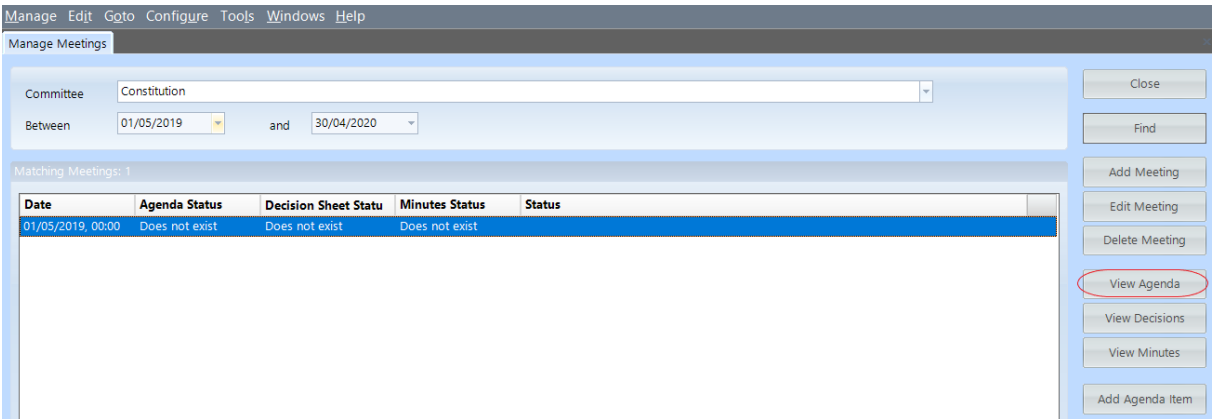


Set the **Date**, and set the **Time** as 00:00, then click **OK**.

Remember, for a Singular Published Version of the Constitution, to make a note of the **Meeting ID** (as Support will need to know this).

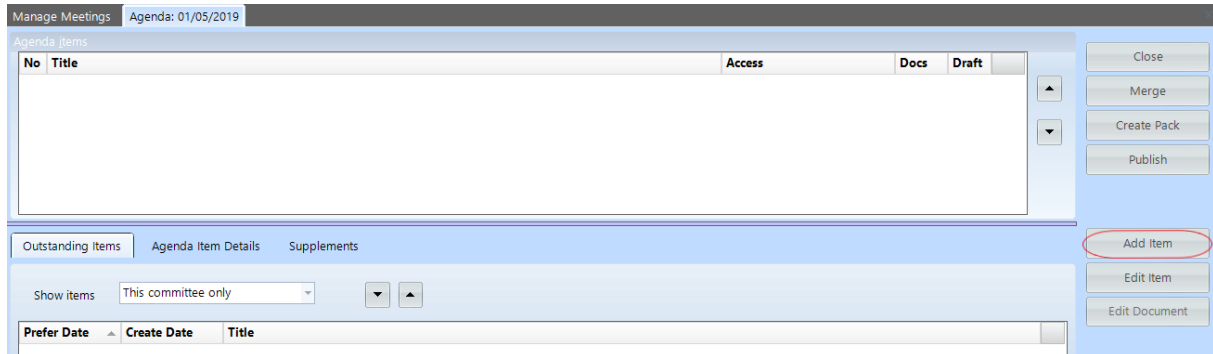


Click **View Agenda**.



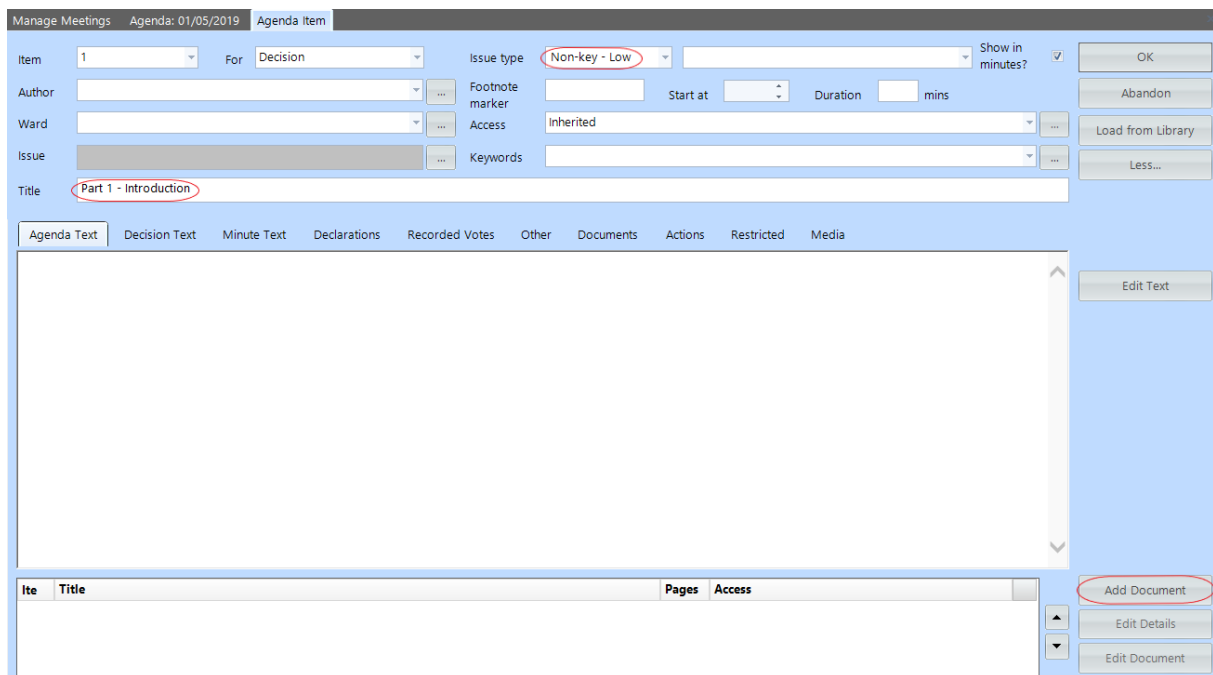
ConstitutionConstitution

Click **Add Item**.



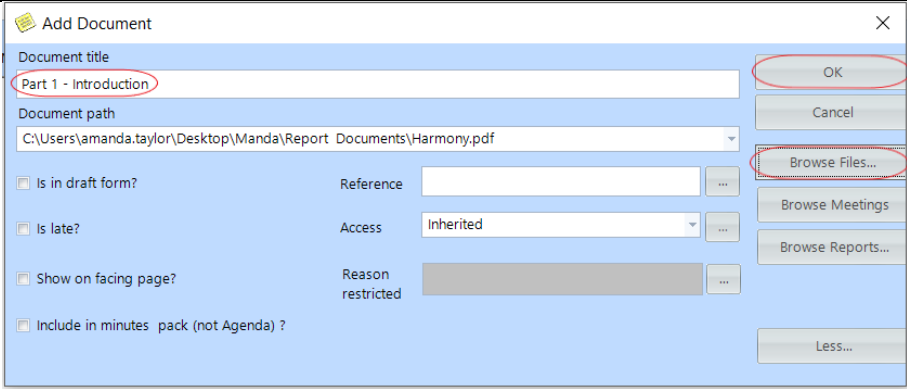
The screenshot shows the 'Manage Meetings' interface for the agenda on 01/05/2019. At the top, there is a table with columns 'No', 'Title', 'Access', 'Docs', and 'Draft'. Below this table, there are tabs for 'Outstanding Items', 'Agenda Item Details', and 'Supplements'. A dropdown menu for 'Show items' is set to 'This committee only'. At the bottom of the interface, there is a table with columns 'Prefer Date', 'Create Date', and 'Title'. On the right side, there is a vertical toolbar with buttons: 'Close', 'Merge', 'Create Pack', 'Publish', 'Add Item' (highlighted with a red circle), 'Edit Item', and 'Edit Document'.

