

**PROPOSED
BALTINGLASS & DISTRICT FORUM
INTERIM GUIDING DOCUMENT**

Mission Statement

Baltinglass & District Forum ("BDF") is a decision making group interested in the advancement of Baltinglass & District with the stated intention of moving as quickly as possible to broad elected representation.

Ethos

BDF will strive for the broadest (total) inclusion of all members of the community on a non-party political and equal basis.

Objectives

1. Actively involve as many people as possible in the promotion of the social, educational, cultural, economic, and environmental welfare of the Baltinglass & District community
2. Aim to represent every member of the community, and the community as a whole, in dealings with local government, statutory bodies, and other agencies
3. Encourage all residents of Baltinglass & District to generate community spirit and participation
4. Act as an umbrella group for community groups and individual residents in the district, to further common interests by providing information, guidance and assistance in reacting to community opportunities, and resolving issues, raised by the residents and business people of Baltinglass & District
5. Liaise with, and participate in the community development projects initiated by community groups, Wicklow County Council and the Government
6. Attract funding and donations, and hold such property and effects as shall be necessary or expedient to attain the Forum's objectives.

Proposed Structure & Organisation

- ❖ A Forum of 20-30 Members administered by a Committee of 6 Members

Committee to comprise:

- Chairperson
- Vice Chairperson and Public Relations Officer
- Secretary
- Treasurer
- Deputy Treasurer
- Minutes Secretary

Chairman may exercise the facility of a casting vote

The functions of the other officers have their normal interpretation and application

Committee elected by biennial nomination & ballot

- ❖ Forum Members initially elected for 2 years after which new elections must be held. All members of the Forum eventually to be elected through an electoral ward system
 - ❖ Plenary meetings of the forum take place as often as necessary but at least once a month.
 - ❖ Binding decisions are on the basis of simple majority of those present and entitled to vote
 - ❖ The Public can attend Forum meetings but hold no voting rights
 - ❖ "Liaison Persons"
 - Garda Superintendent or Representative
 - Church Representatives
 - TD's, Councillors & WCC Representatives
- Attend Forum meetings by invitation, or when raising specific issues requiring their input to the Forum, and participate in the associated debate
- They cannot hold office or exercise voting rights
- ❖ Draft and Agree a Constitution including provisions for:
 - Special Resolutions
 - Confidentiality
 - Disciplinary Issues
 - Conflict of Interest

Other Issues to be discussed and agreed

Proposed Sub-Committee (or Work/Task Group) Structure

- ❖ Sub-Committees be set up on an ad hoc basis to deal with specific items of work or specific work areas
- ❖ Terms of Reference be provided to the Sub-Committee in writing by the Forum including the timeframe for the finalisation of its work and submission of its report(s)
- ❖ Sub-Committees are appointed by the Forum, and may co-opt additional members to their Sub-Committee because of their particular expertise. Co-Opted members have no voting rights on the committee
- ❖ Conflict of Interest provisions apply

Procedural Items

- ❖ General Meetings
- ❖ Finance & Insurance
- ❖ Communications & Web Site
- ❖ Proxy Voting
- ❖ Interpretation/Amendments of the Constitution
- ❖ Dissolution
- ❖ Venue of Meetings