

Election/selection of Resident Members to

Avonmouth & Lawrence Weston Neighbourhood Partnership

v2.00 July 2016

The Neighbourhood Partnership has agreed that residents wishing to sit on the Neighbourhood Partnership as Resident Members should either be elected by fellow residents at a Neighbourhood Forum (Elected at Neighbourhood Forums) or should propose themselves following a widely publicised invitation and an exploration of the role with the NP Co-ordinator and existing NP members (Open Door Process).

1. In line with the terms of reference for the neighbourhood partnership, there can be up to **three** resident members per 'village', defined as 'Avonmouth Village'; Shirehampton; Sea Mills/Combe Dingle; Lawrence Weston
2. The following selection processes have been chosen at Neighbourhood Forums held in April 2016:
 - o Avonmouth Village: **Elected at Neighbourhood Forums**
 - o Shirehampton: **Elected at Neighbourhood Forums** (or public meeting)
 - o Sea Mills/Combe Dingle: **Open Door Process**
 - o Lawrence Weston: **Open Door Process**
3. The elections will be held as part of the next round of Neighbourhood Forums:

Dates of Forums:

Avonmouth Village:

Shirehampton:

Election Process (Elected at Neighbourhood Forums)

1. The initial term of NP Resident Members selected in this round will be **12 months** or the **next AGM of the NP**, whichever is the sooner. The NP's selection processes for choosing NP Resident Members and length of term will be reviewed before the 2017 NP AGM meeting.
2. The vote will take place by ballot paper and by individual village area. Only people living in a particular village area shall be eligible to vote for the nominees from that ward. Each resident has up to three votes within their village area. That is, one vote per NP Member space (you can only vote once for any one person) and you do not need to use all your votes.
3. The ballot box will be sealed and stored securely. Votes will be cast in private and will be counted by Bristol City Council staff, in the presence of an independent observer, during the public meetings.

4. Voting will take place between 7.00pm and 8.00pm on the dates above. Results will be communicated at the end of each of the forum meetings.
5. Successful candidates will not have their position ratified until the NP following the Forum or the exploration meeting in the case of the Open Door selection method. Their term will begin from the moment their role is ratified.

Selection Process (Open Access)

1. Residents living in the two village areas of Lawrence Weston and Sea Mills/Combe Dingle should complete the nomination form and return it.
2. All interested residents who've been nominated will be invited to attend a meeting with the Neighbourhood Partnership Co-ordinator and existing NP members (Councillors and Resident Members). This meeting will explore the role and, in the event of more than 3 nominations per village area being received, will aim to agree the 3 Resident Members going forward to the NP by consensus. Criteria which can be considered include geographical spread of nominated residents; range of experience and skills which they bring; links to under-represented sections of the NP population

Nominations

1. An open invitation to nominate oneself or another resident along with a poster inviting nominations and publicising the process will be distributed to the neighbourhood partnership mailing list and advertised on the website and in local libraries. This will include an overview of the responsibilities involved. This method will be used for both selection processes.
2. Nominees will complete a nomination form, which will include a description of the role and what is involved. Nominees will submit a statement, introducing themselves, their interests and their reason for wanting to be involved and how they will fulfil their role.
3. Nominees are eligible to stand if they are:
 - a resident in the village area in which they are standing
 - willing to declare any interests
 - able to fulfil the role as outlined in the role description
4. Closing date for nominations will be *(insert date)*

Publicity

5. Nominations and details of how to vote will be advertised on the NP webpage and in local libraries.

6. NP staff will then publicise the elections, nominees and an open invitation to vote at the public meetings, through the Neighbourhood Partnership mailing list and outreach work.

Voting (Elected at Neighbourhood Forums)

7. Voting will take place at each Neighbourhood Forum meeting or equivalent.
8. Residents will need to attend the Neighbourhood Forum in which they live to vote for their representative.
9. If those nominated are equal or are fewer in number than the vacant places within a 'village area' they will be elected unopposed, which means an election will not take place.

Elected NP Resident Members

1. Once elected Resident Members will remain in office for 12 months or the next AGM of the NP, whichever is the sooner.
2. NP Resident Members can re-apply after this initial term and can stand (after re-election/re-selection) for a maximum of five years, however it is envisaged that four years shall be the norm. When a 'village area' member has been in the role for five years they must stand down for at least 12 months.
3. All NP Resident Members are expected to live in the 'village areas' for which they are members..
4. Once elected/selected, NP Resident Members will take part in an induction process.

Role of NP Resident Members

1. The role of an NP Resident Member is to:
 - have a commitment to improving the local area
 - To be informed about issues in the local area
 - To take an overview of the whole NP, not simply their immediate neighbourhood
 - To be an Equalities Champion – to promote inclusion of different groups of people in the work of the NP
 - To be active in Neighbourhood Forums
 - To communicate with other residents in their village area the work of the NP and opportunities for them to be involved in it
 - To be committed to developing the participation of wider resident body
 - To promote the work of the NP positively

2. NP Resident Members may also be expected to be active members of at least one NP working group and may be asked to chair or take notes.

Disputes

An independent observer will investigate any disputes regarding the election process.