

## **Malahide Community Forum**

# **CONSTITUTION**

### **ADOPTED AT THE AGM ON 26<sup>TH</sup> MAY 2008**

#### **1. In this constitution:**

“Residents Association” means any body or group of people, irrespective of name, which

- (i) is broadly representative of, and accountable to, the residents of any street, estate or locality in Malahide;
- (ii) has objects similar to the objects of the Forum;
- (iii) holds Annual General Meetings and regular meetings;

“Malahide” means those areas covered by the polling districts of Malahide (CA), Yellow Walls 1 (CB) and Yellow Walls 2 (CC) and parts of Kinsale 1 (CG) in the administrative county of Fingal.

“Chairperson”, “Vice-Chairperson”, “Hon Secretary” and “Hon Treasurer” mean the persons elected by the Committee to serve until replaced. These appointees will be collectively known as “Officers”

“Member” means a Residents Association or an individual resident (as outlined in Rule 4) who has paid their subscription for the current year. “Associate Member” means a paid-up member of a member Residents Association.

#### **2. The name of the Forum is the “Malahide Community Forum”.**

#### **3. The main objects of the Forum are: -**

(a) To provide a framework within which all the Residents Associations and individual households in Malahide can work together to promote and protect the general interests of the whole community.

(b) To communicate the common views of the Residents Associations and individual households to Fingal County Council and other bodies, in the furtherance of (a) above, and to promote the views of Malahide Residents.

#### **4. Membership is open to Residents Associations representing Malahide residents and to all individual households in Malahide. Member Residents Associations may be required to issue membership cards or to supply lists of their paid-up members who are to be recognised as Associate Members.**

#### **5. The Forum shall conduct all its business in a balanced and impartial way. In particular, it shall operate in a non-partisan and non-sectarian manner, in the best interests of the residents of Malahide as a whole.**

#### **6. An Annual General Meeting (AGM) shall be held each year, normally in February. Members who have paid their subscriptions by 31st December will be given 21 days notice of this meeting and will be entitled to vote. Associate Members may attend the meeting and are entitled to vote. Other residents may attend the meeting, but may not vote.**

#### **7. At the AGM of the Forum, a Committee of up to 35 persons shall be elected by the process set out below. Nominations shall be made to the Hon Secretary in advance. Additional nominations will be allowed at the AGM only if the number of vacancies exceeds the number of nominations.**

(1) All Member Residents Associations with at least 15 paid-up members are entitled to nominate a representative to the Committee (and to change that representative when necessary). Associations with more than 300 paid-up members are entitled to a second nominee. These nominations shall take precedence in electing the Committee.

(2) When the Residents Association representatives have been formally elected, individual Members may be elected to fill the remaining vacancies on the Committee.

(3) Individual Members or Associate Members may stand for election to the Committee, provided that they are nominated by the outgoing Committee, or by a Member Residents Association or by 10 individual Members or Associate Members.

(4) In the event of the number of individual nominations exceeding the number of vacancies, the Chairman will call for formal vote, to be conducted at the AGM.

If the number of nominations does not exceed the number of vacancies the names of those nominated shall be put before the AGM for approval *en bloc*.

The Committee will remain in office until its first meeting after the next AGM.

8. A Special General Meeting may be called by the Committee, or otherwise by not less than 10 Members or Associate Members, who shall inform the Hon Secretary in writing and specify the business to be discussed at the meeting. Notice of at least 21 days shall be given to all Members. No other business may be discussed at this meeting, unless submitted to the Secretary in writing at least 7 days in advance.
9. Voting at General meetings shall normally be by a show of hands and a simple majority vote will prevail. However, at the request of not less than 5 Members, the meeting may take a formal vote on any issue. Each Member and Associate Member present in person has an equal vote. If necessary the Chair will have a casting vote. The quorum for a General Meeting shall be 20 Members or Associate Members, including Associate Members from not less than 7 member Residents Associations.
10. The Committee shall normally meet monthly. At the first meeting after the AGM the Committee shall elect a Chairperson, Vice-Chairperson, Honorary Secretary and Honorary Treasurer. The Committee may appoint subcommittees.
11. The Financial year of the Forum shall be from 1<sup>st</sup> January to 31<sup>st</sup> December. Prior to the Annual General Meeting the Hon. Secretary shall report on the activities of the Forum during the previous year and the Hon. Treasurer shall produce an audited set of accounts. Both these reports shall be circulated to Members in advance.
12. The Annual subscription shall be fixed each year by the Committee.
13. Member Residents Associations may nominate replacement representatives to the Committee at any time during the year. They may also nominate alternate representatives. The Committee may also co-opt additional individual paid-up Members up to a maximum membership, at any time, of 40 members.
14. To speed up business, to ensure transparency and to protect the interests of Committee members, a written agenda shall be circulated to each Committee member in advance of each meeting and reports / recommendations of the items to be discussed shall be circulated with the agenda. Email is an acceptable method of circulation. The quorum for Committee meetings is seven, including two Officers.
15. The Committee has full decision-making powers, within the objects of the Forum. Neither the Treasurer nor the Committee is empowered to borrow funds or to commit the Forum to any expenditure that exceeds the funds available, without the specific approval of a General Meeting.
16. The Hon Secretary will be responsible for all correspondence, for servicing General Meetings and the meetings of the Committee, and for keeping Member Residents Associations briefed on the activities of the Committee.