

The Companies Acts 1985 to 2006

Company Limited by Guarantee and not Having a Share Capital

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**Memorandum  
and  
Articles of Association  
of  
Low Carbon Vehicle Partnership**

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Company Limited by Guarantee and not Having a Share Capital

**Memorandum of Association**

**of**

**Low Carbon Vehicle Partnership**

**Name**

1. The name of the company is Low Carbon Vehicle Partnership. In this Memorandum and the company's Articles of Association it is called "the Charity".

**Registered office**

2. The registered office of the Charity is situated in England and Wales.

**Objects**

3. The objects of the Charity are:

The preservation, conservation and protection of the environment by the reduction of greenhouse gas emissions from road transport including through encouraging a shift to low carbon vehicles and fuels and the promotion of industry and commerce for this purpose.

**Powers**

4. To further its objects the Charity may:
  - 4.1 provide and assist in the provision of money, materials or other help;
  - 4.2 organise and assist in the provision of conferences, courses of instruction, exhibitions, lectures and other educational activities;
  - 4.3 publish and distribute books, pamphlets, reports, leaflets, journals, films, tapes and instructional matter on any media;
  - 4.4 promote, encourage, carry out or commission research, surveys, studies or other work, making the useful results available;
  - 4.5 provide or procure the provision of counselling and guidance;
  - 4.6 provide or procure the provision of advice;

- 4.7 alone or with other organisations seek to influence public opinion and make representations to and seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to those which an English and Welsh Charity may properly undertake;
- 4.8 enter into contracts to provide services to or on behalf of other bodies;
- 4.9 acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip any buildings or facilities;
- 4.10 subject to any consent required by law, dispose of or deal with all or any of its property with or without payment and subject to such conditions as the Trustees think fit;
- 4.11 subject to any consent required by law, borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds;
- 4.12 set aside funds for special purposes or as reserves against future expenditure;
- 4.13 invest the Charity's money not immediately required for its objects in or upon any investments, securities, or property;
- 4.14 delegate the management of investments to a financial expert or experts provided that:
  - 4.14.1 the investment policy is set down in writing for the financial expert or experts by the Trustees;
  - 4.14.2 every transaction is reported promptly to the Trustees;
  - 4.14.3 the performance of the investments is reviewed regularly by the Trustees;
  - 4.14.4 the Trustees are entitled to cancel the delegation arrangement at any time;
  - 4.14.5 the investment policy and the delegation arrangements are reviewed at least once a year;
  - 4.14.6 all payments due to the financial expert or experts are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  - 4.14.7 the financial expert or experts may not do anything outside the powers of the Trustees;
- 4.15 arrange for investments or other property of the Charity to be held in the name of a nominee or nominees (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert or experts acting under their instructions and pay any reasonable fee required;
- 4.16 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;

- 4.17 open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments;
- 4.18 subject to the restriction in clause 4.20 raise funds by way of subscription, donation or otherwise;
- 4.19 accept (or disclaim) gifts of money and any other property;
- 4.20 trade in the course of carrying out the objects of the Charity and carry on any other trade which is not expected to give rise to taxable profits;
- 4.21 incorporate subsidiary companies to carry on any trade;
- 4.22 subject to clause 5:
  - 4.22.1 engage and pay employees, consultants and professional or other advisers; and
  - 4.22.2 make reasonable provision for the payment of pensions and other retirement benefits to or on behalf of employees and their spouses and dependants;
- 4.23 establish and support or aid in the establishment and support of any other organisations and subscribe, lend or guarantee money or property for charitable purposes;
- 4.24 become a member, associate or affiliate of or act as trustee or appoint trustees of any other organisation (including without limitation any charitable trust of permanent endowment property held for any of the charitable purposes included in the Charity's objects);
- 4.25 undertake and execute charitable trusts;
- 4.26 amalgamate with or acquire or undertake all or any of the property, liabilities and engagements of any body having objects wholly or in part similar to those of the Charity;
- 4.27 co-operate with charities, voluntary bodies, statutory authorities and other bodies and exchange information and advice with them;
- 4.28 pay out of the funds of the Charity the costs of forming and registering the Charity;
- 4.29 insure the property of the Charity against any foreseeable risk and take out other insurance policies as are considered necessary by the Trustees to protect the Charity;
- 4.30 provide indemnity insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Charity, including without limitation any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading), provided that any such insurance shall not extend to the provision of any indemnity for a person in respect of:

