

# **East Renfrewshire Outdoor Access Forum**

## **Interim Constitution**

### **1. NAME:**

The name of the group shall be “East Renfrewshire Outdoor Access Forum”.

In minutes, papers and discussions the name, “Forum” will mean the same as “East Renfrewshire Outdoor Access Forum”.

### **2. AREA:**

The area represented by the Forum shall be the whole area within the East Renfrewshire Council boundary.

### **3. FUNCTIONS:**

In what follows the “Council” shall mean “East Renfrewshire Council”.

In what follows “outdoor access” shall mean paths and countryside spaces over which walking, cycling and horse-riding is exercised.

The functions of the Forum shall be:

- A) To advise and assist the Council in the development of an outdoor access strategy for East Renfrewshire.
- B) To monitor the Council’s progress in meeting the aims set out in the outdoor access strategy.
- C) To advise and assist the Council in the planning of path networks.
- D) To advise and assist the Council in the establishment of path networks.
- E) To advise and assist the Council in the design of paths, signs and promotional literature.
- F) To advise and assist the Council to raise the profile of path networks.
- G) To advise and assist the Council in fund-raising for path projects.
- H) To advise and assist the Council in the management of outdoor access.
- I) To advise any other persons and bodies consulting the Forum on outdoor access issues.

The Forum is committed to ensuring that the social, cultural and economic diversity of East Renfrewshire is reflected in its work.

### **4. MEMBERSHIP:**

The Forum will consist of such persons as are appointed by the Council.

In the appointment of members to the Forum the Council shall ensure reasonable representation of:

- Land owners and managers;
- User groups (walking, cycling and horse riding organisations);
- The wider community; and
- Public organisations.

Forum members may make recommendations to the Council on changes to membership.

#### **5. WORKING OF THE FORUM:**

In the advice and assistance provided to the Council it is anticipated that the Forum will make recommendations based on discussion and consensus.

It is also anticipated that there will be occasions where the Forum will not be able to reach an agreement on certain issues. In these circumstances the Council will consider the differing viewpoints before making a decision.

#### **6. OFFICE BEARERS:**

The Forum shall appoint from its membership a chair, vice-chair and treasurer. Nominees shall require to be proposed and seconded.

The Chair shall preside at all ordinary, special and annual general meetings of the Forum.

The Vice-Chair shall deputise in the Chair's absence. In the event of neither Chair nor Vice Chair being present at a meeting, the Forum members shall elect one of their numbers to the Chair the meeting.

The treasurer shall be responsible for keeping a proper record of monies belonging to the Forum.

The Council will undertake the role of secretary. It shall arrange Forum meetings, record minutes of meetings, prepare agendas and correspond with the Forum members.

#### **7. MEETINGS:**

Ordinary meetings shall be held 4 times a year. One of these shall be an Annual General Meeting.

Special meetings shall be convened as necessary.

The Secretary shall call meetings, in writing, two weeks in advance of the date of the meeting.

Meetings will be held at times and at venues convenient to the members of the Forum.

If there is not at least one representative from each of the four membership groups present a meeting is not in quorum. If a meeting is not in quorum the business of the meeting may continue but the want full representation will be noted in the advice provided to the Council at that meeting.

#### **8. FINANCE:**

A bank account shall be opened in the name of "East Renfrewshire Outdoor Access Forum" with a cheque book operated by the treasurer and secretary.

The bank account shall hold monies to pay for the administration of meetings (hire of hall, teas and coffees).

#### **9. DISSOLUTION OF THE FORUM:**

Where meetings fail to quorate for 3 consecutive meetings a special Forum meeting will be called to either dissolve the Forum or investigate ways in which improve representation.

In the event of dissolution the monies held by the Forum will be transferred to the Council until such a time that another Forum can be established.

