

## Constitution of Boscombe Area Forum

(last revised: 19th August 2007)

### Scope and Aims

1. The name of the Organisation shall be Boscombe Area Forum. ('The Forum')
2. 'Boscombe' is defined as the electoral wards Boscombe East and Boscombe West.
3. The aims of The Forum shall be
  - a. To identify the aims and aspirations of the community and to improve the quality of life in Boscombe.
  - b. To provide a forum for discussion of issues affecting Boscombe.
  - c. To promote discussion between local people, ward councillors, Council Officers, and representatives of other organisations.
  - d. To encourage community participation in shaping policies and the actions of Bournemouth Council and other agencies and organisations.
  - e. To promote a positive image of Boscombe.

### Membership

4. People who live and work in Boscombe ('Members') have voting rights at Forum meetings.
5. Attendees of meetings shall conduct themselves in a reasonable manner, ~~and may be excluded if they contravene the objectives of The Forum. This shall be done by a majority vote of Members on a properly proposed and seconded proposal.~~

### Meetings

6. Meetings of The Forum shall take place at venues within the Forum area at least four times a year with an Annual General Meeting held, in addition, every twelve months.
7. Dates and venues of meetings of the Forum shall be set not less than one month in advance, and if possible at least four months ahead so they may be promoted.

### AGM

8. At the Annual General Meeting
  - a. The Forum shall elect a Committee.
  - b. The Committee shall present a report on its work.
  - c. A statement of accounts shall be presented.
  - d. An independent auditor shall be appointed.

### Quorum

9. A General Meeting quorum is sixteen Members who are not members of the Committee.
10. General Meeting business is postponed if there is not a quorum.

### The Committee

11. The Committee exists to provide leadership to The Forum and to manage the affairs of The Forum.
12. The Committee shall carry out the duties given to them by meetings of the Forum, and is responsible to the Members at Forum meetings.
13. The Committee shall meet not less than six times between Annual General Meetings.

### Committee Membership

14. There are just seven voting members of the Committee. They shall be Members of the Forum, and shall resign if they cease to qualify.
15. The Committee comprises three Officers; the Chair, Secretary, Treasurer, and four general members.
16. ~~The posts of Officers shall be elected for a maximum of~~ No-one may stand for election to the committee for more than three consecutive ~~AGMs.~~ years. No one person shall hold two Officer posts. No two members of the same household or family shall be members of the Committee.
17. Nominations for members of the Committee shall be proposed and seconded by Members of The Forum.
18. There shall be an election by secret ballot of simple majority for Committee posts which are contested.
19. Between Annual General Meetings, vacancies on the Committee should be filled at the next scheduled meeting of the Forum that comprises a General Meeting quorum.
20. The Forum may require the resignation of any member of the Committee via a proposal to a meeting of the Forum that comprises a General Meeting quorum.

### Voting

21. Voting rights may only be exercised in person at a meeting of The Forum or Committee by those Members entitled to vote. This Constitution defines the voting members of the two meetings.

22. Members shall have one vote. In the event of a tied vote, the Chair has a casting vote.

### **Proposals to the Forum**

23. Members may make a proposal to the Forum, which shall be voted on by other Members providing another Member seconds it.

24. Proposals not submitted in writing prior to the start of the meeting maybe ruled out of order at the Chair's discretion.

25. The proposer and seconder may each speak for four minutes.

26. Amendments

- a. Shall be proposed and seconded by Members, and may each speak on the amendment for three minutes.
- b. Need not be submitted in advance, and shall be voted on before the vote on the final proposal.
- c. May be accepted by the proposer and seconder of the proposal: a separate vote on the amendment is then at the Chair's discretion.

27. Reference to Committee

If a proposal needs more considered attention prior to a vote by The Forum it may be referred to the Committee to finalise and bring back to a subsequent Forum meeting.

- a. The Reference shall be proposed and seconded by Members prior to the Chair closing the debate for the vote.
- b. Two minutes in total may be taken by the proposer and/or seconder to explain the reason for the reference.
- c. A vote on the Reference is taken prior to any amendments and the final proposal.
- d. A debate on the Reference is at the Chair's discretion.

28. At the Chair's discretion, Members may each speak once in a debate on a proposal for three minutes.

29. Prior to a vote on a Reference to Committee, proposal or amendment, the Chair shall ask the Secretary to read from the minutes verbatim the text that is to be voted on. The result of the vote shall be minuted.

### **Minutes**

30. The Secretary shall minute all actions. No one absent from the Forum or Committee meeting shall be assigned actions unless they have

previously agreed to accept that specific action.

31. As soon as practical after the meeting, the draft (unapproved) minutes shall be sent to the Committee and anyone with actions.
32. The draft minutes of the Forum shall be sent to Members at the meeting and other attendees. They may be sent to Members who have attended previous meetings.
33. The draft minutes shall be corrected, if necessary, and approved at the subsequent meeting.

### Changes to the Constitution

~~33.34.~~ Changes to the Constitution require ~~a two-thirds majority at a meeting of the Forum that comprises a General Meeting quorum.~~ two thirds of members to vote in favour at an AGM.

~~34.35.~~ Motions A proposal to change the constitution must be provided in writing to the Secretary at least one month prior to the date of the meeting.

### Finance

36. Money raised by the Forum shall be used to further the aims of the Forum
37. The Treasurer shall open / be responsible for a bank account in the name of the Forum.
38. The Treasurer shall provide a financial report, including balance, to every Forum meeting.
39. Cheques shall require the signatures of two members of the Committee, one of which must be the Treasurer. The Committee shall nominate cheque signatories.
40. The Treasurer shall have the accounts checked annually by an independent auditor.
41. The Forum may not lend or borrow money.

### Honorary President

~~40.42.~~ ~~The~~At the AGM the Forum may elect a post of Honorary President for a period of one year, in recognition of an individual's work towards the goals of the Forum.

43. The Honorary President has no rights and responsibilities beyond those that may be conferred by the rest of this constitution, for example as a Member of the Forum.