- 4.30.1 any act or omission which he or she knew to be a breach of trust or breach of duty or which was committed by him or her in reckless disregard to whether it was a breach of trust or breach of duty or not;
- 4.30.2 any liability incurred by him or her in defending any criminal proceedings in which he or she is convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct by him or her; or
- 4.30.3 in relation to any liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986, any liability to make such a contribution where the basis of the Trustee's liability is his or her knowledge prior to the insolvent liquidation of the Charity (or reckless failure to acquire that knowledge) that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation;

and

- 4.31 do all such other lawful things as may further the Charity's objects.

#### **Limitation on private benefits**

- 5.1 The income and property of the Charity shall be applied solely towards the promotion of its objects.
- 5.2 Except as provided below no part of the income and property of the Charity may be paid or transferred directly or indirectly by way of benefit to the members of the Charity and no Trustee may receive any remuneration or other benefit in money or money's worth from the Charity. This shall not prevent any payment in good faith by the Charity of:
  - 5.2.1 any payments made to any member, Trustee or Connected Person in their capacity as a beneficiary of the Charity;
  - 5.2.2 reasonable and proper out of pocket expenses of the Trustees;
  - 5.2.3 reasonable and proper remuneration to any Trustee for any goods or services supplied to the Charity on the instructions of the Trustees (excluding the service of acting as Trustee and services performed under a contract of employment with the Charity) provided that:
    - (a) the procedure described in Article 91 to 92 of the Articles (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision; and
    - (b) this provision together with clause 5.2.4 of this Memorandum may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee).

- 5.2.4 reasonable and proper remuneration to any person (not being a Trustee) for any goods or services supplied to the Charity (including services performed under a contract of employment with the Charity) provided that:
- (a) if such person is a Connected Person the procedure described in Articles 91 to 92 of the Articles (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person; and
  - (b) this provision together with clause 5.2.3 of this Memorandum may not apply to more than half of the Trustees in any financial year (and for these purposes such provisions shall be treated as applying to a Trustee if they apply to a person who is a Connected Person in relation to that Trustee);
- 5.2.5 interest on money lent by any member, Trustee or Connected Person at a reasonable and proper rate;
- 5.2.6 any reasonable and proper rent for premises let by any member, Trustee or Connected Person;
- 5.2.7 reasonable and proper premiums in respect of indemnity insurance effected in accordance with clause 4.30 of this Memorandum;
- 5.2.8 any payments made to any Trustee or officer under the indemnity provisions set out at Article 108;
- 5.3 The restrictions on benefits and remuneration conferred on members of the Charity and on the Trustees by clause 5.2 of this Memorandum and the exceptions to such restrictions in clauses 5.2.1 to 5.2.8 inclusive of this Memorandum shall apply equally to benefits and remuneration conferred on members of the Charity and on the Trustees by any Subsidiary Company, and for this purpose references to the Charity in clauses 5.2.3 and 5.2.4 shall be treated as references to the Subsidiary Company and references to a Trustee in clause 5.2.3 shall be treated as references to a director of the Subsidiary Company.
- 5.4 For any transaction authorised by clause 5.2, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Charity shall be disapplied provided the relevant provisions of clause 5.2 have been complied with.

### **Limited liability**

6. The liability of the members is limited.
7. Every member of the Charity undertakes to contribute a sum not exceeding £1 to the assets of the Charity if it is wound up during his or her membership or within one year afterwards:
- 7.1 for payment of the debts and liabilities of the Charity contracted before he or she ceased to be a member;
  - 7.2 for the costs, charges and expenses of winding up;

7.3 for the adjustment of the rights of the contributories among themselves.

