

# **Brighton Marina Neighbourhood Forum Constitution**

**Adopted at the forum AGM, 16<sup>th</sup> May 2018.**

## **Name and Area**

1. The name of the group shall be ‘The Brighton Marina Neighbourhood Forum’ (BMNF).
2. The Area shall be Brighton Marina as defined in the Brighton Marina Act.

## **Neighbourhood Forum Structure**

3. Membership of BMNF shall be open to all members of the following ‘Groups’ of people within the ‘Area’.
  1. Residents living in the Area <sup>1</sup>
  2. Individuals who work there. (including representatives from businesses operating in the area and staff employed in businesses in the area)”.
    3. Elected members whose area falls within the neighbourhood area concerned.
4. BMNF will elect, and if necessary dismiss, the members of a Forum Steering Committee (FSC) which will manage BMNF. BMNF will scrutinise the work of the FSC.
5. The BMNF shall keep a written record of Members names, addresses and e-mail addresses and also all those who requested to be a member but who were ineligible, with the reason/s. These lists will be made available to Brighton & Hove City Council as appropriate.
6. Members may resign from BMNF at any time by notifying the Secretary in writing.

## **Composition and Meetings of the FSC.**

7. The initial FSC shall comprise up to 6 people, all members of the Forum and at least 2 each from Groups 1 and 2 above.
8. The FSC shall elect its own officers (including a Chair, Treasurer and Secretary) and shall meet as often as is necessary to steer the plan making process and such other purposes BMNF shall determine. If vacancies occur the FSC can co-opt new members subject to the endorsement of the BMNF at the next meeting. Minutes of each meeting held will be taken and made available to all members.

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<sup>1</sup> Resident includes: those who own residential property within The Area but who only reside at the property occasionally (i.e. a holiday home); those who own residential property within The Area but never live in the property (i.e. a buy to let); those with permission to live aboard boats within The Area; short hold assured tenants in residential properties within The Area.

## **Purpose**

9. The purpose of BMNF shall be:  
‘to produce a Neighbourhood Plan to further the social, economic and environmental well-being of individuals living, or wanting to live, in Brighton Marina and shall promote and improve the social, economic and environmental well being of the area including actions that; deliver a Neighbourhood Plan, enable community views and choices to be more effectively made’.

## **Affiliations, Operations and Independence**

10. BMNF shall not be affiliated to any political party or organisation.
11. BMNF is to make the plan in the first place and therefore, at least until the plan is made, shall not express any views on any particular planning application (other than those it makes itself) prior to the completion of the Neighbourhood Plan unless with majority approval of Forum members. Individual members can comment on planning applications but not in the name of BMNF.
12. All members of BMNF shall act in meetings of BMNF, and the FSC in the best interests of BMNF and shall follow the good governance guidelines set out in the attached guidance (or any updating thereof). <http://www.goodgovernancecode.org.uk/>
13. BMNF shall act in accordance with best practice in the preparation of the neighbourhood plans and in accordance with Government guidance for such preparation and shall seek to work collaboratively with the Local Planning Authority to achieve equal opportunities and seeking to eliminate discrimination.

## **Brighton Marina Neighbourhood Forum Meetings**

14. The BMNF will meet at least two times each year – the Annual General Meeting and a minimum of one further meeting. At least 14 days written (e-mail) notification must be given to its members for a BMNF Meeting which will normally be held on weekdays and start between 14.00 and 20.00.
15. The BMNF Meeting may:
  - i. Receive and comment on the report from the FSC.
  - ii. Approve the annual report and accounts where relevant.
  - iii. Approve the Neighbourhood Plan by majority vote.

16. A total of at least 9 people, at least 4 each from groups 1 and 2 must be present at the BMNF Meeting for it to be declared quorate. The meeting shall be chaired by a person it elects from amongst its members.
17. All BMNF members shall be entitled to attend the BMNF Meeting to propose and vote for motions and to stand for election.
18. A forum member can only represent one group and they must declare at the commencement of the meeting which group they are representing.
19. Voting shall be by a show of hands.
20. A Special General Meeting for the BMNF may be called by written request to the Secretary. A minimum of nine members of the BMNF must make this request. Once receipt of such a request, a BMNF meeting will be convened within 21 days.

### **Forum Steering Committee**

21. The FSC will undertake its work as it sees fit and may delegate powers on specific matters to such persons as it sees fit.
22. The Chair of the FSC shall:
  - i. Call and chair regular meetings of the FSC (for which a quorum will be at least 4 of its members, with at least 1 of these being from a resident) and have a casting vote on elections and resolutions.
  - ii. Act on behalf of the BMNF and represent it externally.
  - iii. Have the power to take decisions on urgent matters between meetings of the FSC. All actions taken by the Chairman will be logged in a register and reported at the next FSC meeting. The Chairman will not take any unilateral action that commits BMNF to financial expenditure, or that is outside of agreed BMNF policy.
  - iv. Interpret the constitution. The Chair's interpretation may be overturned by two-thirds of those present at the FSC or at BMNF Meetings.
  - v. Act as joint signatory on the BMNF bank account.
23. The Treasurer, shall:
  - i. Be responsible for maintaining the accounts of the BMNF.
  - ii. Be responsible for presenting a budget, annually for the following year to a BMNF meeting.
  - iii. Submit a detailed summary of the accounts at every FSC meeting.
  - iv. Act as a joint signatory on the BMNF account.
  - v. Take the chair at meetings if the Chair and Secretary are absent.

- vi. Take the minutes if the Secretary is absent or in the chair.
24. The Secretary shall:
- i. Be responsible for organising meetings, maintaining the minutes and Constitutions of the BMNF and making available to members.
  - ii. Take the chair at meetings if the Chair is absent.
  - iii. Act as joint signatory on the BMNF account.
25. The cheques or other financial transactions of the Forum must require two signatories.
26. Operating policies for the FSC shall be as follows:
- i. FSC meetings will be open to BMNF members and members of the public to attend as observers.
  - ii. Members of BMNF may raise issues of interest or put questions to the FSC by submitting these in writing to the Secretary at least 24 hours in advance of the FSC.
  - iii. Minutes of the FSC meetings will be published on the BMNF web page.
  - iv. Any FSC member who does not attend 3 consecutive meetings without apologies will be deemed to have resigned, and a replacement member co-opted.

### **Constitutional Amendments**

27. Constitutional amendments shall require a two thirds majority (other than to comply with the law) at a BMNF meeting.

### **Distribution of Wind-Up**

28. A majority of the members of the BMNF shall decide the distribution of any money in the event of a wind-up. Any assets/money remaining shall go to local community-based organisations.

This constitution formally approved on 16<sup>th</sup> May 2018 by unanimous vote at the forum AGM.

Chairman signature:

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