

# Constitution of the Drummond St Neighbourhood Forum

## 1. NAME OF THE FORUM

The “Drummond Street Neighbourhood Forum” (hereafter ‘the Forum’).

## 2. AREA COVERED BY THE FORUM

The area covered by the Forum (hereafter ‘the Area’) is as defined in the document “Drummond Street Neighbourhood Area”.

## 3. PURPOSE OF THE FORUM

The purpose of the Forum is:

- a. To promote the social, economic and environmental well-being of the Area;  
and
- b. To draw up and maintain a Neighbourhood Development Plan for the Area.

## 4. MEMBERSHIP OF THE FORUM

There are four classes of membership.

- a. Resident membership is open to all individuals who live in the Area. Each resident member has one vote and may stand for office.
- b. Enterprise membership is open to all individuals and formally constituted organisations who work in the Area. Each enterprise member has one vote and may stand for office.
- c. Councillor membership is open to elected members of the London Borough of Camden for Wards overlapping the Area. Each councillor member has one vote but cannot stand for office.
- d. Associate membership is open to all. Associate members cannot vote or stand for office.

## 5. MANAGEMENT OF THE FORUM

- a. An Annual General Meeting will be held each spring and will be open to all Forum members. At least thirty days’ prior notice will be given by email, during which time Forum members eligible to vote may propose motions for discussion or candidates for election
- b. The Annual General Meeting will elect a Managing Committee consisting of up to twelve members including the Chair, the Vice Chair, the Secretary and the Treasurer (hereafter ‘the Officers’). At least one of the Officers must be a Resident member and at least one an Enterprise member.
- c. A Special General Meeting can be called by a majority of the Managing Committee or by a petition signed by twenty- five or more members eligible to

vote. The Secretary will then arrange a Special General Meeting within thirty days and notify all members by email.

- d. The Managing Committee may invite any individual or organisation to take part in its meetings without voting.
- e. The Managing Committee may set scales of fees for Forum business membership. If a fee is set for resident membership it may not be more than five pounds per year, adjusted for inflation.
- f. The Managing Committee shall publicise contact details by which individuals and organisations can become Forum members.
- g. The Managing Committee shall maintain contact details of Forum members.
- h. The Managing Committee shall maintain up-to-date accounts and publish annually reports, accounts and budgets.
- i. The Managing Committee shall determine the distribution of any residual assets, which shall be to organisations in the voluntary and community sector, if the Forum is to be wound up.
- j. The Managing Committee may act to fulfil the purpose of the Forum in any lawful ways.

## **6. APPROVING THE NEIGHBOURHOOD DEVELOPMENT PLAN**

- a. The Managing Committee must approve the Neighbourhood Development Plan by a two-thirds majority prior to it being sent for referendum.
- b. The Officers must approve the Neighbourhood Development Plan unanimously prior to it being sent for referendum.

## **7. OPERATION**

- a. The financial transactions of the Forum shall require two signatories who are not related to each other and who include one of the Officers.
- b. Quorum
  - i. All Management Committee meetings must have at least five elected committee members present, including at least one of the Officers, one Resident member and one Enterprise member.
  - ii. All Annual General Meetings and Special General Meetings must have at least fifteen voting members present.
- c. The Forum shall not be affiliated to any political or religious organisation.
- d. Individuals contributing to Forum deliberations shall declare any conflicts of interest prior to speaking.
- e. Decisions shall be made by simple majorities of the individuals voting. A casting vote shall be held by the Chair if the Chair is participating in voting, the Vice Chair if the Vice Chair is participating without the participation of the Chair, the Secretary if the Secretary is participating without the participation of

the Chair and Vice Chair, and the Treasurer if the Treasurer is participating without the participation of the Chair, Vice Chair and the Secretary. All electronic polls shall permit votes to be cast for at least three days.

- f. Constitutional changes may only be made at an Annual or Special General Meeting and must be approved by two-thirds majority.
- g. The Forum shall observe the principles of the good governance code for the voluntary and community sector at [governancecode.org](http://governancecode.org) developed by the National Council for Voluntary Organisations.