

## **Our Constitution**

This is below and is hopefully self-explanatory. We have set out the purpose and means of operation of the Forum. Members have been asked to comment on a draft version and the content was discussed and amended through an open meeting held on 6th December 2014.

### **Hadley Wood Planning Forum Constitution**

#### **1. Name**

The name of the organisation is the “Hadley Wood Neighbourhood Planning Forum” (“the Forum”).

#### **2. Purpose**

The purpose of the Forum is to promote or improve the social, economic and environmental well-being of the neighbourhood area. The aforementioned objectives shall be pursued through neighbourhood planning. The forum It shall operate without distinction or discrimination on the grounds of gender, disability, sexual orientation or race, or of political, religious or other beliefs and will actively engage with other groups.

#### **3. Area**

The Forum shall cover the area agreed when the Forum was recognised as a Qualifying Body for the purposes of neighbourhood planning and shown in Annex A.

#### **4. Membership**

a. Membership shall be open to:

- i. individuals who live in the area
- ii. individuals who work in the area,
- iii. community organisations which operate in the area, through their duly appointed representatives
- iv. businesses, educational establishments or other entities which operate in the neighbourhood area, through their duly appointed representatives
- v. individuals who are elected members of London Borough of Enfield for any part of the Area
- vi. individuals who have a material and ongoing social, cultural, economic or financial interest in or involvement in the area

who support the aims and objects of the Forum and provide the Secretary with satisfactory evidence of eligibility and contact details which may be used by the Forum.

- b. Applications and evidence of eligibility will be provided using the Membership Form. Completed forms are to be submitted to the Secretary who will decide on eligibility. If members wish to resign from the forum they must notify the Secretary in writing.
- c. The Management Committee may refuse to accept, or may revoke, membership of any individual or organisation which in its opinion fails to meet the criteria for membership or which acts in a way inimical to its Purpose. Any person or organisation whose membership is revoked shall have the right to appeal to a General Meeting of the Forum.
- d. It should be noted that there is a legal requirement that the Forum should have at least 21 members. Therefore if membership falls below 23 the Management Committee should take steps to encourage additional members.

## **5. Management Committee and Officers**

- a. The day-to-day business of the Forum shall be conducted by the Management Committee (“the Committee”). Subject to decisions of any General Meeting, the Committee shall comprise up to 13 members elected by a General Meeting. The Forum shall strive for the Committee to reflect the diversity of people eligible for membership.
- b. The term of office of any member of the Committee shall expire at each AGM and members shall be eligible to stand for re-election for a continuous period not exceeding five years.
- c. The Committee shall elect from among its members a Chair, Deputy Chair, Secretary, Treasurer, and any other officers as it sees fit. The roles of these officers to be defined by the Committee.
- d. The Committee shall meet at least four times per year and 5 members shall constitute a quorum.
- e. The Committee may appoint groups to carry out specific roles or projects as it sees fit and these shall co-opt such persons as necessary to enable it to perform its function
- f. Decisions of the Committee shall be by consensus or by a simple majority of those present and voting
- g. Decisions on the content of the neighbourhood plan to be put to public consultation shall be subject to agreement at a General Meeting
- h. The Committee shall record its proceedings which shall be publicly available
- i. Any member may attend any meeting of the Committee and may speak at the discretion of the Chair but may not vote.

- j. Committee members can be elected at any General Meeting
- k. Councillors elected to public office who represent any part of the neighbourhood Area shall not be eligible for election, but shall be members of the Committee whilst councillors if they request this.

