

**TSHWANE
HEALTH AND
DEVELOPMENTAL SOCIAL
WELFARE
FORUM**

Terms of Reference

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1. NAME

The name of the Association shall be the TSHWANE HEALTH AND DEVELOPMENTAL SOCIAL WELFARE FORUM (hereinafter called “the Forum”).

2. PURPOSE

The Forum has an advisory and advocacy role within civil society at large to the Local Government, inter alia for:

- 2.1 Co-ordination of Health and Developmental Social Welfare related projects and programs in the area of the City of Tshwane Metropolitan Municipality.
- 2.2 Building partnerships and networks to strengthen health and Developmental Social Welfare services in the area of the City of Tshwane Metropolitan Municipality.
- 2.3 This forum will not have any powers on decision making, but can make recommendations to Council and representative bodies.

3. GOALS

The goals of the Forum shall be:-

- 3.1 To improve the health and well-being of the citizens in the City of Tshwane Metropolitan Municipality.
- 3.2 To co-ordinate and combine efforts in addressing health and Developmental social welfare needs of the community.

4. OBJECTIVES

In pursuit of the Goals, the Objectives of the Forum shall be to:

- 4.1 Build partnership and networks between Civil Society and Local Government.
- 4.2 Develop a communication strategy to share information on resources and services.
- 4.3 Establish a database of all organisations in Tshwane and develop an effective referral system.

- 4.4 Identify potential funding sources and facilitate accessing of funds. The Forum will also play an advisory role to funding institutions.
- 4.5 Advise Local Government and provide input on strategy and processes, based on experience and expertise. This includes input through programme development processes (planning, consultation and review), comments on documentation and FORUM meetings.
- 4.6 To consult, work with and support other community, government or non-government organisations and individuals in the pursuit of the Goals of the FORUM.

5. MEMBERSHIP

- 5.1 Membership of the Forum will be open to all organisations in the health and welfare field, including representation of members from Non-governmental Organisations, Community-based Organisations, Local Government, Provincial Government, as well as the Private sector.

- 5.2 The number of members shall be unlimited.

The membership application shall be supported by:

- The Constitution of the concerned local health and/or welfare organisation;
- An account of the cultural activities of the concerned local health/welfare organisation;
- The number of members of the organisation; and
- Full particulars of the management committee of the concerned local health/welfare organisations.

- 5.3 Membership shall cease on:

5.3.1 Resignation in writing delivered to the offices of the Forum. (Social Development Department)

5.3.2 Dissolution of an organisation

- 5.4 The executive committee of the Forum shall consider each application of organisations applying for membership of the forum on its own merits and may approve or reject such application.

6. GOVERNANCE

- 6.1 Management shall be vested in an executive committee which shall be responsible for the governance of the Forum.
- 6.2 The executive committee shall consist of not less than 8 members but not more than 12 members who shall be full members of the Forum and who shall comprise of:
 - 6.2.1 The Chairperson, Deputy Chairperson, and Secretary who shall be elected at the First Full Meeting of the Forum as hereinafter provided.
 - 6.2.2 Each sector (Health & Welfare, NGO's, CBO's, Private FBO's) shall nominate one member who will represent it.
- 6.3 The executive committee shall meet as often as may be required to conduct the business of the Forum and not less than 6 times each calendar year.
- 6.4 The quorum shall be 50% of members.
- 6.5 The Chairperson or any three other members of the executive committee shall have power to call a meeting of the executive committee.
- 6.6 Notice of meetings shall be given at the previous executive committee meeting or by 7 day's written notice distributed to all members or in an emergency by such other notice as shall be ratified by the executive committee.
- 6.7 A member representing an organisation shall cease to hold such office upon:-
 - 6.7.1 Resignation in writing;
 - 6.7.2 Suspension as a member of the Forum;
 - 6.7.3 Death;
 - 6.7.4 Withdrawal of membership of the representative organisation;
 - 6.7.5 Absence for three successive meetings without reasonable explanation acceptable to the executive committee.

- 6.7.6 Unanimous vote by all other executive committee members to declare the position vacant because duties of the position have not been performed by the member in an acceptable manner PROVIDED THAT notice of motion to declare the position vacant has been given to the executive committee, and that the member who is the subject of the motion shall be afforded the opportunity to speak on the motion.
- 6.8 Vacancies not filled or arising in the executive committee or other members may be filled by the executive committee for the unexpired remainder of the term by seeking new nominations or by co-option to fill vacancies of the elected members.
- 6.9 The executive committee may function notwithstanding any vacancies provided that the number is not reduced below the quorum.
- 6.10 The executive committee may appoint sub-committees from members and non-members for specific purposes who shall meet as they deem fit or as directed by the executive committee and shall report to the executive committee.
- 6.11 Members shall upon election or nomination represent their organisation and also support and implement the objectives of the Forum.
- 6.12 Members shall not participate in any discussion in which they personally or their organisation has interest in the outcome of the decision.
- 6.13 No member of the executive committee shall hold the office for more than 3 successive years, unless they are voted by 2/3 majority of the forum members.
- 6.14 Membership will be on a voluntary basis without remuneration.
- 6.15 City of Tshwane Metropolitan Municipality will be responsible for the administrative support of the Forum and its Executive Committee.

