



## PROCEDURES & PROTOCOLS

### **1. DEFINITIONS**

- 1.1. For definitions of terms such as 'Member', 'Committee Member' or 'Officer' used throughout this document, refer to section 4 of the Constitution. The use of 'We' and 'The Forum' effectively mean the Committee of Moseley Forum or the responsible person.

### **2. MANAGEMENT OF THE FORUM**

- 1.1. The Forum will be run solely by the members but the day-to-day activities will be delegated to the committee.
- 1.2. The Forum will elect annually at its Annual General Meeting (AGM), a committee comprising of no more than 15 members.

### **2. ELECTION OF NEW COMMITTEE MEMBERS**

- 2.1. 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.
- 2.2. Prospective new members should be able to show their regular attendance at previous open meetings and as a minimum should have attended at least 3 in the last 6.
- 2.3. 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.
- 2.4. Should there be a combination of existing and prospective candidates exceeding the spaces available on the committee then each candidate will be allowed to speak for a maximum of 2 minutes after which a simple secret ballot will be carried out.
- 2.5. The names of the candidates will be listed and each attendee will be able to select their preferred candidates not exceeding the spaces available.
- 2.6. Should there be fewer candidates than spaces then a simple show of hands for and against will be called to elect candidates to the committee.
- 2.7. Those candidates with the highest number of votes will be deemed to be elected to the committee.
- 2.8. 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 the numbers remaining on the ballot being one greater than the spaces available.

### **3. CO-OPTING OF NEW COMMITTEE MEMBERS**

- 3.1. The committee may, at any time, co-opt a member to the committee.
- 3.2. A candidate is identified and asked to confirm their willingness to be co-opted and their case for inclusion.
- 3.3. The candidate's sponsor, who shall be an existing committee member will formally propose their co-opting & their rationale.
- 3.4. The statements from the sponsor and candidate are circulated to the existing committee.
- 3.5. Either by exchange of mail or at the next available committee meeting a simple show of hands, for and against will be called to confirm the candidate's co-option.

- 3.6. The candidate will be formally co-opted and the register of committee members will be updated and published and an announcement will be made at the next open Forum meeting and minuted for the record.
- 3.7. 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.

#### **4. STANDING DOWN / RESIGNATIONS OF COMMITTEE MEMBERS**

- 4.1. Any existing committee member wishing to stand down at any time will give notice to the committee in writing, by email or by any other available messaging services to the Chair, Vice Chair and Secretary. The Secretary will acknowledge the notification recording it as appropriate and the standing down shall be recorded at the next available meeting.
- 4.2. Those officers receiving such a notice shall bring the matter to the next committee meeting to inform the remaining committee members.
- 4.3. Should the member tendering their resignation hold a role on the committee then the remaining members shall be asked if they wish to take on the role and if no one comes forward then the Chair and Vice Chair will be responsible for co-opting a new member as soon as possible to fill that position.
- 4.4. Should the member resigning be the Chair or Vice Chair then the remaining committee members will from within their number elect a new Chair or Vice Chair.

#### **5. REMOVAL OR SUSPENSION OF MEMBERS**

- 5.1. Where it is considered that continued membership of the Forum would be detrimental to the aim and activities of the Forum, the Committee shall have the authority to recommend that the individual is refused membership, or to terminate or suspend membership of any member, whether they are committee members or not.
- 5.2. Offensive behaviour including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Forum. If an apology is not given, or the behaviour is repeated then the committee will take the steps outlined below for the formal removal of the individual.
- 5.3. The individual concerned shall have the right to be heard by the Committee, accompanied by a third party, before a final decision is made to recommend to the wider membership that the individual should be removed.
- 5.4. Such a recommendation of termination or suspension shall require a vote carried by a majority of the committee members. Such a removal or suspension would have to be brought to an Extra Ordinary General Meeting for ratification.
- 5.5. The ratification of the removal or suspension of membership of any individual will be confirmed by way of the minutes of the meeting which will be posted on the Forum's website.

#### **6. REMOVAL OR SUSPENSION OF COMMITTEE MEMBERS**

- 6.1. Irrespective of the route taken in leaving, the Committee member will be immediately removed from the shared emails and WhatsApp group or any other means of communication which exists at the time.

- 6.2. In addition to the criteria above for members, committee members may be removed or suspended from the committee for the following reasons;
  - 6.2.1. Should a committee member not attend or send apologies for three consecutive meetings, they will be deemed to have resigned their membership of the committee.
  - 6.2.2. Should a committee member not attend four consecutive committee meetings with or without apologies they will be deemed to have resigned their membership.
  - 6.2.3. The committee reserve the right to allow continued non-attendance should there be mitigating circumstances.
  - 6.2.4. Any materials or assets held by the departing Committee member should be returned when leaving.

**7. ADOPTION**

- 7.1. **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 **Privacy Statement** was adopted by Moseley Forum on: ..... **26th November 2024**

Next Review due ..... **26<sup>th</sup> November 2026**



Signed:.....

Position held: ..... Chair

Date:.....27<sup>th</sup> November 2024