

APPENDIX - Exbourne Neighbourhood Plan, Group Terms of Reference

Membership and Governance

If voting is required, what voting arrangements are in place?

Decisions will generally be made by consensus. If consensus is not achieved on any discussion item, then a vote will be held, which will be governed by the following procedures:

- A motion/proposal will be made which should be duly seconded then voted on by a show of hands;
- A simple majority will decide the success or failure of the motion/proposal;
- The Group will be deemed quorate if 4 or more members are present;
- Any member declaring a conflict of interest in relation to a motion/proposal will not be entitled to vote; and
- Ward Members will not be entitled to vote.