



CONSTITUTION

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1. NAME

1.1. The name of the organisation shall be MOSELEY FORUM hereafter referred to as '*The Forum*' in this document

2. AREA

2.1. The area of interest for the Forum is primarily the Moseley Ward as adopted in 2018 following the Local Government Boundary Review and subsequently amended (See Appendix I) but shall also include other adjacent areas considered to be part of Moseley but the area of interest shall not necessarily be restricted to these areas.

3. PURPOSE

3.1. The Forum has been created for the express purpose of furthering the social economic and environmental well-being of Moseley, to include individuals living or wanting to live in the area, together with registered businesses and other organisations in the area variously defined as, but not limited to, Moseley.

3.2. The Forum aims to give a voice to the residents and businesses of Moseley and to reflect their aspirations and concerns, to promote Moseley and, in collaboration with Birmingham City Council and other relevant organisations and individuals, to work to sustain and improve the area's economy and environment and the quality of life and amenity of its residents, businesses and visitors.

3.3. The Forum will seek to achieve this, by, among other things;

3.3.1. Actively encouraging the community to participate in the activities of The Forum.

3.3.2. Providing a forum for discussion of issues that may affect the area and for generating ideas and proposals to enhance the area.

3.3.3. Improving and supporting local and cross boundary planning processes in the area where appropriate.

3.3.4. Supporting and developing projects and other activities that are of benefit to the area, including having an input into the Neighbourhood Plan.

3.3.5. Supporting proposals for infrastructure and public realm improvements proposed by the relevant authorities.

4. DEFINITIONS

4.1. For reasons of clarity the following definitions apply throughout this document;

4.1.1. 'MEMBER' shall be anyone one who has opted in by registering their details on the latest version of 'Become a Member' page of the Forum's website.

4.1.2. 'COMMITTEE MEMBER' shall be anyone who has been elected to serve as such at an Annual General Meeting.

4.1.3. 'OFFICER' shall be anyone who has been elected to a nominated role by the members of the committee.

4.1.4. 'MOSELEY WARD' is as defined in Appendix I

4.1.5. 'MINUTES' shall mean notes or summary of a meeting. They will NOT be deemed as verbatim recordings.

5. REGISTRATION

5.1. The Forum shall be open to any individual to register who;

5.1.1. Is a resident of the Moseley Ward,

5.1.2. Serves the community,

5.1.3. Works or carries out business in Moseley

- 5.1.4. Is a local representative group, organisation or business with an interest in Moseley, including ward, ex officio, local councillors and the MP representing any part of the area,
 - 5.2. Those that register shall have a commitment to furthering the Forum's purpose and shall have either:
 - 5.2.1. subscribed to The Forum's mailing list via the website
 - 5.2.2. confirmed their postcode and date of birthor,
 - 5.2.3. Submitted their request to become a member in writing.
 - 5.3. All registrations will be considered by the committee or an appointed sub-committee for that purpose.
 - 5.4. The committee who shall have due regard to the purposes and policies of The Forum when confirming a registration.
- 6. MEETINGS**
- 6.1. The Forum's Annual General Meetings (AGMs), Extra-ordinary General Meetings (EGMs) and public meetings shall be open to all members.
 - 6.2. An AGM shall be held each year to receive The Forum Chair's report and accounts and to elect members to the Committee.
 - 6.3. The Committee shall decide when other public meetings of The Forum shall be held but the general aim is to hold at least three public meetings each year in addition to the AGM.
 - 6.4. A quorum for an open meeting of The Forum where a vote is taken shall be **35** voting members.
 - 6.5. The Committee shall publicise the date of the AGM and any EGM at least **14** days before each meeting ("Meeting Notice ") on the Forum's website & by email to all members.
 - 6.6. Where a motion or resolution is to be put to a general meeting of The Forum, copies of that motion shall be contained in the Meeting Notice and/or on The Forum's website.
 - 6.7. Where a motion requires a vote, this will be by a simple show of hands. Should any member wish to vote on a particular topic and not be able to attend in person then their vote may be made either by a representative or via the Chair.
- 7. OFFICERS**
- 7.1. The officers of The Forum will be drawn from, and be elected by, The Forum committee and shall be;
 - 7.1.1. Chair
 - 7.1.2. Vice Chair
 - 7.1.3. Treasurer
 - 7.1.4. Secretary supported by;
 - 7.1.4.1. Minutes Secretary
 - 7.1.4.2. Membership Secretary
 - 7.1.5. Press & Publicity Officer
 - 7.1.6. Social media/website Officer
 - 7.1.7. Safeguarding Lead
 - 7.2. Nominations for electing Officers, supported by a seconder and with the prior consent of the nominee, shall be made to the Secretary in writing (which includes by email) **7** days before the first closed meeting after the AGM.