Add the Constitution heading in the **Title field**, and set the **Issue type field** to Non-Key – Low. If required, click **Add Document**.

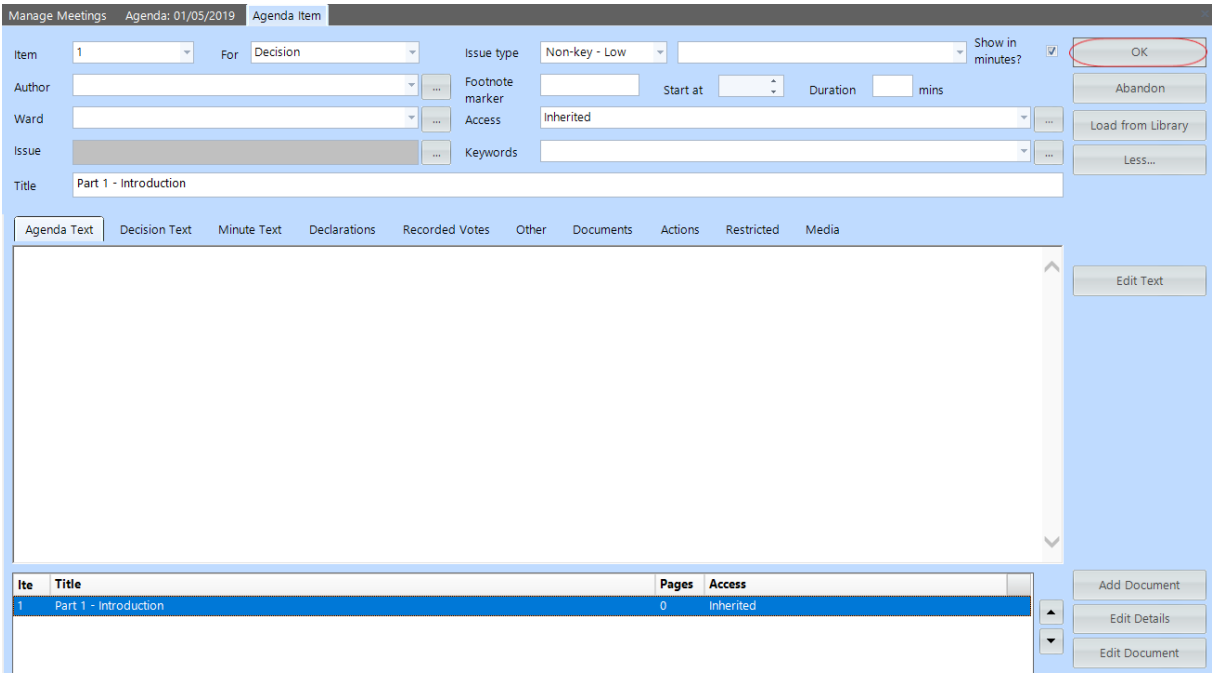


The screenshot shows the 'Agenda Item' details form. The 'Issue type' dropdown is set to 'Non-key - Low' (highlighted with a red circle). The 'Title' field contains 'Part 1 - Introduction' (highlighted with a red circle). Other fields include 'Item' (1), 'For' (Decision), 'Footnote marker', 'Start at', 'Duration' (mins), 'Access' (Inherited), and 'Keywords'. On the right side, there is a vertical toolbar with buttons: 'OK', 'Abandon', 'Load from Library', 'Less...', 'Edit Text', 'Add Document' (highlighted with a red circle), 'Edit Details', and 'Edit Document'. At the bottom, there is a table with columns 'Ite', 'Title', 'Pages', and 'Access'.

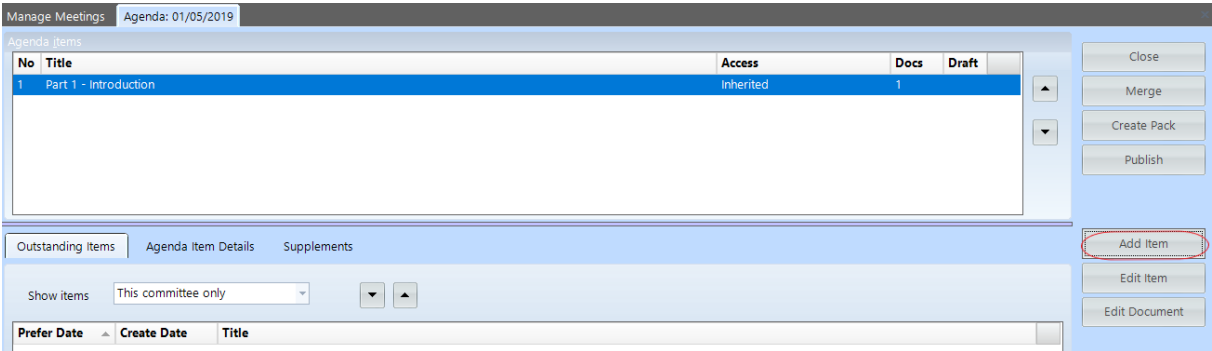
The Add Document panel will open. Click **Browse Files...**. Search and select the relevant section of the Constitution, then click **Open**. Type in an appropriate **Document title** and click **OK**.



Click **OK** to save the item.



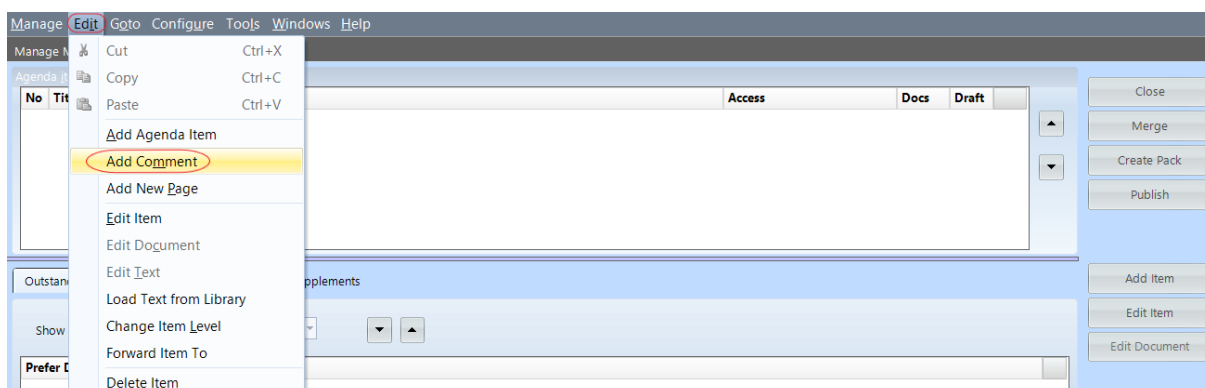
Add any additional items, as required.



