



SHIPS MEMBERS ARTS FORUM

RULES OF ASSOCIATION

1. Purpose

- 1.1 The Forum's main purposes are:
- raising the profile of the arts in the sub region (see 2.1 for area covered)
 - sharing examples of good practice
 - coordinating investment for the arts
 - encouraging joint working between member authorities and regional and national bodies
- 1.2 The Forum also exists to discuss arts matters of interest and, in particular, to concentrate on the following:
- general arts matters in the sub region and beyond
 - the South East Regional Arts Council activities
 - the Sub Regional Joint Investment Fund
- 1.3 To receive reports from those councillors on the South East Regional Arts Council from the SHIPS area and to advise them on arts matters of concern to the SHIPS' local authorities.

2. Membership

- 2.1 Membership of the Forum is open to
- **S**outhampton City Council
 - **H**ampshire County Council
 - **I**sle of Wight Council
 - **P**ortsmouth City Council and all district and borough councils of Hampshire.
- 2.2 Each local authority shall appoint one councillor to attend meetings and may name a deputy, a councillor or officer, to attend in their place as necessary. The appointed councillor should serve on the Forum for at least a year. Officers of each member authority may attend meetings in an advisory, non-voting capacity unless appointed as deputies. Wherever possible authorities in membership are expected to appoint their executive member with responsibility for arts matters. The councillor appointees to the Regional Arts Council are invited to each meeting in an ex-officio capacity.

- 2.3 With the agreement of the majority, additional non-voting members or officers may be co-opted for individual meetings.
- 2.4 The Regional Executive Director of Arts Council England South East (or their representative) will be invited to attend meetings of the Forum in an ex-officio capacity. They will be able to vote on distribution of the Joint Investment Fund.

3. The SHIPS Joint Investment Fund for the Arts

- 3.1 Each member of the SHIPS Members Arts Forum shall be invited to pay into the Joint Investment Fund a sum of money at an annual scale rate decided by the SHIPS Members Arts Forum.
- 3.2 The SHIPS Members Arts Forum shall decide the themes of the Joint Investment Fund at its meeting. These themes shall be set for each financial year.
- 3.3 The Forum shall decide on the mechanisms for the collection and distribution of funds.
- 3.4 The management of the Joint Investment Fund shall be by a SHIPS Arts Forum Member authority or Arts Council England South East.

4. Voting

- 4.1 As all Forum Members' views should be taken into account as far as possible, voting will be the exception rather than the rule.
- 4.2 Decisions cannot be binding on any local authority.
- 4.3 Voting shall be by a simple majority of those present and each local authority shall have one equal vote made by their nominee or their substitute. If there is an equality of votes, the Chair/Chairman shall have a second or a casting vote.

5. Quorum

- 5.1 A quorum shall consist of four members of the Forum.

6. Chair/Chairman and Vice-Chair/Chairman

- 6.1 A Chair/Chairman and Vice-Chair/Chairman will be elected by the Forum Members for a period of one year at the first meeting after the annual local authority elections each year.
- 6.2 The Chair/Chairman will be able to hold office for only two/four consecutive years.

7. The Secretariat

7.1 The Secretariat of the Forum will be provided by one of the Member local authorities.

8. Meetings

8.1 The Forum will meet often enough to ensure that the views of the Forum are known to the Members representing local authorities of the SHIPS sub region on the South East Regional Arts Council. Extra meetings may be convened following the consultation with the Chair/Chairman.

9. Rules of Association

9.1 These rules can be voted upon as long as a motion is notified at the previous meeting. These rules, and any changes, must be approved by all Member authorities.