

## **HOVE STATIONS NEIGHBOURHOODS FORUM CONSTITUTION**

### **1. Name of Organisation**

Hove Station Neighbourhoods Forum

### **2. Aims**

The Forum aims to improve social, economic and environmental conditions in the Hove Station Neighbourhoods area, particularly through the preparation and implementation of a Neighbourhood Plan.

### **3. Membership**

3.1 The membership of the Forum is open to:

- individuals who live in the area of the Hove Station Neighbourhoods – see attached plan
- individuals who work the area
- individuals who are elected members of Brighton and Hove City Council and/or East Sussex County Council

3.2 The Forum must have a minimum membership of 21 individuals, each of whom either

- lives in the area
- works in the area
- is an elected member of the Brighton and Hove City Council and/or East Sussex County Council

3.3 The Forum must have a minimum of one member from each of the three categories in 3.1 and 3.2 above.

3.4 The Forum will be as representative as possible of the people who live and work in the area. Thus membership will be drawn from different places in the area and from different sections of the community.

3.5 Membership will begin as soon as the membership form has been received.

3.6 A list of members will be kept by the Membership Secretary.

3.7 Ceasing to be a Member:

3.7.1 Members may resign at any time in writing to the Secretary

3.7.2 Offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The

individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal opportunities**

The Hove Station Neighbourhoods Forum will not discriminate on grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

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

The business of the Forum will be managed by a Committee.

5.1. The membership of the Committee will be as follows:

Chairperson  
Vice Chairperson  
Secretary  
Membership Secretary  
Treasurer  
Conveners and Deputy Conveners of the Working Groups  
Neighbourhood Plan Coordinator

5.2 The officers of the Committee (Chair, Vice-chair, Secretary, Membership Secretary and Treasurer) will be elected at the Annual General Meeting of the Forum.

5.3 In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

5.4 Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

5.5 The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Vice-Chair, who shall deputise for the Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

5.6 The Committee has the power to co-opt up to 5 additional members to ensure maximum feasible representativeness of the people who live and/or work in the area.

5.7 Committee responsibilities:

5.7.1 The overall management of the business of the Forum

- 5.7.2 Agreeing and ensuring the implementation of the Communications and Community Engagement Strategy
- 5.7.3 Coordinating the work of the Working Groups
- 5.7.4 Drafting, agreeing and promoting the implementation of the Hove Station Neighbourhoods Plan 2013-2030
- 5.8 Committee meetings
  - 5.8.1 The Committee will normally meet monthly, using a variety of venues across the area.
  - 5.8.2 On three occasions each year the Committee Meeting will be open to all Forum Members
  - 5.8.3 Agenda Papers and Minutes will be posted on the Forum Website and will be available in printed format on request.
  - 5.8.4 The quorum for the Committee will be 7 members

## **6. Meetings of the Forum**

### **6.1 Annual General Meeting**

- 6.1.1 An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- 6.1.2 All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- 6.1.3 Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.
- 6.1.4 The quorum for the AGM will be 20% of the membership or 10 members, whichever is the greater number.
- 6.1.5 At the AGM:
  - The Committee will present a report of the work of the Hove Station Neighbourhoods Forum over the year.
  - The Committee will present the accounts of the Hove Station Neighbourhoods Forum for the previous year.
  - The officers and Committee for the next year will be elected.
  - Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

- 6.2.1 The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- 6.2.2 The meeting will take place within twenty-one days of the request.
- 6.2.3 All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post and these details will be posted on the Forum website.
- 6.2.4 The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 Rules of Procedure for Committee Meetings, Annual General Meetings and Special General Meetings**

- 6.3.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 6.3.2 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

## **6.4 General Meetings of the Forum: Have Your Say Events**

- 6.4.1 These events are open to all Forum members and members of the public.
- 6.4.2 There will be a minimum of three Events in the year following the AGM..
- 6.4.3 The content and structure of these Events will vary according to priorities determined by the Committee. Generally the programme will enable the Forum to:
- showcase its activities, particularly the evolving Neighbourhood Plan
  - recruit new members;
  - enable Forum Working Groups to have discussions with wider groups of local people;
  - facilitate Q&A sessions with BHCC officers, councillors and developers with an interest in the area; and
  - share experiences with voluntary and community sector organisations from elsewhere in the city, and other towns and cities which are preparing and involved in implementing Neighbourhood Plans.

## **7. Working Groups**

- 7.1 The Working Groups and their Conveners are established by the Committee.
- 7.2 Conveners each form a Working Group of a minimum of 2 people from the Forum area.
- 7.3 Working Groups develop the working arrangements which suit them best and meet as required to investigate and discuss the issues assigned to them.
- 7.4 The Convener, or Deputy Convener reports to the Forum Committee once per month.

## **8. Partner Organisations**

- 8.1 To further its aims, the Forum will work in partnership with relevant public, private and community/voluntary sector organisations.
- 8.2 In particular, the work of the Forum will complement, rather than duplicate, the work of voluntary and community sector organisations in the area.

## **9. Finances**

- 9.1 An account will be maintained on behalf of the Forum at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.
- 9.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.
- 9.3 All money raised by or on behalf of the Hove Station Neighbourhoods Forum is only to be used to further the aims of the group, as specified in item 2 of this Constitution.

## **10. Amendments to the Constitution**

- 10.1 Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 10.2 Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.
- 10.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

**11. Dissolution**

- 11.1 If a meeting, by simple majority, decides that it is necessary to close down the Forum it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- 11.2 If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to receive the donation would be agreed at the meeting held to agree the dissolution.

**This constitution was agreed at the Inaugural General Meeting of the Hove Station Neighbourhoods Forum on July 2<sup>nd</sup> 2013.**

**Name and position in the Forum .....**

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**Signed .....**

**Name and position in the Forum.....**

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**Signed .....**

**This amended constitution was agreed at the Special General Meeting of the Hove Station Neighbourhoods Forum on January 2<sup>nd</sup> 2014**

**Name and position in the Forum .....**

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**Signed .....**

**Name and position in the Forum.....**

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**Signed .....**

