

Ifracombe Harbour Community Forum Constitution/Terms of Reference

The Ifracombe Harbour Community Forum provides formal representation of the views of the harbour users, and others affected to the Harbour Board, on matters related to improvement, robust development and forward thinking management in operating the Harbour of Ifracombe.

A - Membership

a) The Forum shall consist of two representatives of the following Stakeholder groups, with one representative to be present only per meeting, with one vote at the Forum.

b) The members shall provide representation for the following Stakeholder groups:

Commercial Fishing boats
Passenger boats
Angling Charter Boats
Dive Charter Boats
Crab/Lobster Boats
Private Independent Owners
RNLI
Ifracombe Yacht Club
Ifracombe Anglers Association
Ifracombe Town Council
Ifracombe and District Tourist Association
Y Sail
Licencees/Restauranteurs
Harbour Traders/Businesses
Environmental Management
North Devon Sub Aqua Club
Residents
Residents Lantern Court
Ifracombe Pilot Gig Club
Harbour Development Group
Harbour Association

c) No member of the Forum may also be a member of the Harbour Board. Any member of the Forum that should become a member of the Harbour Board during his/her term with the Forum shall be considered to have resigned from the Forum.

d) The Forum shall elect a Chair and a Vice Chair, with a term of office of two years. The Chair should propose procedures for conducting meetings.

e) Each representative body will have an equal vote. In the event of voting being equal on any issue, the Chair will defer any resolution to the subsequent meeting, which will take place immediately after the meeting where there has been an equal vote, in order to reach a decision on the relevant issue. In the event that voting then still remains equal on the same issue, the Chair's vote at that subsequent meeting shall count as two votes.

f) Each Stakeholder Group is responsible for organizing its own representation. The Forum reserve the right to cancel membership, after reasonable notification, for continued non-attendance.

B - Appointments

A new Stakeholder Group can be added to the list of groups by a majority vote of members attending a meeting of the forum.

- a) The Forum will put in place such arrangements as are appropriate to enable its Stakeholder Groups to appoint its Members. A pyramid structure should be established in each Stakeholder Group whereby issues and views of that group can be progressively fed to the Forum member for discussion at the Forum Meetings.
- b) A member's term of appointment shall be determined by the nominated Stakeholder Group.
- c) A Stakeholder Group representative may resign his/her office at any time by notice in writing (or e-mail) to the Chair.
- d) Forum members will represent the views of their individual Stakeholder Groups but will co-operate with others to achieve effective governance of the Forum as a whole.
- e) Constitution/Terms of reference and structure to be reviewed by the Forum as and when necessary.

C - Meetings

- a) The Forum shall meet minimum five times a year. (Once as an AGM)
- b) The Quorum for meetings shall be six to include a Chair.
- c) Meetings should meet practicably prior to the meetings of the Harbour Board.

The Agendas shall be:

- I. Approve the minutes of the Forum's previous meeting.
- II. Consider the minutes of the previous meeting of the Harbour Board and comment as required.
- III. Raise new issues for consideration by the Harbour Board.

Amended 26/03/14