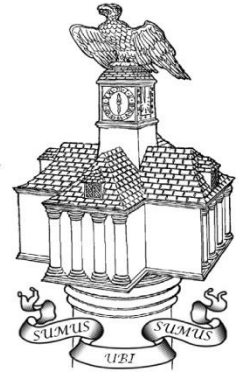


Spitalfields Forum

Spitalfields Neighbourhood Planning Forum



STANDING ORDERS

These Standing Orders are established under Section 12(c) of our Constitution (2018) and are organised in sections which correspond to those in that document.

6. Membership

- a. Organisations eligible for Membership in the Organisations category are limited to non-profit, charity, volunteer and resident representative organisations
- b. Membership of the Forum in the Business Operators category is open to anyone who works in the neighbourhood area

7. Forum Meetings

- a. Elections to the Forum Council will be by secret ballot managed by the Secretary of the Forum who may appoint election monitors to assist
- b. Members shall be verified at the start of Annual General Meetings and issued with ballot papers for elections to the Forum Council organised in separate rounds for each category of membership: business; organisations; residents. Elections shall take place in these categories and in that order
- c. At the start of each election round the confirmed candidates shall, in alphabetical order, make themselves known to Members and speak briefly (or have a statement read out on their behalf) in support of their candidacy. When all the candidates have been accounted for the voting shall take place by way of a ballot box circulated around the room until all members present have had a reasonable opportunity to cast their vote. The votes shall then be counted in public by the Secretary and the numbers confirmed by the Chairman before an announcement of the results is made
- d. Members have the same number of votes to cast in each round of the election, as there are seats on the Forum Council in that category; that is to say they shall have four votes for business; four votes for organisation and eight votes for residents
- e. All Members of the Forum may vote in each category provided they have been a Member for a minimum of three months at the time of the meeting
- f. Proxy voting will be allowed on the basis of a maximum of one proxy per person. An absentee Member must notify the Secretary of their intention to nominate a named Proxy to vote for them in their absence by writing to the Secretary by email before midday on the day of the Annual General Meeting
- g. Candidates standing for election to the Forum Council will be asked by the Secretary and may choose to submit up to 100 words giving their background, details and main policies for distribution to Members preferably ten working days in advance of the Annual General Meeting

- h. Candidates standing for election to the Forum Council must stand in the category of their membership. Members may only change their membership category with the prior agreement of the Forum Council and may not do so in order to stand as a Candidate in an election to the Forum Council after the deadline (s.7.b.vi) for nominations has closed. If a Candidate has recently changed their membership category this will be indicated in the information provided about Candidates standing for election as once nominations have closed
- i. Members of the Forum Council shall be required to declare certain aspects of their personal, business and pecuniary interests. Such interests could be defined as:
 - i. Owning property in the neighbourhood area as their residence
 - ii. Owning a residential or commercial property in the neighbourhood area for the purpose of renting
 - iii. Owning or being a significant decision maker in a business in the neighbourhood area
 - iv. Having a significant decision making or influencing role in other business(es) within the neighbourhood area
 - v. Sponsorship received or economic interest gained in respect of carrying out duties as a member of the Forum Council of the neighbourhood forum
 - vi. Taking business or maintaining client relationships with companies that have, had, or could be perceived as having, a potential business or pecuniary interests in any matters affected by town planning in the neighbourhood area
 - vii. Acting as a consultant to any third parties that could give or be perceived as giving that party a business, pecuniary or commercial advantage in matters relating to town planning in the neighbourhood area
 - viii. Any other relationship or situation (such as that of a spouse or other close family member) which could call into question the neutrality and probity of any member of the Forum Council of the neighbourhood forum
- j. The Council will have the option to vote on a recommendation; e.g. that an individual should withdraw from a working group or decision of the Forum Council *et cetera*
- k. The Council collectively does not have the authority to permanently exclude anyone from the Council due to a perceived conflict of interest