No	Title	Access	Docs	Draft
1	Part 1 - Introduction	Inherited	1	1

Please note that Items without numbering can also be added by clicking **Edit** (top menu) followed by **Add Comment**.

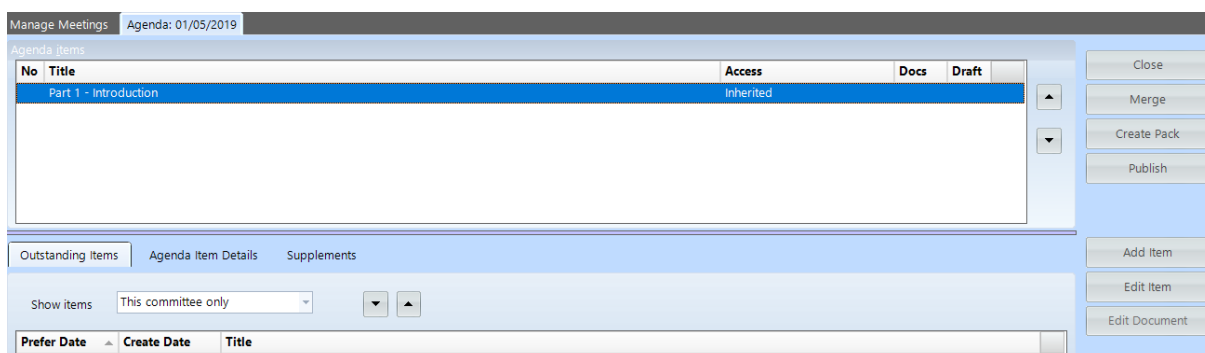
ConstitutionConstitution



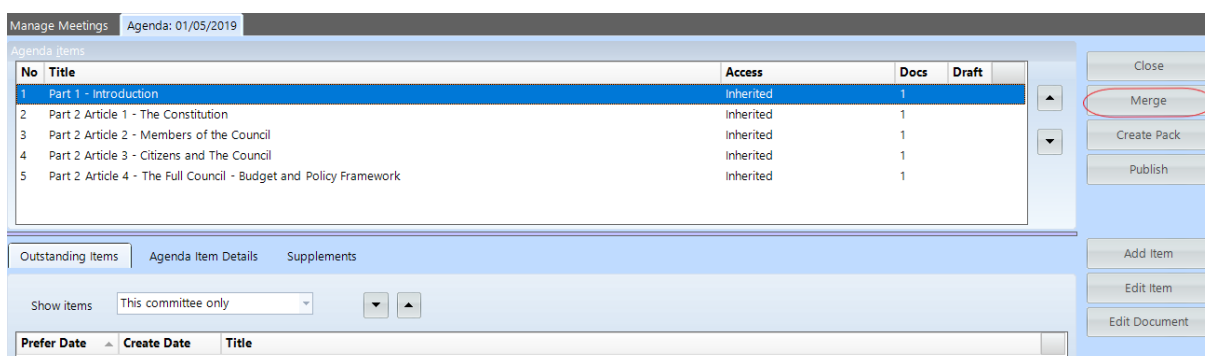
Type the Constitution heading in the **Title** field and click **OK**.



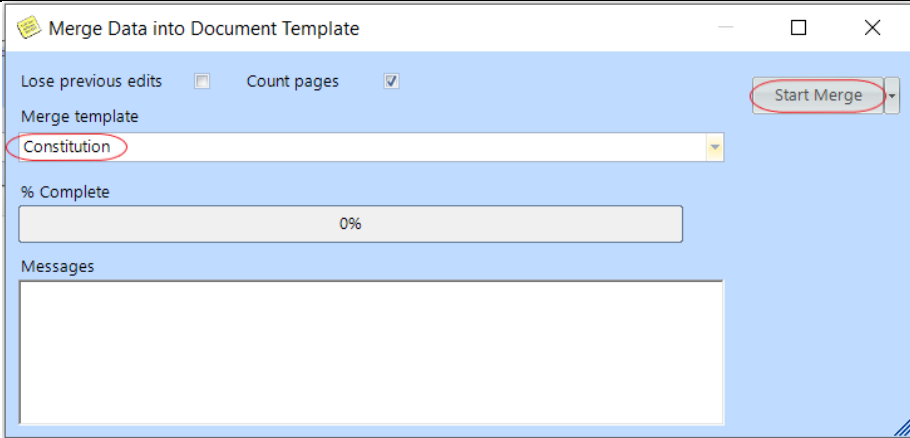
Continue adding Agenda Items/Comments until all Constitution sections have been added.



Once all sections of the Constitution have been added click **Merge**.

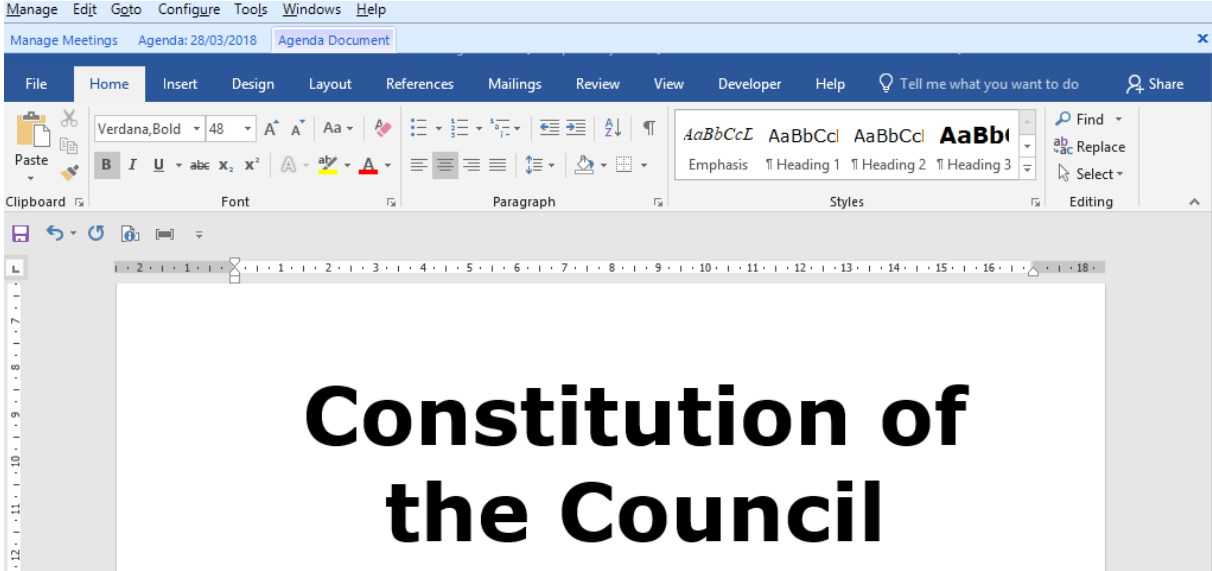


Select the relevant **Template** (Agenda Template) from the **Merge Template** drop down list and click **Start Merge**.

