

# **THE CONSTITUTION of HEADINGTON NEIGHBOURHOOD FORUM**

**1.** Headington Neighbourhood Forum (the Forum) was established by public meetings of residents of Headington for the purpose of promoting and improving the social, economic and environmental well-being of the Headington Neighbourhood through the development and implementation of a Neighbourhood Plan. It has no political allegiance and operates by consensus for the benefit of the majority of those who live and work in the area.

**2.** Boundaries

For the purposes of this constitution the Headington Neighbourhood (the Neighbourhood) shall be taken to consist of the area delimited in black on the annexed map.

**3.** The Forum

**a)** The Forum shall exist for 5 years from its establishment at its first Annual General Meeting (AGM) and at its AGM at the end of year 4 the meeting will give consideration to a continuing or successor organisation to maintain and monitor the Headington Neighbourhood Plan.

**b)** The decision to dissolve the Forum at the end of 5 years from its establishment, or at a later date to be decided by the Forum, shall be taken by a two-thirds majority of those voting at the AGM of the Forum. Any funds remaining at the disposal of the Forum at that date shall be disbursed to a Headington-based charitable organisation, e.g. Headington Action, for the benefit of the community of the Headington Neighbourhood by the Steering Committee at its discretion, subject to any directions which the Committee may be given by the Forum.

**4.** Meetings of the Forum

**a)** The AGM (see b) below), and other Forum meetings held, give legitimacy to the Steering Committee of the Forum (as defined in 6 below) and to plans which they or Forum Task or Working Groups may develop.

**b)** In any calendar year there will be at least three meetings of the Forum. The meeting closest to May or June will be designated as the AGM.

**c)** All Forum meetings will be called with at least 15 working days' notice and will be open to members of the public. These will be advertised on the website, and via such other means as the Steering Committee shall from time to time decide, e.g. social media, community notice boards, residents' associations, local employers and the Library.

**d)** The AGM has the power to both elect, and remove by a vote of no confidence, any member of the Steering Committee.

- 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 Secretary will record the proceedings.
- f) The quorum for meetings of the Forum shall be not less than half the minimum membership of the Forum, as specified in clause 5e below.
- g) At meetings of the Forum the chairmanship shall be undertaken by the Chair of the Steering Committee, or, if the Chair is unavailable, by the Vice-Chair, or, if the Vice-Chair is unavailable, by another person nominated by the Steering Committee.

## **5. Membership of the Forum**

- a) Membership of the Forum is open to all residents of the Neighbourhood, as delimited in 2 above, all those working in the Neighbourhood and all elected local authority councillors whose ward or district includes or overlaps with the Neighbourhood. Individuals may sign up as members at any Forum meeting or by contacting the Forum via its website or any Steering Committee member.
- b) Members may be contacted by the Steering Committee from time to time to give feedback on ideas and proposals, or to be invited to participate in other activities related to the work of the Forum..
- c) Local residents' associations and similar groups will be invited by the Steering Committee to nominate one representative each to the Forum. The Steering Committee shall designate which associations or groups fall under the terms of this clause.
- d) The Forum may liaise with the larger employers in the Headington Neighbourhood via those larger employers' designated representative(s).
- e) Membership of the Forum shall at all times be a minimum of 21 individuals, to include at least one local councillor, as specified in clause 5a above.

## **6. Forum Steering Committee**

- a) The Steering Committee (SC) exists to co-ordinate, implement and monitor the work of the Forum including developing a Neighbourhood Plan for the Neighbourhood. It will prioritise, schedule and publicise the work of the Forum via an elected Press/Communications officer (or officers). The SC may be authorised by the Forum to take executive action on specific matters, previously specified by a meeting of the Forum. Any such action shall be reported to the next meeting of the Forum.
- b) The SC consists of members of the Forum elected at the AGM, as specified in clause 6e below.

- c)** People with specialist skills may be co-opted onto the SC, and the SC may set up Task or Working Groups of Forum members for specific projects or tasks. Such co-opted persons may not vote on the SC.
- d)** The SC will liaise with relevant bodies such as the **u**niversities and hospitals in Headington, businesses, schools, places of worship, residents' associations and other local organisations, and with the local authorities and elected representatives as specified in 5a) above.
- e)** SC members to be elected at the AGM, are: Chair, Vice-Chair, Treasurer, Secretary, and Press/Communications officer(s), plus up to 8 other members of the Forum. If there are vacancies on the SC, the SC has the power to invite up to three Forum members to join the SC. These additional members must seek election at the next AGM if they are to continue as members of the SC.
- f)** SC decision-making may be by consensus or by simple majority after a vote – the Chair will have the casting vote.
- g)** The SC has the power to hold votes of no confidence in any officer or member of the SC by simple vote. Any vacancy resulting from such a vote shall be filled by appointment by the SC. Any person thus appointed must seek election at the next AGM if they are to continue as an officer or member of the SC.
- h)** Only members of the Forum may stand for the SC (and they shall be nominated and seconded by a member of the Forum).
- i)** The quorum for meetings of the **SC** shall be not less than 5 persons, including 2 of the officers specified in clause e) above.