

Linlithgow Planning Forum

CONSTITUTION

1. Name The name of the Association shall be The Linlithgow Planning Forum (hereinafter referred to as “the Planning Forum”)
2. Objects The objects of the Planning Forum shall be:
- a) To co-ordinate Linlithgow’s input to the Development Plan.
 - b) To be aware of, review, discuss and publicise planning matters related to Linlithgow and its immediate surroundings.
 - c) To ensure that coordinated cover of the weekly planning lists is provided so that contentious planning applications are not missed.
 - d) To try and achieve a consensus view in response to contentious planning applications in Linlithgow and its immediate surroundings. Note: It remains the responsibility of individuals and Member Organisations to submit representations to the relevant bodies in a timely manner.
- For the avoidance of doubt, these objects do not prevent individuals or Member Organisations from holding and putting forward alternative or contradictory representations.
3. Membership Membership of the Planning Forum will be open to those organisations that have an interest in planning matters in Linlithgow and who apply on the relevant form (hereinafter referred to as “Member Organisations”). A Member Organisation that wishes to cease its membership may do so at any time, without notice, by notifying the Planning Forum.
4. Representatives Each Member Organisation will nominate a Representative to communicate with other Members, to attend Planning Forum meetings and to liaise between the Member Organisation that he or she represents and the Planning Forum. If the Representative is not available then another person appointed by the Member Organisation can act in his or her place without notice. The Member Organisation may change their Representative at any time, without notice, by notifying the Planning Forum. One person can represent more than one Member Organisation and will have one vote for each Member Organisation that he or she represents.
- Several people from each Member Organisation may attend any Meeting of the Planning Forum.
5. Quorum Representatives of three Member Organisations shall constitute a quorum at all Meetings of the Planning Forum.
6. Voting Voting shall be by show of hands, with each Member Organisation having one vote, cast by its Representative(s) who is (are) present at the meeting. The Chair shall not have a casting vote. There shall be no proxy votes. If a ballot is requested by Representatives of two or more Member Organisations then that vote shall be by ballot. Issues may be decided by e-mail, but each Member Organisation is entitled to demand that the issue is decided at a meeting.

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7. Officers
- At the inaugural meeting and at each Annual General Meeting of the Planning Forum the following officers will be elected to serve until the following AGM. In the event of a vacancy arising then the Planning Forum may elect a person to serve until the next AGM:
- Convenor – who shall convene Meetings as and when required.
- Secretary – who shall accept incoming correspondence, take and circulate minutes of Meetings by e-mail and maintain a list of current Member Organisations and their Representatives.
8. Communications
- Notice of Meetings and other communications (minutes, papers for discussion etc.) shall be sent by e-mail to the address given for each Member Organisation's Representative.
9. Meetings
- An Annual General Meeting will be held in Linlithgow within 14 months of the inaugural meeting or the previous AGM. At least 40 days' notice shall be given to all Member Organisations.
- Apart from the AGM, the Planning Forum shall meet as and when is felt necessary. Normally 14 days' notice should be given but, where circumstances dictate, meetings may be convened at short notice.
10. Finance
- There shall be no subscription fee and any costs of the Planning Forum will be met directly by the Member Organisations.
11. Alterations
- This Constitution may be altered by a simple majority at an AGM or at any other properly constituted Meeting, provided that at least 40 days' notice, describing the proposed changes, has been given to all the Member Organisations.
12. Dissolution
- The Planning Forum may be dissolved by a simple majority at an AGM or at any other properly constituted Meeting, provided that at least 40 days' notice, describing the intention to dissolve the Planning Forum, has been given to all the Member Organisations.

Issue 1. Adopted 3 July 2013.