

Moseley Forum

CONSTITUTION

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Moseley Forum

CONSTITUTION

1. NAME AND AREA

- 1.1. The Neighbourhood Forum shall be known as *Moseley Forum* and hereafter referred to as '*the Forum*' in this document.
- 1.2. The area covered by the Forum shall consist of Moseley Ward as adopted in 2018 following the Local Government Boundary Review and as subsequently amended. (Current map of the boundaries can be found in Appendix 5)

2. AIMS AND OBJECTIVES

- 2.1. The Forum will;
 - 2.1.1. gather and represent the views of the local community and aim to improve the area for the benefit of the community and surrounding areas. The Forum will consult with the community to find out what improvements are needed, and what issues need to be discussed,
 - 2.1.2. hold debates on issues affecting individuals, the wider community, businesses, and organisations in Moseley,
 - 2.1.3. build consensus around issues affecting Moseley,
 - 2.1.4. liaise with Councillors, City Council officers, the Police and other organisations, where they serve the ward,
 - 2.1.5. work with other voluntary and community organisations in and near Moseley to achieve improvements,
 - 2.1.6. create and deliver projects, with and for the Moseley community,
 - 2.1.7. comment on the usage of buildings where this impacts on people and has an impact on the community and residents of Moseley
- 2.2. The Forum will be an open Forum with fair access for all Forum members
- 2.3. The Forum will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and will follow its Equal Opportunities Statement in all of its activities.

3. ACTIONS

- 3.1. The Forum will campaign in accordance with its aims and objectives as stated above, bringing to bear whatever influence, where so ever or on whomsoever has the responsibility in local or national government or in any corporate body acting within the ward.
- 3.2. The detail and method of any campaign or of bringing pressure to bear will be discussed and agreed by the Forum before any action is taken.
- 3.3. The Forum will bring to the attention of the community matters of local interest and concern and will enable discussion and dissemination of available information to all.
- 3.4. The Forum will provide opportunities to discuss & influence the issues that affect Moseley, such as;
 - 3.4.1. Community safety
 - 3.4.2. The economy of Moseley
 - 3.4.3. Environmental issues
 - 3.4.4. Health and social issues
 - 3.4.5. Housing
 - 3.4.6. Transport
 - 3.4.7. Policing
 - 3.4.8. Planning

4. MEMBERSHIP

- 4.1. Anyone living, trading or serving the community within the ward boundary and aged over 16 shall be considered a member of the Forum.
- 4.2. The elected councillors shall be considered as members where otherwise excluded by way of item 4.1 and will be invited to all open meetings but only to closed meetings when appropriate or necessary.
- 4.3. The religious leaders of all faiths with places of worship within the ward and those working for/serving the community shall also be considered as members of the Forum where otherwise excluded by way of item 4.1 and will be invited to all open meetings but only to closed meetings when appropriate or necessary.
- 4.4. The Forum may seek to consult those residents under the age of 16 living within the area.
- 4.5. Associate membership may be granted at the discretion of the committee to anyone aged 16 or over living within half a mile outside the boundary of the defined area if not covered by another Neighbourhood Forum.
- 4.6. The total membership number shall be calculated based on the 2011 census or any later such data as is available.

