

MEMBERSHIP AND TERMS OF REFERENCE FOR THE SEVERN AND AVON VALLEY COMBINED FLOOD GROUP



Name

Severn and Avon Valley Combined Flood Group.

Membership

Every Residents Association within the Severn and Avon Valley watersheds will be eligible to join on condition that they have a properly elected committee and a constitution. Each Residents Association will be expected to send up to 2 representatives to attend meetings.

Each member Residents Association will pay £5 per year membership. Further financial support may be asked for as and when necessary to further the aims of the Severn and Avon Valley Flood Group.

Object

To provide a forum for Residents' Association representatives to meet each other to exchange information, opinions and ideas on flooding issues and the environment. The group will lobby local and central government and other agencies on improvements and alterations needed to water systems and other infrastructure to safeguard members homes, work premises and environment. Its aims are non-political.

Frequency/Venues

To be held six times a year (and as necessary) at suitable venues acceptable to the membership.. These meetings will be formal and primarily to discuss recent events, matters arising since the last meeting and ideas for moving towards the key objectives of the group.

The host association will book the venue for the meeting and organise refreshments.

Structure of Severn and Avon Valley Flood Group

- 1) The Chairperson and Secretary will be elected every year from amongst representatives of all member Residents' Associations. If necessary the Group can elect a Treasurer each year, who can open a bank account on the group's behalf. Each recognised Residents' Association will send two representatives each with a vote to elect the Chairperson, the Secretary and the Treasurer. This election will take place in January. All representatives will be eligible to be elected as the Chairperson, Secretary and Treasurer. However, no more than two positions can be occupied by residents from the same association.
- 2) Residents' Association representatives are allowed to take part in the debate from each group. There will be two votes permitted for each recognised Residents' Association represented by show of hands. The Chairperson will have a casting vote.
- 3) Any guest, residents, interested parties and Councillors may be allowed to speak, by invitation only.
- 4) Residents' Association representatives may request items to be put on the agenda of the group by supplying one weeks' notice to the Chair or Secretary.
- 5) The Chairperson and Secretary will agree the agenda at least 1 week before the meeting.

- 6) The agenda and all relevant paperwork will be sent out to the Secretary (or named contact) of each Residents' Association at least one week before the Severn and Avon Valley Flood Group meeting.

The Severn and Avon Valley Flood Group Election Procedures

a) For its Officers

- 1) The election must begin with the post of Chair
- 2) Votes are cast by a show of hands, unless a secret ballot is requested. There will be two votes per group.
- 3) In the case of a tie, names will be drawn from a hat.
- 4) Nominations for each position will only be accepted from the floor in addition to those nominated in advance.
- 5) Those Officers elected for the positions of Chair, Secretary and Treasurer should be from at least two different Associations.
- 6) In the case of there only being one candidate no vote is necessary provided that person has been nominated and seconded.

Code of Conduct

a) The Use of Confidential and Private Information

- 1) Paperwork will be sent to the Secretary of each Association and / or named person if requested.
- 2) Where paperwork is marked confidential (or exempt), the content must be restricted to Association members only.
- 3) As a member, information may be received that has not yet been made public and is still confidential within the Group. It is a betrayal of trust to breach such confidences. Confidential information must never be discussed with others except with those persons having legitimate access to it.
- 4) When confidential matters are discussed at the Severn and Avon Valley Combined Flood Group, the Chair can request that any guest (i.e. anyone who is not a member) leaves the room for the duration of the discussion.

b) Dealing with Offensive Behaviour

1) At all meetings any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted by either Group members or visitors.

2) If misconduct occurs the following will take place:-

- The Chair will request the offender to refrain from any further misconduct – including interruptions or offensive behaviour. If the Chair does not do this, any Group member may propose through the Chair that an offender be warned, which will be subject to a standard vote of Group members (providing it is seconded). If a Group member feels that the Chair's behaviour is offensive, he/she may propose that the Chair is warned and providing this proposal is seconded, the another member will take over the meeting to allow a vote on this issue to be carried out.

- If the misconduct continues the Chair will ask the offender to leave the meeting. Failure of the person to do so will lead to the Chair proposing that the meeting be adjourned. This will be done through the standard voting procedures.

- Following the meeting the Chair will write to the individual concerned detailing the offence(s) and asking for a response to him/herself within 7 days of the letter being sent.

- On receipt of the letter of response at least 3 representatives from separate Associations (which will usually be the Chair, Secretary and one other member) will consider the matter and decide whether it is acceptable. The Chair will notify the offender of the decision within 7 days – which will be to either accept the apology on the understanding that the offence was not repeated or to exclude the individual from participation in any future meeting.

- If the offender wishes to appeal, he/she must write to the Chair (or Vice-Chair) within 7 days of receiving the Chair’s reply and ask for the matter to be put on the agenda at the next full Group meeting. The decision taken by the Group will be final.

1)All members representing the Group at any other meetings or events will be expected to conduct themselves in a manner which will not bring the Group into disrepute. If a complaint is made about a Group representative the above investigation and appeals procedures will be implemented.

The Terms of Reference was agreed on:_____

Signed by:

Chair_____Secretary_____

Date:_____Date:_____