

Crewkerne Health Centre Patient Forum

Crewkerne Health Centre, Middle Path, Crewkerne, TA18 8BX



Crewkerne Health Centre Patient Forum Constitution

1. The PPG shall be known as Crewkerne Health Centre Patient Forum.
2. The Forum shall elect from its number the positions of Chair, Deputy Chair, Secretary and Treasurer, hereinafter called the Officers.
3. The Officers shall be elected annually at the AGM and may offer themselves for re-election.
4. All Forum members and Officers, with the exception of the Chair, shall have one vote. The Chair shall have an additional vote in the case of an even vote.
5. The resolution of any matter notified on the agenda shall be decided by a simple majority vote.
6. The Forum shall have the power to co-opt for specific purposes but the co-opted member shall have no voting rights.
7. An agenda should be circulated at least 7 days prior to the date of each meeting.
8. Items for inclusion on the agenda should be submitted one week prior to the agenda circulation.
9. The Forum shall meet a minimum of 6 times per year. Dates will be agreed and confirmed at the AGM.
10. Non-attendance at the Forum meeting for 3 consecutive meetings, without an apology, will automatically disbar that Member from Forum membership.
11. The Forum may appoint sub committees to perform specific functions e.g. fund raising, publicity and those sub-committees will have the power to co-opt. The decisions of all sub committees must be ratified by the Forum.
12. Minutes of each meeting shall be sent out at the earliest opportunity and will be posted on the practice website.
13. A simple statement of accounts by the Treasurer shall be presented at each AGM. No separate audit is required.