7. GENERAL FORUM MEETINGS

- 7.1 General Forum Meetings shall be held six monthly in each calendar year

- 7.2 The business of the General Forum Meeting shall be:-
- 7.2.1 To confirm the minutes of the preceding Forum Meeting;
 - 7.2.2 To receive a report from the Chairperson on the activities and operation of the Forum for the period since the previous meeting
 - 7.2.3 The chairperson, deputy chairperson and secretaries of the executive committee shall be elected at the Annual General Meeting of the Forum.
- 7.3 Voting procedures at an annual general meeting:
- 7.4 Members shall each be entitled to one vote.
- 7.5 A quorum at a General Forum Meeting shall be 50% + of the membership.
- 7.6 If at any General Forum Meeting there is no quorum within 30 minutes of the time appointed for commencement of the meeting, the majority of members present may decide to adjourn the meeting for a period not exceeding 14 days. The members attending such adjourned meeting shall constitute a quorum.
- 7.7 The secretary shall ensure that notice of meetings is given in accordance with this constitution.
- 7.8 Documents will be distributed with the agenda to Forum members and executive committee before such meetings.

8. DECISION MAKING PROCESS

- 8.1 Decisions pertaining to matters on the agenda should be decided by means of consensus. In the absence of consensus, decisions shall be passed by a majority of members present voting in favour or against the proposal.
- 8.2 Persons with special interests or knowledge relevant to the Forum may be invited to attend any meeting and to speak at the discretion of the Chairperson but such persons may not vote.

9. VOTING

- 9.1 Nominations shall be by show of hands.
- 9.2 Voting shall be by secret ballot.

- 9.3 Members of the Forum and of the executive committee may vote by proxy provided that:
- 9.3.1 Proxies will not count towards a quorum.
 - 9.3.2 Each person may hold only one proxy.
 - 9.3.3 A proxy may be held only by a member at a Meeting, and by an office bearer at an Executive Committee Meeting.

10. MINUTES OF THE MEETING

Minutes shall be made of all resolutions passed at meetings of the executive committee, the annual general meeting and special general meetings of the Forum.

11. OFFICE BEARERS

- 11.1 The Chairperson shall chair Executive, General and special meetings except that in the absence of the Chairperson or at the request of the Chairperson or the majority of a meeting the Deputy Chairperson or another member may be elected as chairperson for that meeting.
- 11.2 The chairperson shall have a personal deliberative vote and a casting vote if votes are equal.
- 11.3 The Chairperson together with the Deputy Chairperson and the Secretary shall prepare the agenda for Executive Committee and General Meetings.
- 11.4 The Chairperson shall encourage participation by all members and shall decide on matters of order.
- 11.5 The Chairperson shall act as Spokesperson unless an alternative Spokesperson has been appointed by the Executive committee or a General Meeting. The Spokesperson shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least 6 members of the executive committee.
- 11.6 The Chairperson shall attend to the responsibilities set out in any role description approved by the Forum.
- 11.7 The Deputy Chairperson shall carry out responsibilities delegated to him/her by the Chairperson and in the absence of the Chairperson shall act as Chairperson.

- 11.8 Documents will be distributed with the agenda to Forum members and executive committee members before their respective meetings; 14 days before such meetings.
- 11.9 The Secretary shall ensure that records of the Forum are kept including: the terms of reference and policies, records of members, a register of minutes of meetings and of notices, a file of correspondence, and records of submissions or reports made by or on behalf of the Forum
- 11.10 In the absence of the Secretary or at the request of the Secretary or the majority members, another member may be elected as secretary.
- 11.11 The Secretary shall attend to the responsibilities set out in any role description approved by the Forum or executive committee.

12. AMENDMENTS

- 12.1 The terms of reference may be repealed or amended by a resolution of 75% of members present and voting at a General Meeting of which not less than 14 days' written notice including notice of the proposed repeal or amendment shall have been distributed to all members.
- 12.2 Rules for the proper administration of meetings or business may be made, repealed or amended by a General Meeting or by a Executive Committee Meeting subject to subsequent disallowance at a General Meeting, provided that not less than 14 days' written notice including notice of the proposed new rule, repeal or amendment has been distributed to all members.

13. DISSOLUTION

The Health and Developmental Social Welfare Forum may be dissolved, if at least two thirds of the members present and voting at a general meeting of members convened for the purpose of considering such matters are in favour of dissolution. Not less than 21 days notice shall be given of such meeting and notice convening the meeting shall clearly state the question of dissolution of the Association shall be considered.

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CHAIRPERSON

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SECRETARY

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DATE

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DATE