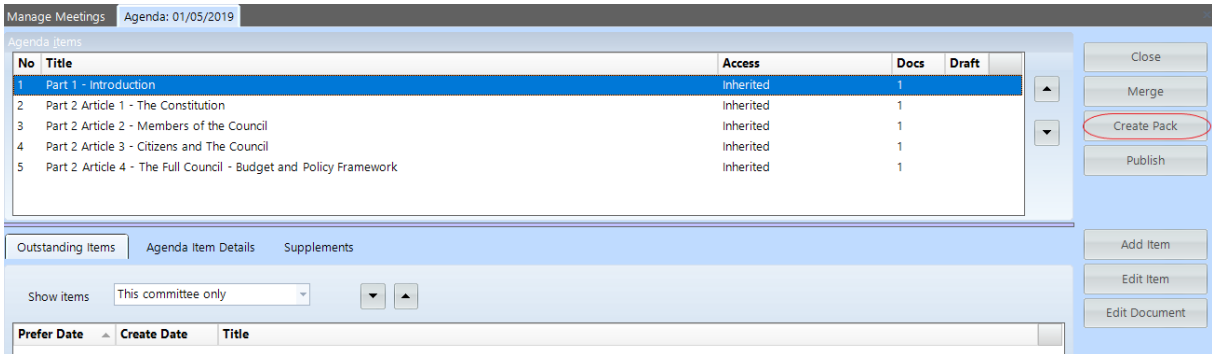


ConstitutionConstitution

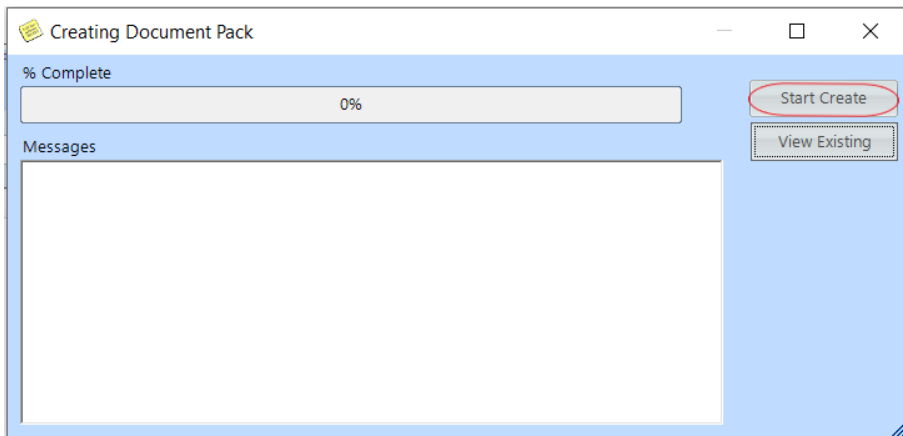
Check the document front sheet then close it.



Click **Create Pack**.

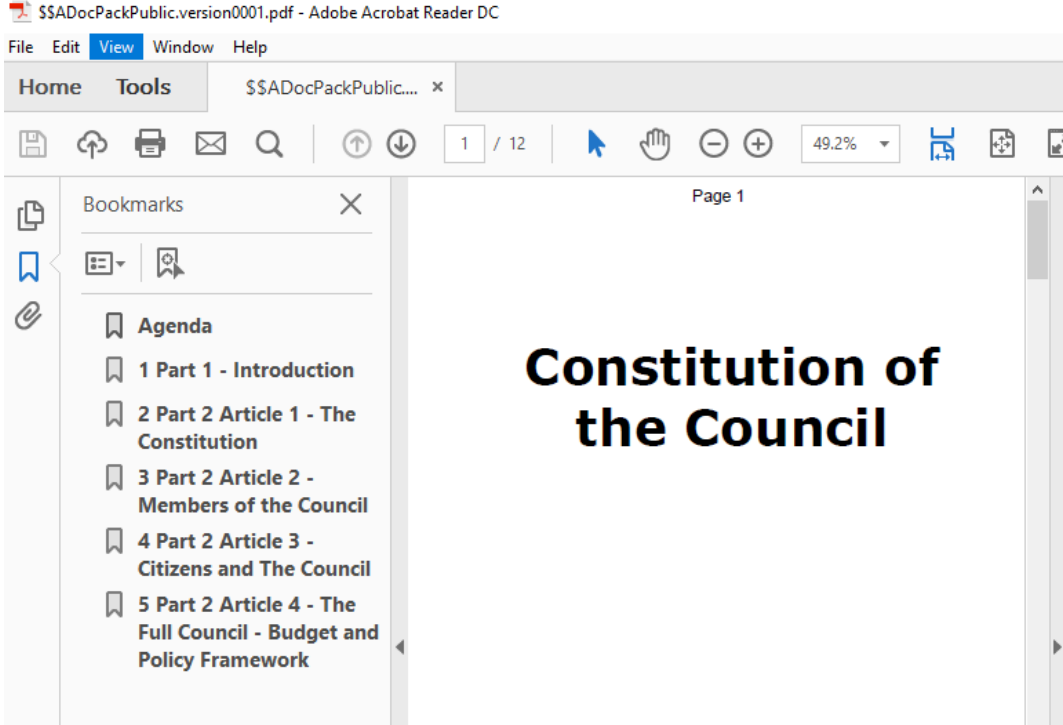


Click **Start Create**.