## **6. General Meetings**

- a. The general meeting of all members shall be the controlling body of the Forum.
- b. An AGM shall be held on a day to be appointed by the Committee within 15 months of the previous AGM.
- c. The business of the AGM shall include
  - i. a report from the Chair on the activities of the Forum since the previous AGM and its plans for the forthcoming year;
  - ii. a report from the Treasurer as to the financial position of the Forum;
  - iii. consideration of and, if thought fit, approval of the accounts of the Forum for the previous financial year together with an independent report on those accounts;
  - iv. appointment of an independent inspector to report to the following AGM on the accounts for the current financial year;
  - v. any other business as required by the Constitution or as directed by the Committee;
  - vi. consideration of any motion which has been submitted by at least 5 members of the Forum in time for circulation with the notice of the AGM;
  - vii. election of the Committee for the forthcoming year.
- d. Members shall give all members at least 21 days written notice of the time and place of the AGM. Such notice shall include details of all business to be transacted at the meeting.
- e. Applications for election to the Committee shall be invited in advance of the AGM in writing by members or at the meeting by the discretion of the Secretary. Applications shall be duly submitted to the Secretary of the Forum not less than 2 days prior to the date of the AGM.
- f. Election of members of the Committee may be taken by a show of hands or if requested by a member by a ballot of those present at the AGM. Voting shall be ranking the candidates in order of preference. The meeting shall agree to the appointment of one or more scrutinisers to act as returning officers and to advise the Chair on the results.
- g. The AGM may, by a vote of not less than two-thirds of those present, agree to consider any urgent or important business which has arisen since dispatch of the notice of the meeting.

- h. Other General Meetings of all members shall be called within 28 days of receipt by the Secretary of a request in writing signed by no less than 5 members, stating the purpose for which the meeting is required, or by agreement of the Committee.
- i. Twenty members (or one-fifth of the membership if less) shall constitute a quorum.
- j. Voting at general meetings shall be by show of hands, except as provided in paragraph 6.f. for election of Committee members
- k. A member shall be entitled to appoint a proxy to vote on his or her behalf. Notice of appointment of a proxy must be received by the Secretary not less than 24 hours before the meeting.
- l. A record of each General Meeting shall be produced and made publicly available
- m. Conflicts of interest must be declared. Members with a conflict of interest beyond the fact that they work or live in the area should withdraw from discussion and voting on the issue in question. The Chair of the Committee will decide if withdrawal is required.

## **7. Finance**

- a. The Forum's accounting period shall be annual ending on 30 September.
- b. Accounting records shall be maintained for a period of six years or until the winding up of the Forum and such records shall be available for inspection by any member on giving not less than 10 days' notice.
- c. If necessary the Forum shall open and maintain a bank or other appropriate account in its name of the Forum which shall be controlled by a mandate requiring the signature of no fewer than two of the Officers
- d. The Forum's accounts shall be made publicly available within two months of the AGM.
- e. The Forum may raise funds by donation, grants, or other means to be used in furtherance of the Forum's purpose.

## **8. Constitution and Interpretation**

- a. In the event of any question arising where the interpretation of this Constitution is in doubt or where it is silent, the Committee shall have the power to act according to its own interpretation and at its discretion.
- b. Other than as may be required by law, amendments to this Constitution may only be made by a majority representing two-thirds of the members present and voting at a quorate General Meeting.

- c. Any requirement in this Constitution for notices or reports to be distributed to members of the Forum shall be deemed to have been satisfied if such notice or reports have been sent by e-mail, by posting on the Forum's website or by other electronic means. An individual member may request hard copies and in such a case the Committee reserves the right to make a charge to cover the extra cost incurred.
- d. The Hadley Wood Neighbourhood Forum is affiliated to the Hadley Wood Association. Both organisations has distinct membership.
- e. Any reference to in writing refers also to electronic communications through emails, websites or electronic documents. The forum is not responsible for any misdirected communications.

## **9. Term**

- a. The duration of the Forum shall be for five years from the date of adoption of this Constitution unless it is previously wound up or extended by resolution of a General Meeting.
- b. In the event of dissolution of the Forum any remaining assets shall be distributed to the community organisations which remain as members at that date in proportions to be decided by the Committee, which shall retain responsibility for completing such distribution for a period ending six months from the date of dissolution.

Date 6<sup>th</sup> December 2014