- 7.3. Nominees for election as Officers shall declare at the meeting at which their election is to be considered any financial, political or professional interest which may give rise to an actual or potential conflict of interest with an impartial pursuit the purpose of The Forum.
- 7.4. The Officers will resign and stand for re-election after **3** years in office at the following AGM, unless the Officer has indicated their unwillingness to continue as an officer.
- 7.5. Officers shall not hold the same post for more than **6** consecutive years.

8. COMMITTEE

- 8.1. Committee members shall;
 - 8.1.1. Be fit and proper persons
 - 8.1.2. Have read and confirmed their understanding of this Constitution and all the associated policies of The Forum.
- 8.2. The Committee shall comprise the Officers of the Forum, plus additional members, who may be a combination of individual members and representatives of other local organisations, such organisations to be agreed by the Committee. The total number of committee members shall be no more than **15**.
- 8.3. The Committee shall be responsible for managing and administering The Forum.
- 8.4. One third of the Committee by rotation will stand down and may stand for re-election at each AGM.
- 8.5. Any member of The Forum may apply for election
- 8.6. Nominations for Committee members shall be made at each AGM. Such nominations should be made 14 days in advance but can also be made at the AGM.
- 8.7. If the number of applicants exceeds available Committee vacancies, election shall be by way of a show of hands or otherwise as appropriate.
- 8.8. The Committee may fill any vacancies by way of co-opting new members during the year by means of a proposer, seconder and simple majority at the next Committee Meeting.
- 8.9. The Committee shall hold at least **6** Committee Meetings a year.
- 8.10. One third (rounded up) of the Committee's members together with at least one Officer shall constitute a quorum at Committee Meetings. (**5**)
- 8.11. Where it would help further the purpose of the Forum, the Committee may seek the Forum's membership of other organisations and nominate Members to represent The Forum in such organisations.
- 8.12. If it appears that a member of the committee is not aligned to the purposes of The Forum, or has failed to attend 3 consecutive meetings, then the Secretary shall contact them to establish their commitment or ask them to resign. If they do not re-affirm their commitment or refuse to resign then their continued membership will be put to an EGM.

9. SUB-COMMITTEES

- 9.1. The Committee may set up sub-committees or other groups for specific purposes as deemed necessary.
- 9.2. The Committee shall appoint its own officers as appropriate.
- 9.3. All actions and proceedings of each sub-committee shall be reported to the Committee by or at the next Committee Meeting.
- 9.4. Officers shall be advised in advance of the dates, venues and agendas of all sub-committee meetings.
- 9.5. Any Member of The Forum may join any sub-committee upon invitation of the Chair. Sub-committees shall be subordinate to and may be regulated or dissolved by the Committee.

9.6. Any sub-committee may invite Members of The Forum to join the committee to bring the benefit of otherwise absent expertise in a particular field.

10. RULES AND PROCEDURES

10.1. VOTING:

10.1.1. Voting may only take place if the meeting, open or closed, meets the requirements of either item 6.4 or 8.10 above.

10.1.2. 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. In the case of an equality of votes the Chair shall have a second or casting vote.

10.1.3. Voting at an open meeting will be by a show of hands.

10.1.4. Where a motion requires a vote, this will be by a simple show of hands. Should any member wish to vote on a particular topic and not be able to attend in person then their vote may be made either by a representative or via the Chair.

10.2. SPEAKING RIGHTS:

10.2.1. The chair may impose a time limit for speakers.

10.2.2. All speakers shall, whenever necessary, declare any known conflict of interest and withdraw themselves from the discussion.