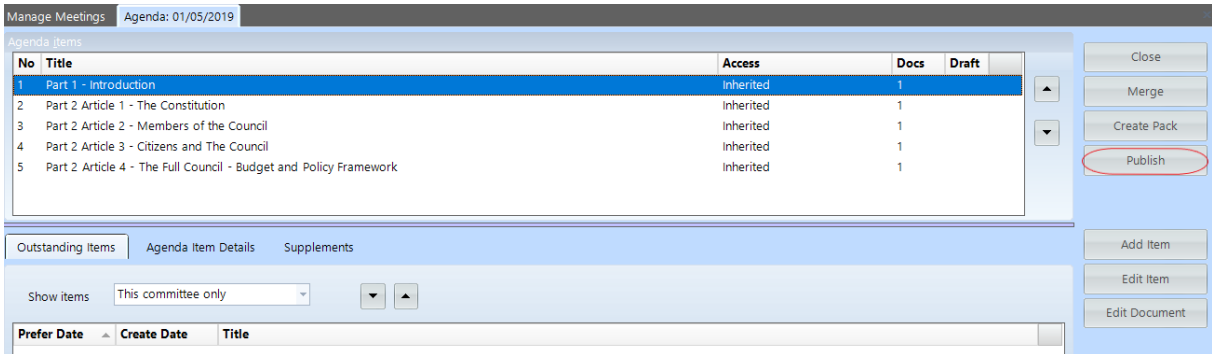


ConstitutionConstitution

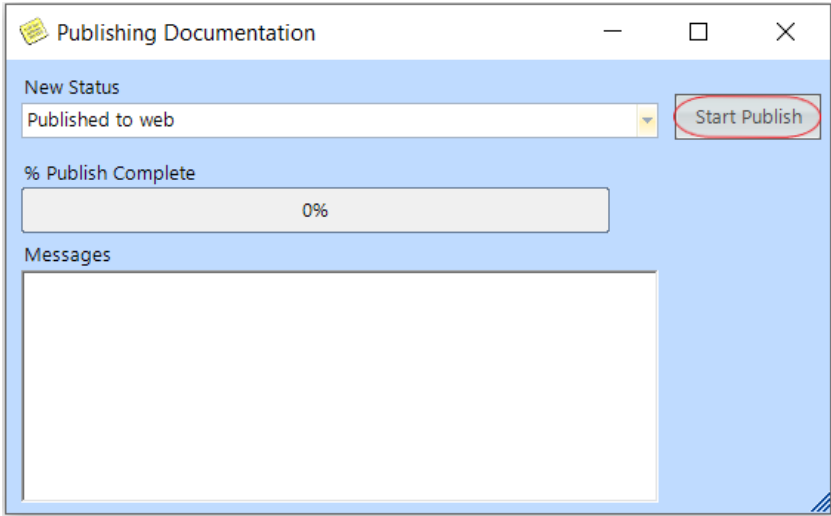
Check the document then close it.



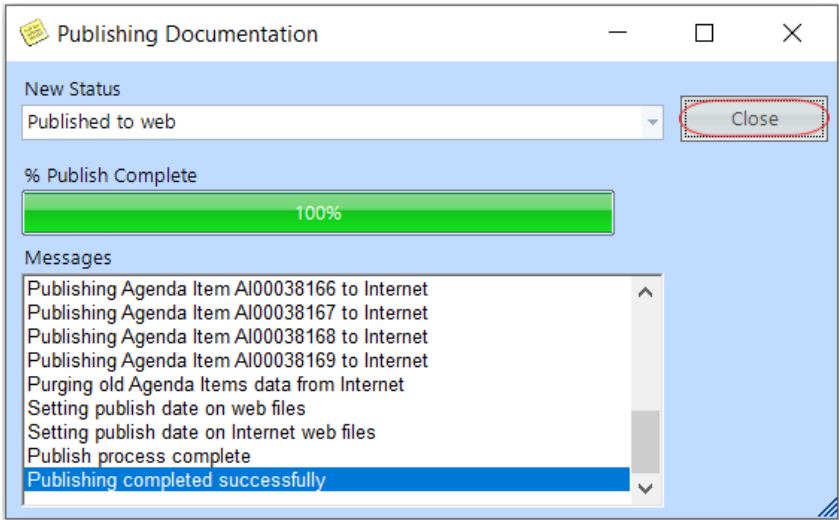
Click **Publish**.



Click **Start Publish**.



Click **Close**, then select **Yes** or **No** to the **Print Unit** and **Notify Users Prompts**, as required.



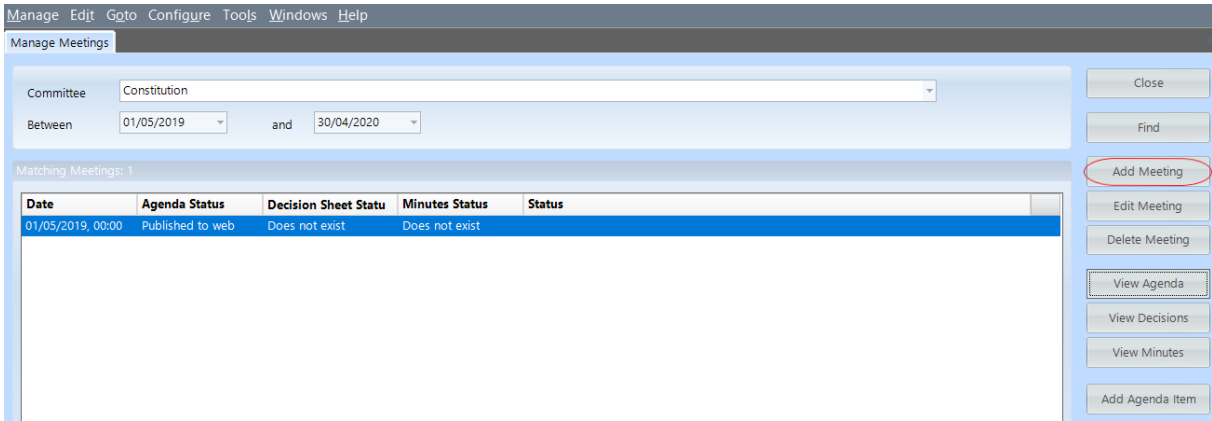
Please refer to the **Meeting Management manual** for further guidance on setting up a meeting.

ConstitutionConstitution

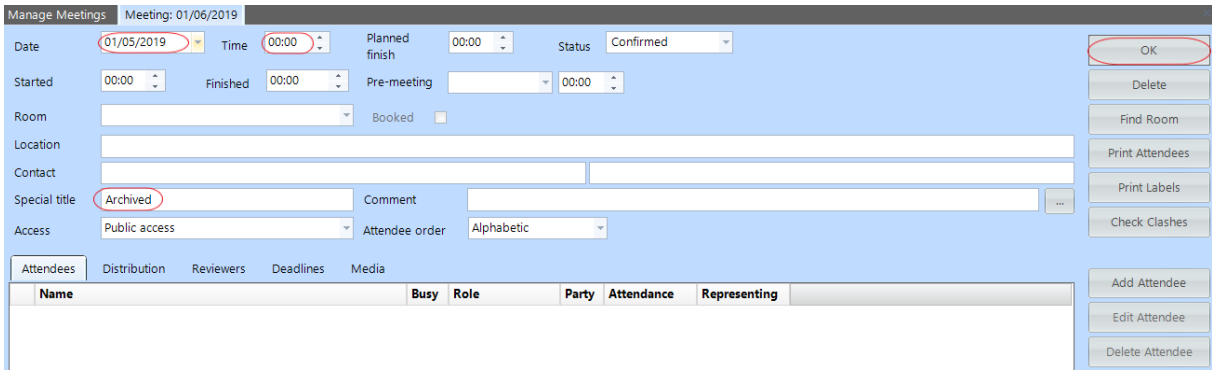
4.1 Updating the Constitution (as a Singular Version on the Web)

The website links have been set up to point directly to the published Constitution. Therefore, it is important, when updating the Constitution, not to affect the links.

Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list**, then click **Add Meeting**.



Set the **meeting date** as the published Constitutions original publication date, set the **start time** as 00:00, add a **Special Title** i.e. Archived or Superseded, then click **OK**.



