



## **CHAIRPERSONS' FORUM CONSTITUTION**

### **General**

1. The name of the Forum shall be the Chairpersons' Forum (the Forum).

### **Purpose**

2. The purpose of the Forum shall be to support and enable chairs of public bodies appointed through the public appointment process to maximise their effectiveness as chairs.

### **Aims of the Forum**

- To develop opportunities for mutual support
- To share ideas and learning
- To inform the development of good public governance
- To facilitate co-operation between public bodies

### **Membership of the Forum**

3. The Forum shall consist of Chairpersons of public bodies who shall be entitled to vote in elections or at meetings of the Forum or to be elected as Officers.
4. The membership shall be open to those who are Chairpersons of public bodies in Northern Ireland who have come through a public appointments process and include bodies where the Chairperson is elected by its membership.
5. Chairpersons of public bodies that pay the Forum's membership subscription shall automatically be Members of the Forum.
6. Where a new Chairperson is appointed in succession to a Chairperson who, or on whose behalf an annual subscription covering the year of appointment has been paid, the new Chairperson, whether appointed in an acting or substantive capacity, will be automatically entitled to Membership. Revised (Final Draft): As circulated to members 11 September 2008 for ratification at the 4th AGM on Thursday 25 September 2008.
7. On retirement or at the end of a term of office Chairpersons will cease to be members.
8. The annual subscriptions of the Forum shall be determined at the Annual General Meeting. Non-payment of an annual subscription within six months after the date on which it is invoiced shall be considered equivalent to resignation.



## **Officers and General Committee**

9. The Officers of the Forum shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer and their roles will be determined by the General Committee. The Committee shall comprise the Officers and other Members. The Committee shall be responsible for drawing up and organizing a programme of activities in pursuit of the aims of the Forum, for otherwise directing and managing the Forum's affairs, for representing the interests of the Forum and, more generally, those of its Members being Chairpersons of public bodies.
10. Officer positions will be filled by election by Members present at an Annual General Meeting.
11. The Chairperson, Vice-Chairperson, Secretary and Treasurer will be eligible to hold office if elected for a maximum of two years. Holders of these offices will not be eligible for re-election to the same office until one year after the expiry of any immediately previous term of office.
12. One or more members of the Committee shall be elected annually for a maximum of three years by the Members. They will not be eligible for re-election to the Committee until one year after the expiry of their immediately previous term of office but will be eligible to stand for election as Officers of the Forum.
13. The Committee shall have power to co-opt Members to serve as members of the Committee or to invite any appropriate person to attend any of its meetings from time to time in an expert or advisory capacity. Co-opted Members shall serve as members of the Committee until the date of the next Annual General Meeting at which they will be eligible to be elected members of the Committee for a full, three-year period from the date of election.
14. The quorum for a Committee meeting will be three, at least one of whom must be an Officer of the Forum.

## **General Meetings**

15. A General Meeting is an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). The Forum shall hold an AGM at a place and time determined by the Committee. The Agenda for the AGM shall be arranged by the Committee and shall include the presentation of a report to Members on activities for the preceding year to 31st March along with a statement of accounts for the same period. Members shall be given at least four weeks' notice of the time and place of an AGM and, in the form of an Agenda and any resolutions to be put, of the nature of the business to be discussed. Any Member wishing to have a matter or matters included on the Agenda shall inform the Secretary in writing at least two weeks prior to the Meeting.
16. An EGM may be called by fifteen Members or 30% of the membership of the Forum, whichever be the greater, or by the Committee. Other than for an EGM called by the Committee, at least three weeks' notice must be given to



- the Secretary of such a Meeting. All Members shall be notified of the time and place at least two weeks in advance of an EGM and of the nature of the business to be discussed at the meeting.
17. The quorum for a General Meeting shall be 15% +1 of the membership. With the exception of any proposed alteration to this Constitution, any resolution or otherwise any matter voted on at a General Meeting shall be decided on the basis of a simple majority vote of the Members present at the Meeting.
  18. Standing orders to govern the procedures of the Forum and its own method of operating may be drawn up by the Committee and, if so, approved by the Members present at a General Meeting. These will be reviewed on a three yearly cycle and reported to the next General Meeting seeking approval to any amendments proposed.

### **Alterations to Constitution**

- 19 Any alteration to this Constitution shall be made only at a General Meeting. Where any proposed change is not proposed or sponsored by the Committee, it must first have been signed by at least fifteen members or 30% of the membership of the Forum, whichever be the greater, and notified to the Secretary in writing at least two weeks before the Meeting for inclusion in the agenda for the Meeting. The change will be accepted only if at least two thirds of those voting on the alteration signify their assent. Members unable to attend the designated meeting may vote by post on such alteration. Any postal vote must be returned to the Secretary and recorded as such by the Secretary at least two days before the Meeting. With respect to each alteration proposed, the Secretary will report the record of any postal votes cast to the Meeting and a summary of the postal votes cast for and against shall be recorded in the minutes of the Meeting.

September 2008