5. MANAGEMENT OF THE FORUM

- 5.1. The Forum will be run solely by the members.
- 5.2. The Forum will elect annually at its Annual General Meeting (AGM), a committee comprising of no more than 15 members.
- 5.3. The Chair, Vice Chair or committee may co-opt new members at any time at their discretion to fill vacated positions as long as the total membership does not exceed 15. But any such co-opting shall require the agreement of a majority of the existing members either by exchange of email or by way of a vote. The process of co-opting is laid out in Appendix 2.
- 5.4. Co-opted members shall confirm their agreement in writing or by consent at a meeting and such consent will be recorded in the minutes and ledger of committee members and subsequently published on the website.
- 5.5. The procedure to elect the committee will aim to achieve the widest possible representation from the local community given the social and demographic profile.
- 5.6. Committee members shall;
 - 5.6.1. Be fit and proper persons and shall complete a copy of Appendix 4
 - 5.6.2. Serve 3 years before standing down.
 - 5.6.3. Any existing committee member wishing to stand down at any other time than at an AGM will give notice to the committee in writing, by email or by any other available messaging services. The committee shall acknowledge the notification recording it as appropriate and the standing down shall be recorded at the next available meeting.
 - 5.6.4. A third of the committee members shall stand down each year but shall be eligible for re-election either by election or with the consensus of the Forum at the AGM.
 - 5.6.5. Prospective new committee members may stand for election at the AGM having given notice to the committee at least 14 days prior to the AGM.
 - 5.6.6. Should there be more than 15 existing and prospective members prior to the AGM then a simple election shall be conducted at the AGM as outlined in Appendix 2
- 5.7. The first committee after its election and at each AGM will elect from amongst their own number the following;
 - 5.7.1. Chair
 - 5.7.2. Vice-chair
 - 5.7.3. Secretary
 - 5.7.4. Treasurer
 - 5.7.5. Safeguarding lead
 - 5.7.6. Press/Communications/Social Media Officer
- 5.8. Members of the committee will be expected to attend all meetings or to extend their apologies.
 - 5.8.1. Should a member not attend or send apologies for three consecutive meetings, they will be deemed to have resigned their membership of the committee.
 - 5.8.2. Any member that does not attend four consecutive committee meetings with or without apologies will be deemed to have resigned their membership.

- 5.8.3. The committee reserve the right to allow continued non-attendance should there be mitigating circumstances.
- 5.9. The quorum for committee meetings to enable votes to be valid and decisions taken shall be as Item 9.3.2 below.
- 5.10. The Forum shall endeavour to ensure that a representative attends any appropriate type of ward committee meeting and that representative shall report back to the committee as and when possible.
- 5.11. Meetings of the committee shall be open to all people over 16 years of age resident or trading in the area defined above. The committee reserves the right to conduct some of its business in private to deal with confidential issues of a personal, commercial business or of a similar nature.
- 5.12. A register of all committee members shall be held by the secretary and published with the minutes of the AGM and on the Forum's website.
- 5.13. The chair or committee may set up a sub-committee or working group to discuss a particular issue, develop a policy and return to the main committee with its findings and proposals.
 - 5.13.1. Any such sub-committee or working group shall be chaired by an elected committee member but may be made up of members of the Forum.
 - 5.13.2. Any sub-committee or working group shall be subject to this same constitution.

6. COMMUNICATONS ETC

- 6.1. The Forum shall retain and maintain a digital database of members who opt in to be informed directly of all events, meetings and actions of the Forum. The database shall be in strict accordance with the rules and regulations set out in Data protection Act 2018 and subsequently updated in January 2021.
- 6.2. This database will be updated annually with all those who have opted in asked to confirm their continued interest and their details to ensure that they meet the requirements of Items 4.1 – 5.
- 6.3. The committee shall communicate by way of the above database in addition to all other means available, both in the digital and real world. All formal notices shall be made via any such media as available to reach the wider members.

7. FORUM MEETINGS

- 7.1. The Forum will provide a minimum of three open meetings per annum, including the Annual General Meeting and excluding any Special General Meetings
- 7.2. In order to ensure the greatest possible involvement at these meetings they will be advertised as widely as possible and by all available means as per Items 6.1 - 3 above.
- 7.3. The Forum shall convene an AGM between 11 and 14 months from the previous AGM. At least 14 clear days' notice shall be given, in writing or in accordance with Items 6.1 - 3 by the secretary, announcing the date and agenda of the AGM.
- 7.4. The business conducted at the AGM shall include;
 - 7.4.1. The presentation and consideration of the Chair's Annual Report of the work done by or under the auspices of the Forum.

- 7.4.2. The presentation and adoption the Treasurer's financial report for the previous financial year which shall have been independently examined.
- 7.4.3. The Treasurer will identify the current signatories to the bank account
- 7.4.4. Election of the committee.
- 7.4.5. Appointment of independent financial examiners who must not be members of the Forum committee.
- 7.4.6. Consideration of any other business announced in the AGM agenda.
- 7.4.7. Where necessary, consideration of and voting on proposals to alter this constitution in accordance with Clause 9.1 hereof.

8. SPECIAL GENERAL MEETINGS

- 8.1. Special General Meetings (SGM) are over and above the minimum of three per annum.
- 8.2. SGM may be called to discuss business usually considered at the AGM or issues seriously affecting the Forum. The Chair of the Forum may, when necessary, call a SGM of the Forum, by notification as widely as practicable in advance and in accordance with Items 6.1 - 3. A special meeting should be held with 28 days of receiving a written request signed by not less than 10 Forum members. This should be accompanied by a clear justification statement arguing the reasons for this request.