Select the newly added meeting and click **View Agenda**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 2

Date	Agenda Status	Decision Sheet Statu	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	
01/05/2019, 00:00	Under construction	Does not exist	Does not exist	Archived

Close

Find

Add Meeting

Edit Meeting

Delete Meeting

View Agenda

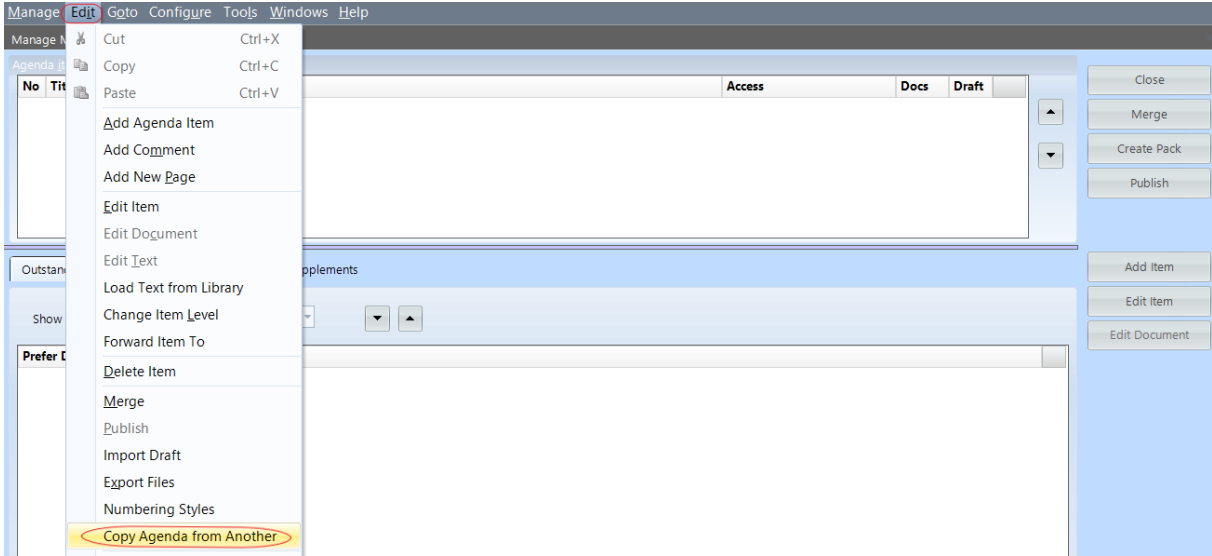
View Decisions

View Minutes

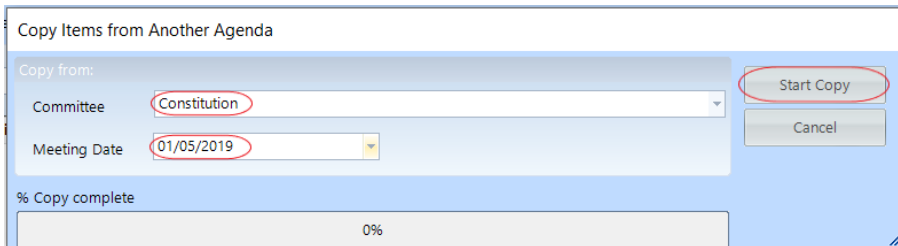
Add Agenda Item

ConstitutionConstitution

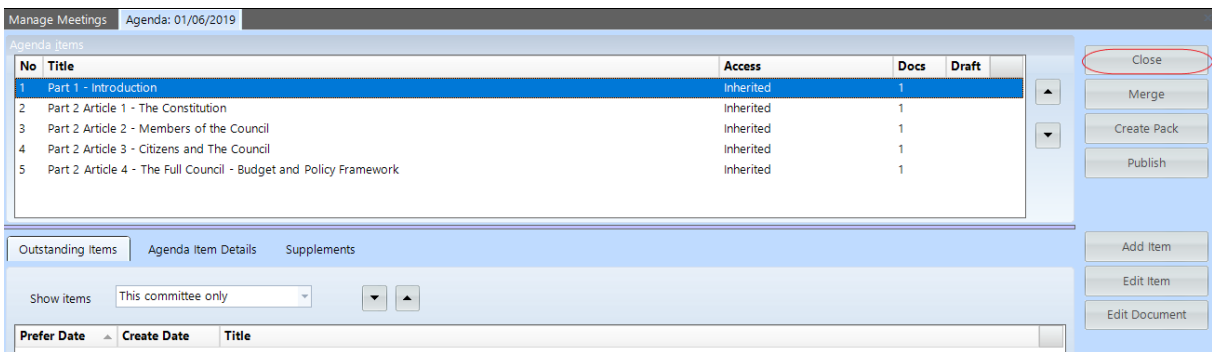
Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.



Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.

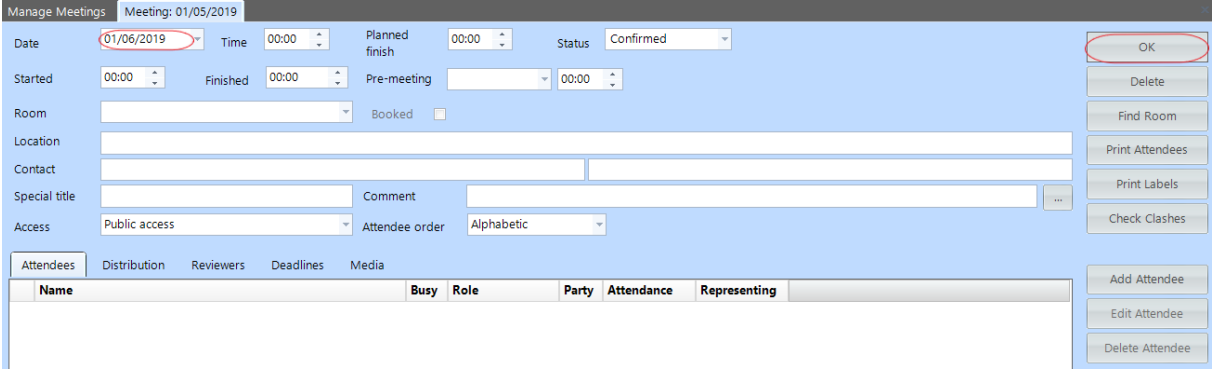


Click **Close**.



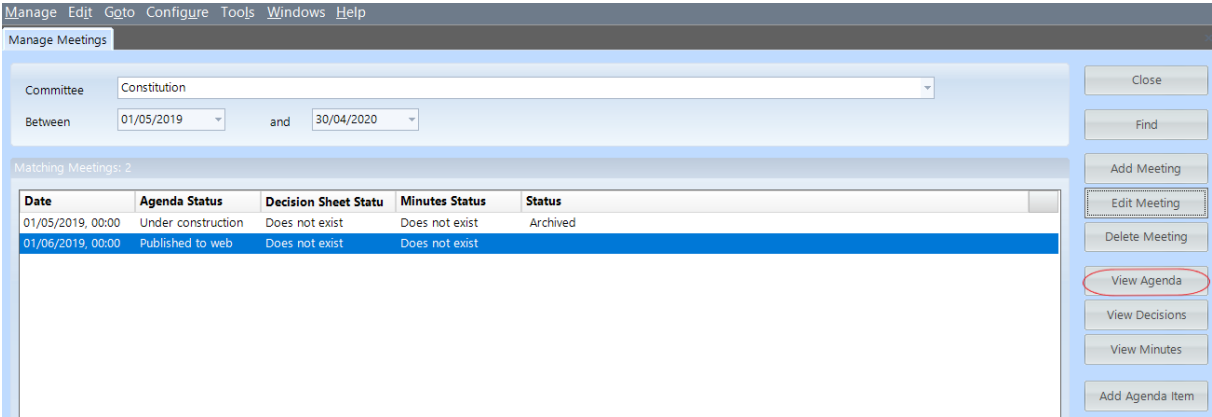
ConstitutionConstitution

Select the meeting with the Published Constitution, click **Edit Meeting** and change the date to the new date of publication, then click **OK**.