10.3. MINUTES;

10.3.1. Minutes, notes or any digital recording of all proceedings and resolutions shall be kept by the Secretary of the Forum for any committee and public meeting of the Forum.

10.3.2. The Secretary will provide draft AGM Minutes to the Committee within one month of the AGM.

10.3.3. The Secretary will make full attendance lists available on demand to the committee.

10.3.4. These minutes or 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.

10.3.5. The minutes shall be open to public inspection by being published on the Forum's Website.

10.3.6. The minutes or notes will be presented in such a manner as to protect the privacy of anyone who expresses that their details are not to be recorded.

10.4. RECORDINGS;

10.4.1. Where any meeting is to be recorded in a digital form, this will be noted in the notice of that meeting.

10.4.2. Where any member wishes not to be identified, visually or audibly, then provisions will be made for their privacy to be protected whilst also maintaining their ability to engage fully in the meeting.

10.4.3. Where any meeting is held exclusively by means of Zoom or any other virtual technology these may be recorded. The recordings will be available to download by any member of the Forum.

10.4.4. Where such a recording is to be made the consent of all present shall be sought.

10.4.5. Anyone wishing to separately and additionally record, film or photograph members of the public or otherwise record at such meetings must seek the permission of the Chair of the meeting before proceeding. Permission shall normally NOT be granted but is at the discretion of the majority of the committee

11. DECLARATION OF INTEREST

- 11.1. Every member of the Committee or any sub-committee who is present and who has any direct, indirect or might appear to have a financial, political or professional interest in any item discussed shall declare such interest. They shall not discuss any such item (except by invitation of the Chair) or vote thereon.

12. FUNDING AND EXPENDITURE

- 12.1. The Committee may raise funds (but not by any form of indebtedness) and apply for and receive grants, subscriptions and donations; and open and operate bank accounts in the name of The Forum but day-to-day management of the accounts will be the responsibility of the Treasurer
- 12.2. The Committee shall, out of the Forum's funds, pay all proper administrative and management expenses. After paying these expenses, the remaining funds shall be applied by the Committee to further the Forum's Objectives and Purpose.
- 12.3. The accounts shall be examined at least once a year by an independent qualified accountant or auditor.
- 12.4. The Treasurer's annual financial report will identify the name of the accountant or auditor and will remind members of the signatory(s) to the account(s).

13. REVIEWS, AMENDMENTS ETC

- 13.1. This Constitution may only be altered by a resolution passed by not less than two thirds of the voting members present and voting at an AGM or EGM. The notice of any such meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- 13.2. This Constitution will be reviewed every two years or sooner where legislation or any other statutory or local policy demands.

14. NOTICES

- 14.1. Any notice required under these rules shall be deemed to be given if left at or sent by prepaid post to the registered offices, or by email to the address of The Forum last notified to the Secretary. Vis;
- 14.1.1. Moseley Exchange 149-153 Alcester Road, Moseley, Birmingham B13 8JP
- 14.1.2. moseleyforum@gmail.com

15. DISSOLUTION

- 15.1. The Forum may be dissolved by a two thirds majority of members voting at an AGM or EGM. If a motion for The Forum's dissolution is to be proposed, specific reference shall be made to this motion when giving notice of the meeting.
- 15.2. In the event of dissolution, The Forum's available funds shall be returned proportionally to their original funders and where this is not possible shall be transferred to one or more organisations having a similar purpose and chosen by the Committee.
- 15.3. On dissolution, The Forum's minute books and other records shall be deposited with Birmingham City Council.