9. RULES AND PROCEDURES

- 9.1. VOTING:
 - 9.1.1. Voting may only take place if the meeting, open or closed, meets the requirements of Item 9.3 below.
 - 9.1.2. All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall have more than one vote. Associate members shall have no voting entitlement. In the case of an equality of votes the Chair shall have a second or casting vote.
 - 9.1.3. Voting at an open meeting will be by a show of hands.
 - 9.1.4. Councillors & religious leaders or those working for/serving the community etc. attending any meeting shall have no voting entitlement unless they qualify as members under clause 4.1
- 9.2. SPEAKING RIGHTS:
 - 9.2.1. The chair may impose a time limit for speakers.
 - 9.2.2. All speakers shall, whenever necessary, declare any known conflict of interest and withdraw themselves from the discussion.
- 9.3. QUORUM:
 - 9.3.1. The quorum for open meetings shall be 0.5% of the membership as defined in Item 4.6 above or 20 members, whichever is the smaller, and at Annual and Special Meetings it will be 1% or 35 people, whichever is the smaller.
 - 9.3.2. The quorum for committee meetings shall be a third of the elected members or 5, whichever is the smaller.
 - 9.3.3. Members attending an open meeting may be required to provide proof of address

- 9.3.4. Members attending an open meeting will be required to sign in so that total numbers can be verified if needed during a vote and to demonstrate to funding authorities that the Forum serves the community
- 9.4. MINUTES;
- 9.4.1. Minutes, notes or any digital recording all proceedings and resolutions shall be kept by the Secretary of the Forum for any committee and public meeting of the Forum.
- 9.4.2. These notes shall be prepared and circulated to all committee members for approval as soon as possible after the meeting and then reviewed and accepted as a true and accurate record of the meeting at the next meeting. (See also item 4.1 of Standing Orders)
- 9.4.3. The minutes shall be open to public inspection by being published on the Forum's Website.
- 9.5. RECORDINGS;
- 9.5.1. Where any meeting is held exclusively by means of Zoom or any other virtual technology these will be recorded. The recordings will be available to download by any member of the Forum.
- 9.5.2. Where such a recording is to be made the consent of all present shall be sought.

10. FUND RAISING

- 10.1. The Forum may undertake fund raising to further its aims and objectives.

11. FINANCE

- 11.1. All moneys raised by or on behalf of the Forum shall be applied to further the aims and objectives of the Forum.
- 11.2. The Treasurer shall keep proper account of the finances of the Forum and shall open a bank account in the name of the Forum. At least two signatures of designated signatory committee members shall be needed to set up the account. Two committee members will be needed to operate the bank account. The signatories will be agreed by the committee and can include ex-officio committee members to ensure continuity and minimisation of financial administration.
- 11.3. The Treasurer's annual financial report to the AGM will remind members of the signatories on Forum's bank account.
- 11.4. The accounts shall be examined at least once a year by an independent examiner.
- 11.5. If the Forum lapses by not holding a meeting for 6 months, any funder shall be entitled to recover, subject to funds being available in the bank account, any payment made to the Forum for the operation of the Forum during the lapsed period. All refunds shall be completed in accordance with the particular funding agreement.

12.ALTERATIONS TO THE CONSTITUTION

12.1. The constitution of the Forum may only be changed at the AGM or SGM arranged for the purpose. Changes can only be made which strengthen the aims and objectives of the Forum.

13.DISSOLUTION

13.1. If the committee, by a simple majority, decide at any time that it is necessary to dissolve the Forum, they shall call a SGM of all members of the Forum who have the power to vote. Notice should be not less than 28 days and should state the terms of the resolution to be proposed. If such a decision shall be confirmed by a simple majority of those members present and voting at such a meeting, and the officers shall have power to satisfy any proper debts or liabilities, any assets held or in the name of the Forum shall be applied towards charitable purposes for the benefit of the residents of the area.

