



STANDING ORDERS : MEMBERSHIP & MEETINGS

KNOWLE, DORRIDGE AND BENTLEY HEATH NEIGHBOURHOOD PLAN LIMITED

Adopted on nn xxxxxxx 2015

COMPANY NUMBER nnnnnnnn

1. Introduction

These Standing Orders set out the procedures and regulations to be followed in meetings of members of the Forum and public open meetings and in managing meetings within Knowle, Dorridge and Bentley Heath Neighbourhood Plan Limited (hereafter referred to as the Company).

The Memorandum and Articles of Association of the Company impose on the Directors certain duties regarding membership and meetings of members. The Directors are ultimately responsible for the governance of the organisation and are accountable for the Company's activities to its stakeholders and, in particular, the Members.

The Members of the Company are also Members of the Neighbourhood Forum as established within the Company through its Scheme of Delegation. The Steering Group of the Forum is ultimately responsible for the activities of the Forum and accountable for these to its stakeholders and, in particular, the Members.

2. Membership

Membership of the Company and the Forum shall be open to anyone who is resident in, works in or is an elected member of the Council representing the Knowle, Dorridge and Bentley Heath Neighbourhood Plan area. Membership shall be invited from anyone who thus qualifies and wishes to actively commit themselves to the realisation of the Knowle, Dorridge and Bentley Heath Neighbourhood Plan.

The initial membership shall be those who sign the Memorandum of Association. Thereafter, membership shall be by application on a form agreed and maintained by the Steering Group. The application form shall be available on the Neighbourhood Forum's website and at all of its public meetings.

Applications shall be checked and recommended by the Membership Secretary and ratified when recommended for approval by the Membership Secretary at a Steering Group meeting. Where, however, it is considered membership would be detrimental to the aims and activities of the Forum, then, by a majority vote, the Steering Group shall have the power to refuse membership.

Either the Steering Group or the Directors of the Company shall have the power to terminate or suspend the membership of both the Company and Forum of any Member. This would be enacted by majority resolution passed at a meeting in a situation where it is judged that the actions of that member are detrimental to the aims and activities of the Company and/or the Forum. Termination would be automatic if a Member ceases to meet the criteria for membership.

The Membership Secretary shall maintain a register of the Members of the Forum. This shall show the name and address of each Member and the date on which membership commenced. In the case of those who have terminated their membership, it shall also show the date of termination.

3. Youth Members

Young people under the age of 18 who are resident in, work in or study in the Knowle, Dorridge and Bentley Heath Neighbourhood Plan area shall be eligible to be Youth Members of the Forum. The processes of application to join, recording in the Membership Register and termination of membership shall be as for Members. On reaching the age of 18, Youth Members shall automatically become Members.

Youth Members will not be entitled to vote in General Meetings but will be entitled to speak and encouraged to express their views in support of decision taking by the Forum and to actively participate in events run by the Forum.

4. Subscribers

Any person who wishes to remain informed of the activities of the Forum, progress on the Neighbourhood Plan and/or arrangements for public meetings organised by the Forum may become a Subscriber of the Forum.

This form of membership is not subject to any restriction related to the Neighbourhood Plan boundary. It does not afford the right to vote on resolutions. This form of membership ensures inclusion in the circulation of all of the Forum's general news and information mailings.

Joining the list of Subscribers will be by entry of an email address into a form on the Forum's website or by request at an open meeting of the Forum. Subscriber status will be automatic upon request and not subject to approval. For those who no longer wish to receive communications, guidance on terminating Subscriber status will be included on the web site and on newsletters sent to Subscribers.

Members of the Forum will automatically be Subscribers as well.

5. Meetings

General Meetings of the Company and Forum will be held in accordance with the Articles of Association and Scheme of Delegation respectively. Steering Group meetings will be held in accordance with the Scheme of Delegation.

Meetings of the Forum that may be called to inform or to informally collect views, but at which no formal resolutions or other matters requiring a vote are to be considered, shall be known as Ordinary Meetings. All Members and Subscribers are to be invited to Ordinary Meetings.

There shall be no set format for Ordinary Meetings. The Steering Group, or one of its Sub-Groups hosting the meeting, shall consider and determine how best to stage an Ordinary Meeting (eg with a formal agenda or as a drop in with exhibits, etc) and the extent to which it is relevant and necessary to invite more widely (eg a localised matter will be relevant mostly to a localised audience).

A formal record shall, however, be made of all meetings, including Ordinary Meetings. Records of all meetings shall be stored by the Forum Librarian.

6. Review and Amendments to these Standing Orders

These Standing Orders will be reviewed annually at the meeting of Directors at which the annual accounts are approved. Review can also be requested by a Director or Steering Group member at any other time. Any amendments must be formally approved by a majority of Directors present and voting must be formally recorded in the minutes of the meeting as well as in a re-issue of this document.