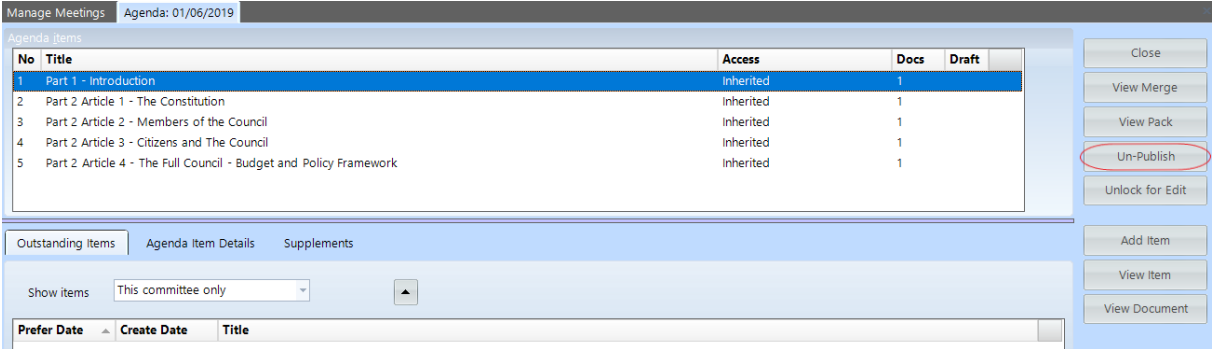
Click **Yes** or **No** to the **Meeting Date Changed** and the **Notify Users Prompts**, as required.

Select the meeting with the Published Constitution and click **View Agenda**.



Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Under construction	Does not exist	Does not exist	Archived
01/06/2019, 00:00	Published to web	Does not exist	Does not exist	

Click **Unlock for Edit**, make the required amendments, merge, pack and re-Publish the Constitution.



No	Title	Access	Docs	Draft
1	Part 1 - Introduction	Inherited	1	
2	Part 2 Article 1 - The Constitution	Inherited	1	
3	Part 2 Article 2 - Members of the Council	Inherited	1	
4	Part 2 Article 3 - Citizens and The Council	Inherited	1	
5	Part 2 Article 4 - The Full Council - Budget and Policy Framework	Inherited	1	

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Once the new link has been added to the Navigation List, click on it to display the Consitution, as follows:

You are here: Meetings, agenda, minutes

Meetings, agendas and minutes

- [Browse the agenda/minutes](#)
- [Search documents](#)






- [Calendar](#)
- [Committees](#)
- [Constitution](#)
- [Consultations](#)
- [Decisions](#)

Information

Constitution Saturday 1st June 2019

- [Frontsheet](#)  PDF 220 KB

Items

No.	Item
1.	Part 1 - Introduction  PDF 18 KB
2.	Part 2 Article 1 - The Constitution  PDF 18 KB
3.	Part 2 Article 2 - Members of the Council  PDF 18 KB
4.	Part 2 Article 3 - Citizens and The Council  PDF 18 KB
5.	Part 2 Article 4 - The Full Council - Budget and Policy Framework  PDF 18 KB

4.2 Updating the Constitution (as a List of Published Versions on the Web)

The website links have been set up to point to the list of published versions of the Constitution.

Click **Manage**, followed by **Manage Meetings**, and select **Constitution** from the **Committees list**, then select the most recently published Constitution meeting, click **Edit Meeting**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

Between: 01/05/2019 and 30/04/2020

Matching Meetings: 1

Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	

Buttons: Close, Find, Add Meeting, **Edit Meeting**, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item

Add a **Special Title** i.e. Archived or Superseded, then click **OK**.

Manage Meetings Meeting: 01/05/2019

Date: 01/05/2019 Time: 00:00 Planned finish: 00:00 Status: Confirmed

Started: 00:00 Finished: 00:00 Pre-meeting: 00:00

Room: Booked

Location:

Contact:

Special title: **Archived** Comment:

Access: Public access Attendee order: Alphanumeric

Buttons: **OK**, Delete, Find Room, Print Attendees, Print Labels, Check Clashes, Add Attendee, Edit Attendee, Delete Attendee

Name	Busy	Role	Party	Attendance	Representing
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Click **Add Meeting**.

Manage Edit Goto Configure Tools Windows Help

Manage Meetings

Committee: Constitution

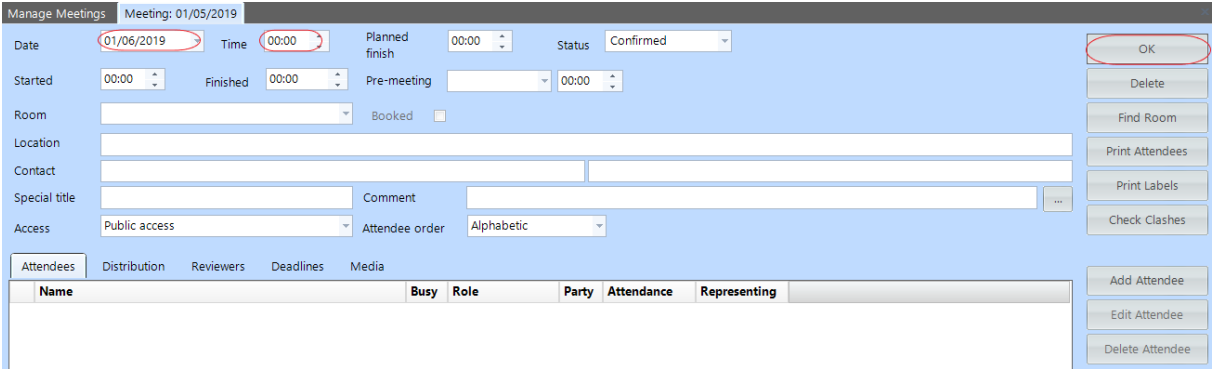
Between: 01/05/2019 and 30/04/2020

Matching Meetings: 1

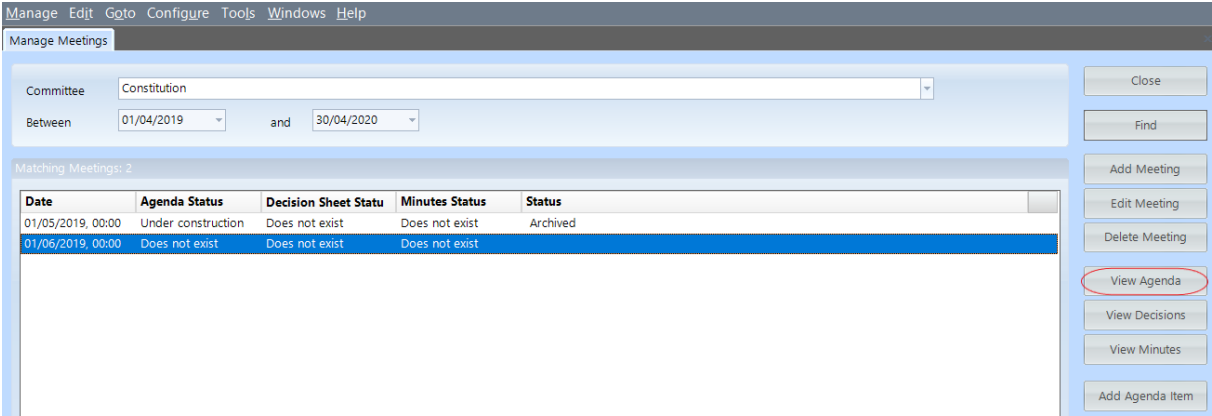
Date	Agenda Status	Decision Sheet Status	Minutes Status	Status
01/05/2019, 00:00	Published to web	Does not exist	Does not exist	