14.STANDING ORDERS

14.1. The conduct of the Forum, committee, and members shall be subject to simple standing orders. (See Appendix 3) These will ensure that each meeting has a Chair, only persons entitled to attend are present, and rules of procedure (see above) are conformed with. Standing orders must not be seen to be in conflict with the terms of the spirit of the constitution.

This Constitution was adopted by Moseley Forum on: 30th April 1998
First revision: 21st February 2005
Second revision: 18th March 2008
Third revision: 17th May 2011
Fourth revision: 28th April 2020
Fifth revision.....Adopted 16 July 2023
Next Review due..... 16 July 2025

Signed 

Date: 1 August 2023

David Isgrove (Chair)

APPENDIX 1

POLICIES ETC

Our Policies, at the time of writing are listed below and can be found on our website at [Policies – Moseley Forum](#)

- Code of Conduct and Complaints Procedure
- Data Protection Statement
- Equal Opportunity and Diversity Statement
- Privacy Statement
- Safeguarding Policy
- Social Media and Communications Policy

APPENDIX 2

ELECTION OF NEW COMMITTEE MEMBERS

1. At each AGM those members of the Forum Committee who have served for three years and reached the end of their tenure will stand down but will be eligible for re-election.
2. Prospective new committee members may stand for election at the AGM having given notice to the committee at least 14 days prior to the AGM. (As per Item 5.6.5 above)
3. Should there be a combination of existing and prospective candidates exceeding 5 then each candidate will be allowed to speak for a maximum of 2 minutes after which a simple secret ballot will be carried out.
4. The names of the candidates will be listed and each attendee will be able to select a maximum of five names.
5. Those candidates with the highest number of votes will be deemed to be elected to the committee.
6. Should there be a tie in votes cast then the candidate or candidates with the lowest number of votes will stand down and the election will be re-run with only the top six remaining with the voters required to rank the candidates in order of preference.

CO-OPTING PROCEDURE

7. A candidate is identified and asked to confirm their willingness to be co-opted and their case for inclusion.
8. The candidate's sponsor formally proposes their co-opting & their rationale.
9. The two statements are circulated to the existing committee
10. The responses are received and collated.
11. The candidate is formally co-opted and the register of committee members is suitably updated and published.
12. An announcement is made at next Moseley Forum meeting and minuted for the record.

APPENDIX 3

STANDING ORDERS

1. BUSINESS OF THE MEETING

1.1. In advance of any meeting, the committee will determine the agenda and prepare recommendations as to the order in which the business is to be conducted. The committee will also decide on the duration of the meeting. The business of the meeting will be the matters stated in the agenda circulated to members in accordance with these standing orders.

2. CHAIRING

2.1. The chair will chair the meeting. In the absence of the chair, the vice chair will chair the meeting, and in the absence of a vice chair, another committee member shall chair the meeting. If there are no committee members present, the meeting will not proceed.

3. CONDUCT OF MEETINGS

3.1. The conduct of meetings will be the responsibility of the chair. The chair will have the power to lay down time limits for the discussion of items on the agenda. The chair will rule on any question under the standing orders, or on points of order or information. A challenge to a ruling by the Chair must be moved, formally seconded, there should be one speech in favour of the ruling, and then the challenge should be put to the vote without further debate. In a vote, such a challenge will require the support of two-thirds of the members present and voting at the meeting, an abstention not being regarded as a vote for this purpose.

4. NOTES

4.1. Notes or recordings will be kept of all meetings. The notes of the previous meeting having already been circulated, the chair will call for any questions regarding their accuracy, When there are no further questions the chair will declare them (as amended, if necessary) confirmed and approved. Members will then be at liberty to raise points arising out of the notes, except on matters appearing elsewhere on the agenda.

5. VOTING

5.1. Voting will be by show of hands, unless the chair directs otherwise. Tellers will be appointed at the beginning of the meeting. Decisions will be taken by a simple majority of those present and voting, unless otherwise directed by these standing orders.

6. MOTIONS

6.1. All motions must be moved and seconded. Movers of motions may speak for five minutes. All other speakers may speak for a maximum of three minutes. Except at the discretion of the chair, no member will speak more than once on any motion, except that the mover of the motion will have a right to reply. Any member may formally second any proposition and reserve his or her speech until a later period in the debate, Amendments from the floor of the meeting will be taken at the chair's discretion. All amendments must be moved and seconded.

