

SHOREHAM BEACH NEIGHBOURHOOD FORUM CONSTITUTION

1. Name of Organisation

Shoreham Beach Neighbourhood Forum

2. Aims

The Forum aims to promote or improve the social, economic and environmental wellbeing and conditions in the Shoreham Beach area as shown on the attached plan (the 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
- individuals who work in the area
- individuals who are elected members of Adur District Council and/or West Sussex County Council whose ward or division includes the area

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 Adur District Council and/or West Sussex County Council whose ward or division includes the area

3.3 The Forum will strive to have a minimum of one member from each of the three categories in 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 Committee, accompanied by a friend, before a final decision is made.

4. Equal opportunities

The Shoreham Beach Neighbourhood 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:

Chair
Vice Chair
Secretary
Membership Secretary
Treasurer
Working Group Leaders and Deputies

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 (Working Groups are referred to in more detail at paragraph 7)
- 5.7.4 Drafting, agreeing and promoting the implementation of the Shoreham Beach Neighbourhood Plan 2014-2031
- 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 Shoreham Beach Residents Association website and will be available in printed format on request.
 - 5.8.4 The quorum for the Committee will be 5 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 of officers 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 10 members,
- 6.1.5 At the AGM:
 - The Committee will present a report of the work of the Shoreham Beach Neighbourhood Forum over the year.
 - The Committee will present the accounts of the Shoreham Beach Neighbourhood 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 Shoreham Beach Residents Association website.

- 6.2.4 The quorum for the Special General Meeting will be 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 two 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 the Local Planning Authority officers, councillors and developers with an interest in the area; and
- share experiences with voluntary and community sector organisations from elsewhere in the district and other towns and cities which are preparing and involved in implementing Neighbourhood Plans.

7. Working Groups

- 7.1 The Working Groups and their Leaders are established by the Committee.

- 7.2 A Working Group will comprise 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 leader or deputy leader reports to the Forum Committee normally 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 Forum will work closely with the Shoreham Beach Residents Association

8.3 The work of the Forum will complement, rather than duplicate, the work of other 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 Shoreham Beach Neighbourhood 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 of the Management Committee, 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 community group or local charitable organization, in order to benefit the Shoreham Beach neighbourhood. The group/organisation to receive the donation will be agreed at the meeting held to agree the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Shoreham Beach Neighbourhood Forum on2014.

Name and position in the Forum

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Signed

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Signed