

CENTRAL WINDSOR NEIGHBOURHOOD FORUM CONSTITUTION

Agreed 6 March 2014

Name and Area

1. The name of the forum shall be “Central Windsor Neighbourhood Forum”, henceforth referred to as “the Forum” in this document.
2. The proposed Neighbourhood Area (henceforth referred to as “the Area”) which the Forum relates to is shown in the map in Appendix A, which includes Windsor Town Centre.

Neighbourhood Forum purpose and structure

3. The Forum is established for the express purpose of promoting or improving the social, economic or environmental well-being of the Area primarily by the production of a neighbourhood plan.
4. Membership of the Forum shall be open to all residents living in the Area, individuals working in the Area (whether for businesses carried on there or otherwise) and individuals who are elected ward members for the Area.
5. The Forum will consist of no less than 21 individuals at any one time.
6. Individuals can sign up as members at any Forum public meetings or by contacting the Forum via its website.
7. The Forum’s ultimate authority comes from its Annual General Meeting (AGM).
8. If there is more than one public meeting in any one year, one (in April or May) will be designated as the AGM.
- 8a. Extraordinary general meetings (EGM) can be called if vacancies for the Steering Group arise or changes to the constitution are required. These will follow the same process as any AGM.
- 8b. The chair will be elected by a simple majority of the Forum.

Neighbourhood Forum Steering Group

9. The Steering Group is a working committee made up of fifteen Forum members elected at the AGM, all of whom have a vote.
10. The Steering Group will lead, co-ordinate, implement and monitor the work of the Forum including developing a neighbourhood plan for Central Windsor. It will prioritise, schedule and publicise the work of the Forum.
11. The AGM, and any other public meetings held, give legitimacy to the Steering Group of the Forum and the neighbourhood plan that they develop.
12. The AGM of the Forum has the power to both elect, and remove by a vote of no confidence, any member of the Steering Group. Voting will follow the agreed procedure (appendix 1).
13. The Members of the Steering Group shall be selected from across the proposed Neighbourhood Area.
14. The Steering Group will co-ordinate effective engagement with members of the community. It will identify support, resources and funding needed for stages of the process.
15. The Steering Group will submit the draft neighbourhood plan to the Borough Council for its statutory consultation, examination and referendum stages.

Steering Group operation

16. Voting will be by a simple majority of the Steering Group with the Chairman of the Steering Group having a casting vote.
17. The Steering Group shall aim to meet once per calendar month, or as may be required, with a minimum of five clear working days’ notice given prior to a meeting taking place.

18. Any matters of disagreement at a meeting may be decided upon by majority of votes. A minimum of six voting members of the Steering Group will represent a quorum enabling the aims and objectives of the Group to be considered.

19. Members may be excluded from the Steering Group for conduct and behaviour that is disruptive and does not promote the aims and objectives of the Forum. Exclusion of members will be by a majority vote of the Steering Group.

Proposal of items for consideration

20. The proposal of items including motions, constitutional changes and procedural amendments should be made with five working days' notice.

21. Voting will be as outlined above, with a minimum of eight voting members of the Steering Group required. Voting by proxy will not normally be allowed.

Affiliations, Interests and Contributions

22. The Forum and the Steering Group shall not be affiliated to any political party, but will welcome the involvement of ward councillors as community representatives.

23. All members of the Forum must declare any personal interest that may be perceived as being relevant to a decision of the group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations shall be recorded and be publicly available. Decisions on the management of such declarations will be taken by a vote.

24. Organisations and businesses may assist in the production of the neighbourhood plan and may contribute to the cost of producing it. Details of any donations or assistance must be made publicly available and must not influence the recommendations of the plan.

Forum duration

25. The duration of the Forum will be a maximum of 5 years from the date it is formally designated by the Council.

Contact

26. The contact details for the Forum are as follows:

Natasha Airey
c/o Democratic Services
Town Hall
Royal Borough of Windsor & Maidenhead
St Ives Road
Maidenhead
Berkshire
SL6 1LF
07940 965 455

**Procedure for Central Windsor Neighbourhood Plan Annual General Meetings (AGMs) and
Extraordinary General Meetings (EGMs)**

Election onto the Steering Group

- Candidates wishing to stand for a vacant seat are able to submit a 200-word paragraph as to why they wish to stand, and those received before the AGM will be circulated to Forum and Steering Group members.
- Candidates will also have 2 minutes each to speak at the AGM before voting commences.
- Voting slips will be given to each Forum and Steering Group member present at the meeting (one slip per Steering Group vacancy).
- Voting by proxy shall be allowed. Forum and Steering Group members will need to inform the Chair as to whom they have given their proxy votes and this must be done before the meeting begins.
- Once all votes have been cast, the votes will be tallied up by a non-Forum or Steering Group member and three Steering Group members (as far as possible, this should be one business, one resident and one councillor representative). If this is not possible, the three Steering Group members will tally the votes.
- If one seat is vacant, the candidate with the greatest number of votes from the tally will duly be elected onto the Steering Group. Should more than one seat be vacant, the candidates with the greatest number of votes will be elected to the Steering Group as per the number of vacant seats.
- In the case of a tie where one seat is vacant, with the candidates gaining the most votes also receiving an equal number to one another, all Forum and Steering Group members will be given another voting slip and a further round of voting shall take place for that seat, with members voting only for the candidates who were tied in the previous vote for the seat.
- Should more than one seat be vacant, those with the greatest number of votes will be duly elected onto the Steering Group, and those who have tied for a seat will be elected as per the number of seats vacant. Should candidates tie for the final vacant seat, the process above will be followed.
- Outside of the AGM, in the case of a vacancy/vacancies on the Steering Group and the Group receiving more candidates apply than seats vacant, an EGM will be called and the above process duly followed.

Voting procedures for other items

For other matters, unless otherwise agreed, voting will be by a simple majority of the Steering Group with the Chairman of the Steering Group having a casting vote, as per the Constitution.