



CONSTITUTION OF THE OLD OAK NEIGHBOURHOOD FORUM

C.1. Aims and status of the Neighbourhood Forum

C.1.1 The name of the constituted body shall be the Old Oak Neighbourhood Forum

C.1.2 The aims of the forum shall be:

- to improve the economic, social and environmental wellbeing and quality of life of those living and working in the neighbourhood area, through the preparation and implementation of a neighbourhood plan (subject to a successful referendum demonstrating that the Draft Plan reflects the majority view of local people and meets the statutory basic conditions and other legal requirements for a neighbourhood plan)
- to contribute to the long-term creation of a sustainable community in the Old Oak part of the OPDC area.

C.1.3 The status of the Forum shall be that of an unincorporated association, established and designated for the purpose of preparing a plan which sets out policies in relation to the development and use of land in the whole or any part of the Old Oak neighbourhood area, in accordance with the Town and Country Planning Act 1990 as amended by the Localism Act 2011.

C.2. Membership of the Forum

C.2.1 Voting membership of the Forum shall be open to all those living and working (whether for business carried on there or otherwise) in the Old Oak designated neighbourhood area.

C.2.2 Membership shall also be open to any individual elected as a councillor for LB Ealing

C.2.3 In the event of breaches of the code of conduct at paragraph 14 of this constitution, membership of the Forum can be suspended or ended by a two thirds majority at any general meeting of the Forum.

C.2.4 Any person whose membership has been suspended shall have the right to have this decision reviewed at a subsequent general meeting of the Forum.

2.5 The Forum may be advised by individuals who do not live or work in the designated neighbourhood area, and who have local knowledge and/or expertise to offer. Such individuals may be co-opted as management committee members (see 7.7 below).

C.3. Boundary

C.3.1 The area covered by the Forum shall be that shown on the map included in the October 2017 designation application for the Old Oak neighbourhood forum. This area lies

within that part of the London borough of Ealing for which the Old Oak and Park Royal Development Corporation (OPDC) became the local planning authority in April 2015.

C.3. Boundary

C.3.1 The area covered by the Forum shall be that shown on the map included in the October 2017 designation application for the Old Oak neighbourhood forum. This area lies within that part of the London borough of Ealing for which the Old Oak and Park Royal Development Corporation (OPDC) became the local planning authority in April 2015.

C.4. Equal Opportunities

C.4.1 The Forum will operate to principles of equal opportunities and shall not discriminate against any persons on grounds of race, nationality, gender, sexuality, religion, or age.

C.5. Political neutrality

C.5.1 The Forum will operate as a non-party-political body.

C.6. General Meetings and Annual General Meeting

C.6.1 The Forum will hold a minimum of four General Meetings each year, open to all members.

C.6.2 In addition to the above, the Forum shall hold an Annual General Meeting each year at which officers and management committee members shall be elected through the votes of those members in attendance.

C.7. Management Committee and Officers

C.7.1 The Forum shall have a Management Committee made up of no less than 8 and no more than 12 members.

C.7.2 The Management Committee shall include a chairperson, vice-chair, secretary and treasurer, these officers being elected each year at the AGM.

C.7.3 No more than one officer shall be elected from any one household.

C.7.4 The Chairperson shall chair general meetings and meetings of the management committee. In the absence of the chairperson, the vice chair or another management committee member shall take the chair.

C.7.5 Election or removal of officers or management committee members can only be carried out by votes at the Annual General Meeting or at a Special Meeting called for that purpose. Officers shall serve for a term of 12 months, and can be re-elected for an unrestricted number of terms.

C.7.6 Any vacancies on the committee occurring by resignation or otherwise can be filled by co-option of Forum members, pending the next General Meeting.

C.7.7 The Management Committee may co-opt up to three individuals who do not live or work within the Forum area, where their expertise is considered to be beneficial to the work of the Forum. Such co-opted members shall not have voting rights.

C.7.8 The Management Committee may establish sub-committees to carry out specific functions. All such sub-committees shall be chaired by a member of the management committee.

C.8. Business at Annual General Meetings

C.8.1 Business at Annual General Meetings shall include the following

- a written annual report
- nominations for elected officers
- any amendments to the constitution
- any resolutions put forward by members

C.8.2. Dates and times of Annual General Meetings shall be advertised on the Forum's website (at least 14 days before the meeting).

C.9 Special General Meetings

C.9.1 A Special General Meeting may be called by the Management Committee or if requested by 10% of the membership. Once summonsed, such a meeting shall be held within 21 days.

C.10 Decisions, Voting and Quorum

C.10.1 Decisions at General Meetings, Special General Meetings and at the Annual General Meeting shall be by consensus, or by a simple majority vote. All members present shall be entitled to one vote. Where a show of hands is inconclusive, a ballot vote will be taken and those present may be required to provide evidence that they live or work within the Forum area.

C.10.2 Decisions of General Meetings, Special General Meetings and of the AGM shall be binding on the Management Committee

C.10.3 Amendments to the constitution shall require a two thirds majority. Details of proposed changes are required to be circulated to all Management Committee members 14 days before the date of the meeting at which they are to be considered.

C.10.4 The quorum for a General Meeting, Special General Meeting or for an AGM shall be a minimum of 12 members present. The quorum for a management committee meeting shall be 5 persons including officers.

C.10.5 In the event of a tie in voting at annual, general, or management committee meetings, the chair of the meeting shall have a casting vote. A casting vote shall not be used to amend the constitution.

C.11. Finance and Accounts

C.11.1 Grants to the Forum and any further funds held will be administered by a body with incorporated status, and will be drawn on as necessary by the Forum. A statement of income and expenditure shall be provided each year to the Annual General Meeting.

C.11.2 The Forum may raise funds by donation, grants, or other means. The proceeds of such fund-raising shall be used solely in furtherance of the Forum's aims as set out in this constitution.

C.11.3 Records must be kept of any petty cash transactions or reimbursement of costs incurred by Management Committee members.

12. Minutes

C.12.1 Minutes shall be kept of General Meetings, Special General Meetings, AGMs and Management Committee meetings. Such minutes shall be published on the Forum's website.

C.12.2 In rare circumstances where there is a requirement for confidentiality, a confidential section of the minutes may be recorded, available to members of the Management Committee.

C.13 Dissolution

C.13.1 The Forum can be dissolved only by a Special General Meeting summonsed for that purpose.

C.13.2 A majority vote of members present is required to dissolve the Forum

C.13.3 The Special General Meeting shall decide on the disposal of any remaining funds or assets on dissolution, for charitable purposes, after any debts or liabilities have been met.

C.14. Code of Conduct for Management Committee members

C.14.1 The role of the Management Committee is to conduct the day to day business of the Forum in an efficient, fair and responsive way. In taking decisions on behalf of the Forum, Committee members must always be aware of their responsibility to represent all those living and working in the Forum area.

C.14.2 All Management Committee members must comply with this constitution at all times.

C.14.3 Committee members should conduct themselves in a manner which respects the views of others. Racist, sexist, personalised or inflammatory comments are not acceptable.

C.14.4 Committee members must never use their position to seek preferential treatment for themselves, relatives or members of their household. Any pecuniary or non-pecuniary interests must be declared at committee meetings.

C.14.5 Committee members cannot receive any payment from the Forum, other than for reimbursement of bona fide expenses as approved by the Treasurer or Chair and submitted and recorded in writing.

C.14.6 Any serious breach of this part of the Forum's constitution may result in a management committee member being asked to resign, or being suspended by a majority vote of the committee.

As consulted on by OPDC and adopted at the inaugural meeting of the Old Oak Neighbourhood Forum 15th May 2018