16. POLICIES

- 16.1. This constitution shall be read in conjunction with our Policies, at the time of writing, are listed below and can be found on our website at 'Policies'.
 - 16.1.1. Code of Conduct and Complaints Procedure
 - 16.1.2. Data Protection Statement
 - 16.1.3. Equal Opportunity and Diversity Statement
 - 16.1.4. Privacy Statement
 - 16.1.5. Safeguarding Policy
 - 16.1.6. Social Media and Communications Policy

17. APPENDICIES

- 17.1. This document should be read in conjunction with the following attached appendices;
 - 17.1.1. Appendix 1 – The Moseley Ward Boundary

18. ADOPTION

- 18.1. **This document shall be signed off here under by the current Chair but shall also be circulated to all Committee Members for them to acknowledge. All Committee Members shall abide by the procedures and protocols herein.**

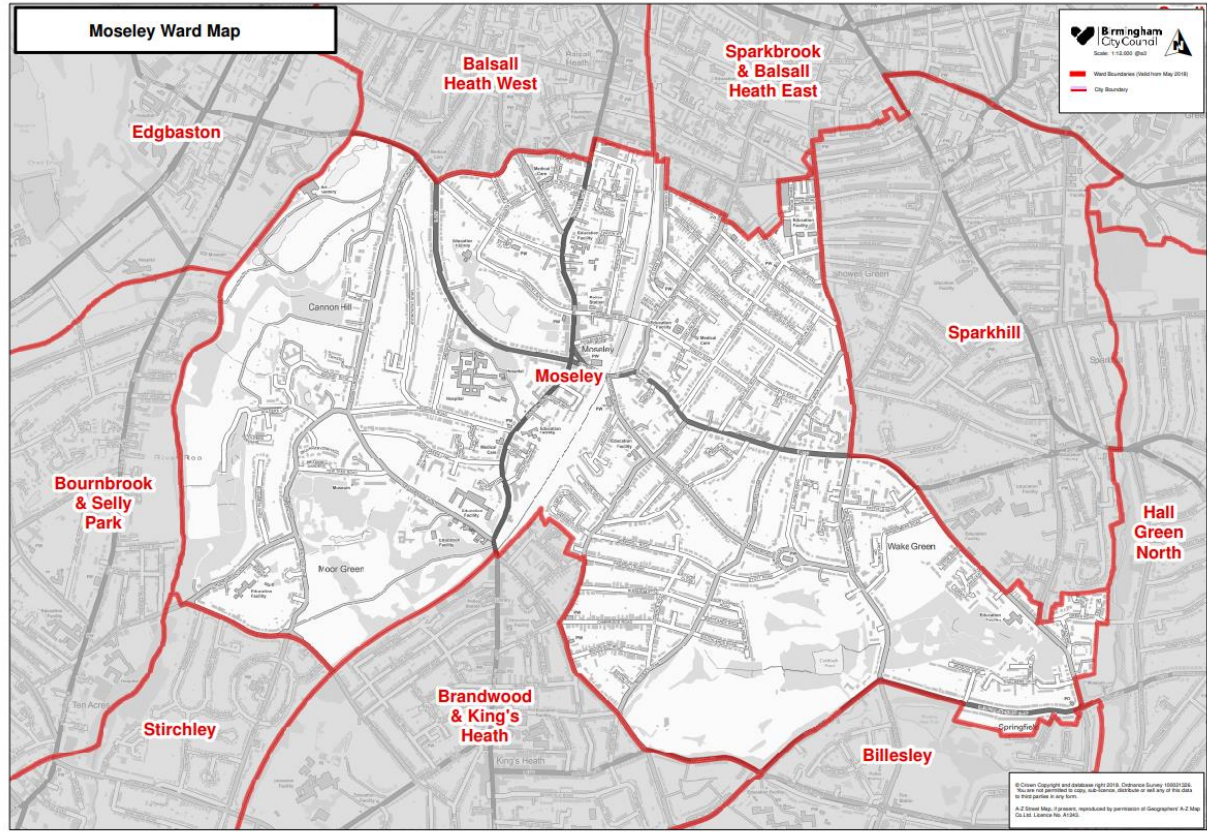
This **Constitution** was adopted by Moseley Forum on: 30th April 1998
 First Revision 21st February 2005
 Second Revision 18th March 2008
 Third Revision 17th May 2011
 Fourth Revision 28th April 2022
 Fifth Revision 16th May 2023
 Sixth Revision **26th November 2024**
 Next Review due **26th November 2026**



Signed:
 Position held: Chair
 Date: 27th November 2024

APPENDIX 1

WARD BOUNDARIES



More details can be found at;

[Moseley | Birmingham City Council](#)