7. MOTIONS TO CLOSE DEBATE

7.1. Any member of the meeting may seek to end the debate on a motion or amendment by moving THAT THE MEETING PROCEED TO NEXT BUSINESS or THAT THE QUESTION BE NOW PUT TO A VOTE provided that there has been at least one speech each for and against the motion or amendment under discussion.

7.2. Such motions must be seconded and no speeches will be allowed on them but the vote on them must be taken straightaway. If either motion be lost, the same motion will not be moved until at least ten minutes have elapsed.

8. EFFECT OF MOTIONS TO CLOSE DEBATE

8.1. If the motion TO PROCEED TO NEXT BUSINESS is carried, the debate will cease and no vote may be taken on the main question nor on any amendment; if it is lost, the debate will continue as if NEXT BUSINESS had not been moved.

8.2. If the motion THAT THE QUESTION BE NOW PUT... is carried, the meeting will vote immediately on the proposition before it.

9. POINTS OF ORDER

9.1. Any member may, at any time, raise a point of order.

10. POINTS OF INFORMATION

10.1. Any member may, with the leave of the chair, raise a point of information.

11. WITHDRAWAL OF PROPOSITIONS

11.1. Permission to withdraw any proposition that is before the meeting may be granted by a simple majority of those present and voting at the meeting, an abstention not being regarded as a vote for this purpose.

12. REFERENCE OF MOTIONS

12.1. Any motion to refer a motion to the committee either for examination or for re-drafting will, if seconded, rank as an amendment with precedence over any other amendment.

12.2. Any motion which is left on the agenda at the end of a meeting will be considered by the committee at their next meeting;

13. SUSPENSION OF STANDING ORDERS

13.1. Any of the above standing orders will be suspended by the meeting for a specified purpose if a motion to that effect is moved, seconded and supported by two-thirds of those present and voting, an abstention not being regarded as a vote for this purpose, Standing orders will again apply as soon as the specified issue has been concluded

14. ALTERATION OF STANDING ORDERS

14.1. These standing orders may be altered only at an AGM by a vote of all members, provided that notice of any proposed amendment is received by members not later than 14 days before the day on which that AGM takes place. Such a resolution requires the support of two thirds of the members present and voting, an abstention not being regarded as a vote for this purpose.

APPENDIX 4

DECLARATION FOR FIT AND PROPER PERSONS

Name of organisation in full..... Moseley Forum
Name of individual.....
Role in the organisation.....

I, the undersigned, declare that:

- I am not disqualified from acting as a charity trustee
- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not used arrangements notified under the Disclosure of Tax Avoidance Schemes ("DOTAS") rules in Part 7 Finance Act 2004 in respect of which a reference number has been issued under section 311 of Finance Act 2004, where the arrangements featured charitable reliefs or which used a charity, and where my tax position has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final.
- I have not used tax arrangements which have been successfully counteracted under the general anti-abuse rules (see Part 5 of Finance Act 2013 or section 10 National Insurance Contributions Act 2014, as enacted or as amended from time to time) where such counteraction has become final.
- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity, and I am not: – a promoter² named by HMRC under the Promoters of Tax Avoidance Schemes (POTAS) legislation in Part 5 of Finance Act 2014, or – a promoter of any tax arrangements designed or intended to obtain for any person a tax advantage and such tax advantage has successfully counteracted by HMRC under the general anti-abuse rule (see Part 5 of Finance Act 2013 and section 10 National Insurance Contributions Act 2014 as enacted or as amended from time to time) and such counteraction has become final, or – a promoter of arrangements notified under DOTAS, in respect of which a reference number has been issued under section 311 of Finance Act 2004, and the tax position of all or any of the users of the arrangements has been adjusted by HMRC to wholly or partly remove the tax advantage generated by the arrangements and such adjustments have become final
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged ² The meaning of a 'promoter' in this context is explained in the Promoters of Tax Avoidance Schemes guidance:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/313987/Promoters_of_Tax_Avoidance_Schemes_Guidance_v1_0.pdf
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity

Signed
Date
Home address
.....
Previous address if moved in past 12 months
.....
Date of Birth

If you have signed this declaration but want to make any information known or clarify any points please add them in the space below

APPENDIX 5

WARD BOUNDARIES



More details and an interactive map can be found at;

<https://www.bcereviews.org.uk/node/6490?postcode=B139AA>