Buttons: Close, Find, **Add Meeting**, Edit Meeting, Delete Meeting, View Agenda, View Decisions, View Minutes, Add Agenda Item

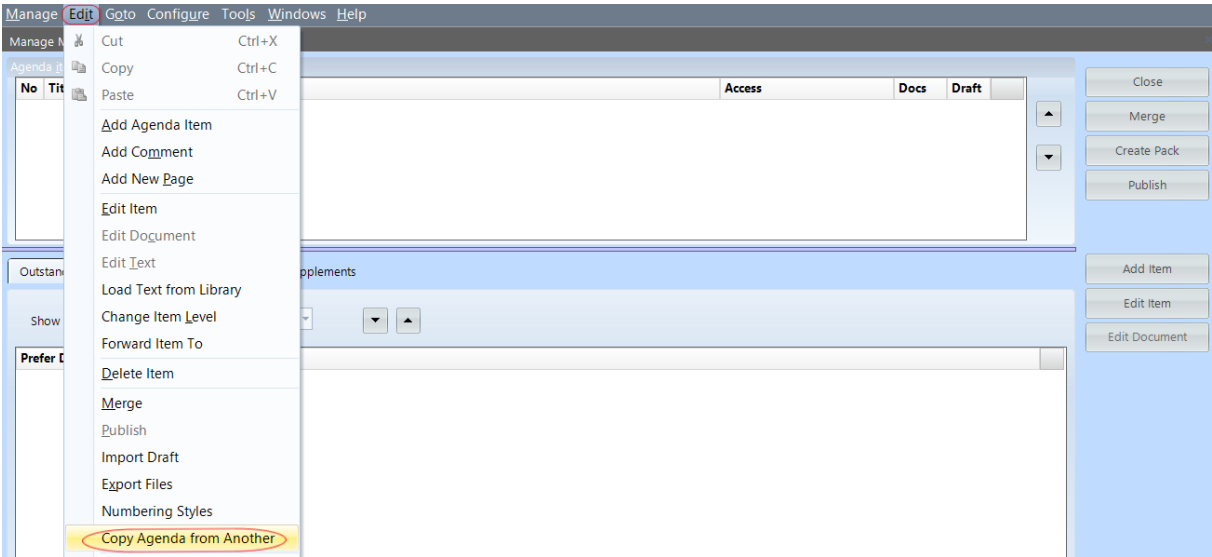
Set the **meeting date**, set the **start time** as 00:00, and click **OK**.



Select the newly added meeting and click **View Agenda**.

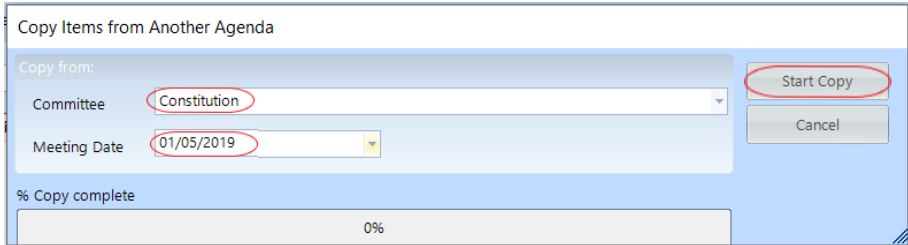


Click **Edit** (from the top menu), followed by **Copy Agenda from Another**.



ConstitutionConstitution

Select the **Constitution Committee**, select the **date** of the published Constitution, and click **Start Copy**.



Copy Items from Another Agenda

Copy from:

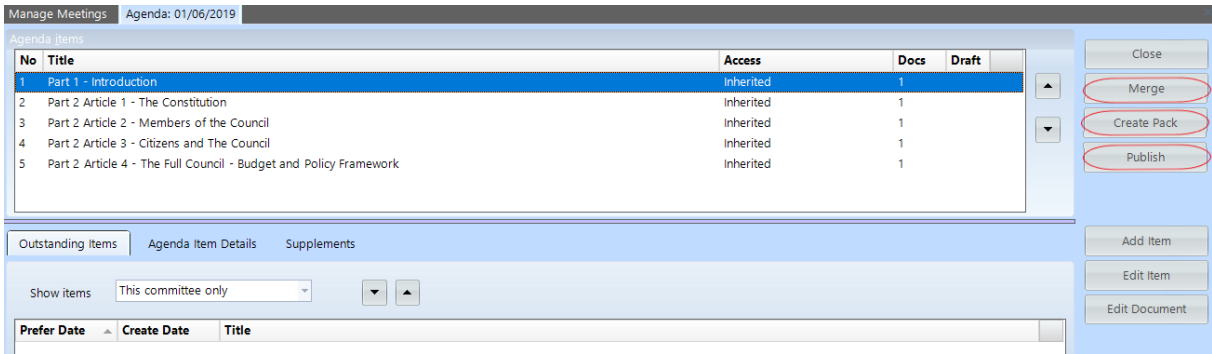
Committee: **Constitution**

Meeting Date: **01/05/2019**

% Copy complete: 0%

Buttons: Start Copy, Cancel

Make the required amendments, then **Merge**, **Pack** and **Publish** the Constitution.



Manage Meetings | Agenda: 01/06/2019

No	Title	Access	Docs	Draft
1	Part 1 - Introduction	Inherited	1	
2	Part 2 Article 1 - The Constitution	Inherited	1	
3	Part 2 Article 2 - Members of the Council	Inherited	1	
4	Part 2 Article 3 - Citizens and The Council	Inherited	1	
5	Part 2 Article 4 - The Full Council - Budget and Policy Framework	Inherited	1	

Buttons: Close, Merge, Create Pack, Publish, Add Item, Edit Item, Edit Document

Once the new link has been added to the Navigation List, click on it to display the Constitution, as follows:

You are here: Meetings, agendas, minutes

Meetings, agendas and minutes

- [Browse the agenda/minutes](#)
- [Search documents](#)

- [Calendar](#)
- [Committees](#)
- [Constitution](#)**
- [Consultations](#)
- [Decisions](#)

Browse

Publications

- [Constitution of 1 Jun 2019](#)
- [Constitution of 1 May 2019](#) - Archived

