**Terms of Reference for the Regional Forum**

**1. Name**

* 1. The name of the Forum recognised by and under the control and supervision of Amnesty International UK Section (hereinafter “The Section”) shall be the Regional Forum (herein called the “Forum”).

**2. Aims**

2.1 The Forum shall advance the objectives of The Section and conform to the practices and policies of The Section or global movement where applicable.

2.2 The Forum shall support and facilitate the Regional Representatives to further their aims as described in the Regional Representatives Role Outline.

**3. Membership, Chair & Representatives**

3.1 Membership of the Forum shall compromise of elected Regional Representatives.

3.2 The Chair will be nominated and elected by the Regional Representatives

 3.2.1 The Chair will hold the post for one year and can be re-elected

3.3 The Forum will elect its representatives to AIUK board subcommittees and other Amnesty meetings and committees as occasions arise.

3.3.1 Representatives hold the post for one year, unless otherwise decided, and can be re-elected.

3.3.2 Representatives endeavour to consult their fellow regional representatives where appropriate and possible and will report back on proceedings

3.3.3 Representatives endeavour to attend all meetings to which they are elected representatives and will inform the Forum if they are unable to do so in order for the Forum to find a replacement where possible.

3.4 The Chair of the Forum and any representative can be asked to step down at any time if the majority of the Forum members request this

3.4 Members of the Forum are subject to the AIUK Activist Code of Conduct and will be removed from their position if they are found to be in breach of the Code.

**4 Election of Regional Representatives**

4.1 In order to stand for election as Regional Representative a candidate must be a member of The Section and a member of a local group in the Region for which the candidate endeavours to be elected

4.2 The election will be overseen and run by the Section’s Election Officer

**5. Meetings of the Forum**

5.1 The Committee shall meet at least three times a year. There will be additional meetings as deemed appropriate by the Forum.

5.2 The decisions of the Forum shall be by consensus, or if a consensus cannot be reached, the decisions of the Forum shall be by simple majority of those Forum members present and voting.

5.3 The Chair of the Forum shall work with the Community Organiser to produce agendas for meetings

5.4 Regional Representatives will take it in turn to produce minutes in a timely manner.

5.5 Regional Representatives shall distribute the minutes to their local groups and other activists in their Region. Minutes of the Forum shall be available to local group activists and others via request to the Community Organiser.

**6. Accountability and Governance**

6.1 The Forum shall comply with the AIUK codes of practice wherever possible unless otherwise stated.