

# CONSTITUTION

## **Constitution – March 2015**

### **Name**

Horsham District Older People's Forum (HDOPF).

### **Aims**

The Older People's Forum shall:

- (i) Inform and influence matters that impact on the quality of life and the opportunities available for older people living in the Horsham District
- (ii) Bring together older people at regular meetings throughout the year at different venues across Horsham District
- (iii) Liaise with other groups and organisations, particularly Age UK Horsham District, that enable older people to live happy lives in Horsham District.
- (iv) Take action to address issues of local concern for older people
- (v) Act as a reference group on older people's issues

### **Supporters**

Any person aged 60 or over who lives within the Horsham District will be able to become a supporter of and vote at the Older People's Forum by informing HDOPF, either by e-mail or telephone, that they want to attend meetings.

### **Other Attendees**

The following may also attend and participate in meetings of the Older People's Forum, but not vote unless they fulfil the requirements above (Supporters):

1. Elected Members representing the Horsham District, namely Parish and Neighbourhood Councillors, District Councillors, County Councillors and Members of Parliament
2. Other representatives of any of the above or other relevant organisations

## **Steering Group**

Each year the Older People's Forum may elect a Steering Group of no more than 12 members to drive the business of the Forum, including a Chairman and Vice-Chairman.

### **Chairman**

The role of the Chairman will be:

1. To ensure that the Older People's Forum complies with its Constitution and pursues its objectives as defined in this document
2. To safeguard the good name and values of the Older People's Forum
3. Supported by Horsham District Council, to:
  - Plan the annual cycle of meetings
  - Agree agenda for meetings
  - Invite relevant guest speakers
4. Chair and facilitate meetings to ensure orderly conduct; fair and appropriate opportunity for all to contribute; suitable time allocation per item; determining order of agenda; directing discussion towards consensus; clarifying and summing up actions and policies; and monitoring decisions taken at meetings to ensure they are implemented
5. To represent the Older People's Forum at conferences, functions and meetings etc.
6. To act as a spokesperson for the Older People's Forum as appropriate
7. To make decisions as delegated by the Older People's Forum
8. To ensure there is impartiality and objectivity to decision-making

### **Vice-Chairman**

The Vice-Chairman supports the Chairman, acts for the Chairman when the Chairman is not available and undertakes assignments at the request of the Chairman.

The Chairman and Vice-Chairman will be elected annually at a quarterly meeting.

## **Meetings**

The Older People's Forum shall hold meetings on a quarterly basis.

An agenda and any related papers will be sent out before the meeting. Any supporter of the Older People's Forum can ask for items to be included on the agenda.

Notes of the previous meeting shall be distributed with the agenda of the next meeting and approved at that meeting of the group.

Meetings will, as far as possible, be held on different days and at different venues across the District to enable attendance by as many people as possible.

### **Conduct at Meetings**

At meetings the following rules will apply:

- Everyone will have the chance to speak
- Everyone will respect each others views even though they may not necessarily agree with them
- No abusive, discriminatory or offensive language will be used

### **Assistance**

The Older People's Forum may be assisted by Horsham District Council in:

- Writing the notes of the meetings and sending out agenda
- Following up actions arising from the meeting
- Providing support to the Older People's Forum to enable them to undertake their own initiatives

### **Amendments to the Constitution**

Any amendments to this constitution can be approved by a majority vote at a quarterly meeting.