

# **Park Ward (Halifax) Neighbourhood Forum Constitution**

## **Name and Area**

1. The name of the group shall be **'Park Ward Neighbourhood Forum'** ("the Forum").
2. The Area shall be the Park Ward situated within the district of Calderdale, West Yorkshire.

## **Purposes**

3. To promote and improve the social, economic, health and environmental wellbeing of the Area.
4. To draw up, agree and implement a statutory Neighbourhood Development Plan for the Area as defined by the Localism Act 2011.

## **Powers**

5. In pursuit of the above purposes and for no other reason the Forum may hold funds and other assets and maintain such banking arrangements as are required to implement its purposes.

## **Membership**

6. Full Membership of the Forum shall be on an individual basis only.
7. Full Membership shall be open to all residents living in the Area, businesses based in the area and the elected Calderdale MBC councillors for the Area.
  - a) Businesses with an interest in the Area can become Associate Members of the Forum, can attend meetings, including the AGM, can volunteer for the Forum and receive Forum mailings but cannot vote at the AGM.
  - b) Community and voluntary organisations and public services operating in and serving the Area can send representatives to meetings as above and receive mailings and other publicity but cannot vote at any meetings.
  - c) Membership of the Forum should at all times be a minimum of 21 individuals
  - d) Members may be contacted by the Executive (see below) from time to time to act as a litmus test for ideas and proposals or to be invited to participate in other activities related to the work of the Forum

## **4. General Meetings**

### **The Forum's ultimate authority comes from its Annual and other General Meetings.**

- a) The AGM, and any other public meetings held, give legitimacy to the Executive of the Forum (as defined below) and the plans they or Forum task or working groups may develop
- b) If there is more than one public meeting in any one year, one will be designated as the AGM
- c) The AGM will be called with at least 21 days' notice once per year, not more than fifteen months from the date of the preceding AGM, by informing all residential properties in the ward and all members including Associate Members.

- d) The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Executive
- e) At each AGM the Chair will provide a written report, the Treasurer will provide a set of accounts for the previous year and the proceedings will be recorded in writing.
- f) Voting will be restricted to full members present at the meeting on a one member one vote basis.

## **5. Forum Executive**

- a) The Executive exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Area. It will prioritise, schedule and publicise the work of the Forum
- b) The Executive is made up from Forum members elected at the AGM. Numbers on the Executive will be determined by the membership at each AGM but shall not be fewer than nine nor more than fifteen. Executive members will be elected for a three year period with one third standing down at each AGM.
- c) The Executive must meet not less than eight times in any twelve month period with no less than two months between meetings.
- d) The Executive will determine its officers subject to the proviso that these must include a Chair, Vice Chair, a Secretary and a Treasurer.
- e) Individuals with specialist skills may be co-opted onto the Executive on a non-voting basis and the Executive may set up Task or Working Groups of Forum members for specific projects or tasks to be undertaken.
- f) The Executive will liaise with the relevant bodies such as the Council, other public services, businesses, schools and colleges, faith groups and community and voluntary organisations relevant to the Area.
- g) Executive decision making can be by consensus or after a vote – the Chair will have a second (casting) vote in the event of a tie. The quorum for decisions shall be 5 voting members.
- h) The Executive has the power to draw up a Code of conduct by which all members must abide, including determining the consequences for breaches of the Code of Conduct
- i) Only full members of the Forum may stand for the Executive and should be nominated by a member or Associate Member
- j) The Executive will receive and consider reports from all Task or Working Groups

## **6. Forum Funding**

The Forum can raise funds for its activities by one or more of the following methods:

- a) Charging membership fees on an individual and/or associate member basis – level of fees to be agreed at an AGM or extraordinary general meeting
- b) Submitting applications to grant awarding bodies for appropriate funds
- c) Working in partnership with organisations which have funds to spend in the Park ward
- d) By other means in keeping with the role of the Forum, including revenue from the website, donations, and proceeds from events

## **7. Amendments to the Constitution**

Amendments to this Constitution may be made only at a properly convened General Meeting called with a minimum of 21 days' notice to all voting members and by a two thirds majority of those present and voting.

## **8. Dissolution**

**a)** The Forum may be dissolved only by a two thirds vote of those present and voting at a properly constituted General Meeting.

**b)** In the event of dissolution of the Forum its assets will be distributed to one or more non-profit organisations whose purposes are consistent with the purposes of the Forum as set out above, as determined by a simple majority vote of those present at the meeting called to dissolve the Forum.

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