

RICKMANSWORTH NEIGHBOURHOOD FORUM CONSTITUTION

17/7/2012

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AREA

The area covered by the forum is shown by the solid black line in the attached map. Appendix A.

AIMS

To safeguard and improve our area for the residents of our area. We want a vibrant Town Centre with varied local shops and we want to promote a strong community that supports local residents .

MEMBERS

All residents who live in the Forum area as agreed above. Business groups based in the Forums area can nominate two representatives who will be full members. Three Rivers District Ward Councillors for Rickmansworth, Rickmansworth West and County Councillors for the area are automatic members.

STRUCTURE

An Annual General Meeting will be held every year and a Chairman, Vice Chairman, Secretary, Treasurer and Communications Officer will be elected for the year.

The majority of decisions will be taken by the members using email. Members can also vote at full meetings. If the same question is put via email and a full meeting then a member can only have one vote, either email or at the meeting. A full meeting can be requested by any member and if agreed by at least two of the four officers it must be arranged for within one month of the request.

Members can request that emails are printed and posted to them but the preferred method is for another member / neighbour to deliver a copy to them.

CONT.

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To be able to vote by email or at a meeting, members must have registered at least 48 hours before the meeting or the email with the Forum Secretary. For an email vote to count it must be received within seven working days of the question being emailed out. If an urgent decision is needed then a tighter time limit may be set with a minimum of 24 hours.

All of the Forums papers should be online and available for all members to view. They should also be posted on all available notice boards in the area.

ROLE OF OFFICERS

Chairman - To run the meetings, set the agenda and to further the Forums aims.

Vice-Chairman - To assist the Chairman and deputise in the Chairman's absence.

Secretary - To keep a register of full members and to oversee the agenda for meetings and emails. To keep record of all meetings and decisions.

Treasurer - To control all monies and to produce annual accounts for the AGM.

Communications Officer - To promote the Forums aims and to work to engage as many residents, businesses and partners as possible in the Forum.

Other positions to be agreed at the AGM.

MOTIONS OF NO CONFIDENCE

If any member wishes to file a motion of no confidence in an officer then they must get the written/email support of at least four other registered members. The motion will then be debated and voted on at the next full meeting. Any officer who receives a motion of no confidence is to lose position immediately and a new officer is voted in to the vacant role at that meeting.

Any officer so removed cannot stand again for any role for 12 months. They may however continue as a member.

INDEPENDENCE

The forum shall not be affiliated to any political party or organisation. Officers and members must work for the aims of the Forum.

CONT.

BUSINESS OF THE FORUM

All members are encouraged to email the Secretary with issues that they feel the Forum should be working on.

The Forum will develop a neighbourhood development plan/development order for the area of the Forum.

CONSTITUTION

A group of three members will be tasked with reviewing the constitution. Any changes have to be agreed by at least three officers and a majority of responders by email vote and at the next full meeting.

QUORUM For a full meeting to be valid at least ten registered members who are not officers of the Forum must be present.

END.