# WOKING LOCAL AGENDA 21
# CONSTITUTION

Originally adopted 29/1/98
Amendments adopted 23/3/00, 21/3/02 and 16/6/05

## Title

Woking Local Agenda 21

## Objective

To promote Local Agenda 21 in the Borough of Woking by creating a partnership between all those who live, work or carry on business in the Borough for the purpose of protecting and enhancing the Environment and Quality of Life for present and future generations, that is, to promote sustainable living.

## Membership

Anyone who lives, works or carries on business in the Borough of Woking and wishes to, may become a member. A mailing list shall be drawn up of all those expressing a wish to be involved in Woking Local Agenda 21.

## Involvement

Members shall be entitled to consider and report on those issues affecting the Environment and Quality of Life in the Borough of Woking. Members shall appoint a Chairman and Steering Group representatives. The Steering Group shall make recommendations to the Borough Council or any other relevant organisation for both short and long term measures to achieve the Objective and have the power to express their views on any particular measure being proposed. This shall be done at either the general meetings, which shall be held at least three times per year, or through the specific project groups.

Each project group that is established shall prepare a report of their activities in the previous year for submission to the Annual General Meeting of members. The general meetings will also be reported upon at the AGM

## Steering Group

The administration of Woking Local Agenda 21 shall be undertaken by a Steering Group comprised of:-

- Chairman (who shall be elected by members at the AGM)
- Representatives of LA21 (who shall be elected by members at the AGM, a maximum of 12, plus representatives of special projects, other officers may be appointed from the elected Steering Group members)
- Member of Business Community
- Member of Community Relations Forum
- Woking Borough Council Sustainabilty Team Officers
- Surrey County Council Local Agenda 21 Representative

The members of the Steering Group other than officers representing Surrey County Council and Woking Borough Council shall be approved at the Annual General Meeting of members.

New Steering Group members will be on a probation period for three months, after which the Steering Group will decide on the members suitability for a permanent position on the Steering Group.

All members of the Steering Group other than officers representing Surrey County Council and Woking Borough Council shall be entitled to vote.

The Steering Group shall have the power to do all things necessary to achieve the Objective subject to reporting their actions back to the next Annual General Meeting of members and shall be entitled to co-opt non voting ex-officio members as required.

## Meetings

General Public Meetings or Events for Members shall be held at least three times a year. One meeting shall be the Annual General Meeting which shall be held not more than 15 months after the previous such meeting and for which notice of at least 14 days be given to all those on the Woking Local Agenda 21 Mailing List. All those who live or work in the Borough of Woking shall be entitled to attend and vote.

## Finance

Woking Local Agenda 21 may raise money by means of membership fees, affiliation fees, donations and other sources as may be deemed appropriate. All such monies shall be applied solely towards the Objective of Woking Local Agenda 21. No membership fee shall be charged without the prior approval of the Annual General Meeting, or if necessary an Extraordinary General Meeting. The Financial Year shall end on 31st March in each year.

## Dissolution

Woking Local Agenda 21 may be dissolved at any time by a resolution passed by a majority of those attending and entitled to vote at a General Meeting called with at least 14 days notice to all those on the Woking Local Agenda 21 Mailing List.

## Alteration to the Constitution

Any alteration to this Constitution shall require the assent of a majority of those attending and entitled to vote at a General Meeting called with at least 14 days notice to all those on the Woking Local Agenda 21 Mailing List.

Rod Brans

Chairman Woking Local Agenda 21