



CONSTITUTION

1. The name of the Forum shall be the Adel Neighbourhood Forum
2. The purpose of the Forum shall be to give a renewed sense of ownership to the Adel Community on land development issues; to ensure that local people have a strong influence over the future of our community, including use, location, character and mix of developments; to prepare, in partnership with the local planning authority, an effective neighbourhood plan that is a clear statement of the needs and Vision of the Adel Community.
3. The area covered by the Forum shall be that covered by the attached map.
4. Membership of the Forum shall be open to all those who live, work or do business in the area covered by the Forum, together with the elected representatives of the Forum's area.
5. Communication with membership shall be by posting on social media and the Forum's website (www.adelneighbourhoodforum.org). Some information may be e-mailed to residents on behalf of the Forum by elected representatives using their distribution list. Notices may also be delivered to households in the area.
6. Only members aged 18 or over will be eligible to vote on Forum matters. However, the Forum shall strive actively to involve young people in discussions on all matters.
7. The Forum shall not be affiliated to any political party or organisation.
8. The day-to-day management of the Forum shall rest with a Steering Committee.
9. Membership of the Steering Committee shall be open to all members of the Forum.
10. The Steering Committee shall consist of three Officers (a Chairman, Treasurer and Secretary) and up to ten ordinary members.
11. At least five of the Ordinary Members of the Steering Committee shall live in the area covered by the Forum. It is desirable that some of the Ordinary Members of the Steering Group shall work in the area covered by the Forum or own a business in the area covered by the Forum.

12. The Officers of the Steering Committee shall be elected at the Annual General Meeting of the Forum to serve until the next Annual General Meeting. Retiring members shall be eligible for re-election. The elected Officers may co-opt other members to the Steering Committee during the year.
13. Meetings of the Steering Committee shall take place at approximately 3 monthly intervals, or such other frequency as may be deemed necessary.
14. The Annual General Meeting shall be held on or soon after 1st November each year and shall receive reports from the Chairman and the Treasurer.
15. Fourteen days notice shall be given by the Secretary of when an Annual General Meeting is due to take place.
16. The quorum for the Annual General Meeting and any Special General Meeting shall be twelve members.
17. Voting shall be on a simple majority basis on a show of hands except where the majority of members present support a written ballot. The Chairman/woman will have a vote as well as a casting vote in the event of a tied vote. Amendments to the Constitution shall require a two thirds majority of members voting.
18. The Forum may invite and receive contributions and may raise funds where appropriate to finance the work of the Forum. A bank account may be opened and shall be known as the "Adel Neighbourhood Forum" account.
19. All transactions must be authorised by the Treasurer plus the Chairman or one other member of the Steering Committee
20. All money raised shall be used only to help achieve the aims of the Forum as set out in Article 2 of the Constitution. Regular reporting shall be made to the Steering Committee and annual accounts shall be produced and audited.
21. If the Steering Committee proposes to disband the Forum, then a Special General Meeting shall be held and all members advised of the reasons for the proposal of the Steering Committee. The decision to disband the Forum shall be taken if supported by two thirds of members voting at the Special General Meeting.
22. Upon being disbanded, any assets, after payment of all debts and liabilities will be disposed of to other organisations having similar objectives to those of this Forum.

22 November 2024