### **Winding up**

8. If any property remains after the Charity has been wound up or dissolved and the debts and liabilities have been satisfied it may not be paid to or distributed among the members of the Charity, but must be given to some other institution or institutions with similar objects which is or are regarded as charitable under the law of every part of the United Kingdom. The institution or institutions to benefit may be chosen by resolution of the members at or before the time of winding up or dissolution, and subject to any such resolution of the members may be chosen by resolution of the Trustees at or before the time of winding up or dissolution.

### **Definitions**

9. Words and phrases used in this Memorandum of Association have the same meanings as are ascribed to them in the Articles of Association of the Charity unless the context otherwise requires.

We, the subscribers to this Memorandum, wish to be formed into a company in accordance with this Memorandum

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**Signatures, Names and Addresses of Subscribers**

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- |    |                              | Guarantee |
|----|------------------------------|-----------|
| 1. | Signature:                   | £1        |
|    | Name:                        |           |
|    | Address:                     |           |
|    | Date:                        |           |
|    | [WITNESS to above signature: |           |
|    | Signature:                   |           |
|    | Name:                        |           |
|    | Address:                     |           |
|    | Occupation:]                 |           |
| 2. | Signature:                   | £1        |
|    | Name:                        |           |
|    | Address:                     |           |
|    | Date:                        |           |
|    | [WITNESS to above signature: |           |
|    | Signature:                   |           |
|    | Name:                        |           |
|    | Address:                     |           |
|    | Occupation:]                 |           |

3. Signature: £1

Name:

Address:

Date:

[WITNESS to above signature:

Signature:

Name:

Address:

Occupation:]

The Companies Acts

Company Limited by Guarantee and not Having a Share Capital

**Articles of Association**

**of**

**Low Carbon Vehicle Partnership**

**Interpretation**

1. In these Articles and the Memorandum the following terms shall have the following meanings:

<b>Term</b>	<b>Meaning</b>
1.1 <b>“address”</b>	includes a number or address used for the purposes of sending or receiving documents by electronic means
1.2 <b>“Articles”</b>	these Articles of Association of the Charity
1.3 <b>“Appointments Meeting”</b>	the first board meeting after 1 <sup>st</sup> January each year
1.4 <b>“Charity”</b>	Low Carbon Vehicle Partnership
1.5 <b>“circulation date”</b>	in relation to a written resolution, has the meaning given to it in the Companies Acts
1.6 <b>“clear days”</b>	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
1.7 <b>“Companies Acts”</b>	has the meaning given to it in section 2 of the Companies Act 2006
1.8 <b>“Conflict of Interest”</b>	any direct or indirect interest of a Trustee (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Charity
1.9 <b>“Connected Person”</b>	any person falling within one of the following categories and where payment to that person might result in the Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a

		relationship with a Trustee which may reasonably be regarded as equivalent to such a relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital
1.10	<b>“Council of Members”</b>	the Council appointed by the trustees from time to time
1.11	<b>“a Co-opted Trustee”</b>	a Trustee who has been co-opted by the Trustee Board in accordance with Article 17
1.12	<b>“Elected Trustee”</b>	a Trustee who has been elected by a Stakeholder Group in accordance with Article 20
1.13	<b>“electronic form” and “electronic means”</b>	have the meanings respectively given to them in the Companies Act 2006
1.14	<b>“Ex-Officio Trustee”</b>	the ex-officio trustee identified in Article 27
1.15	<b>“financial expert”</b>	an individual, company or firm who is authorised to give investment advice under the Financial Services and Markets Act 2000
1.16	<b>“Full Member”</b>	members that have completed the membership registration process, have been approved as a member by the trustees and have either paid the annual membership fee or made an agreed commitment to provide an in-kind contribution of equivalent value
1.17	<b>“hard copy” and “hard copy form”</b>	have the meanings respectively given to them in the Companies Act 2006
1.18	<b>“Hour”</b>	any full period of an hour but not including any part of a day that is a Saturday Sunday or Bank Holiday in England
1.19	<b>“Memorandum”</b>	the Memorandum of Association of the Charity
1.20	<b>“Secretary”</b>	the secretary of the Charity (if any)
1.21	<b>“Stakeholder Group”</b>	the Stakeholder Groups listed in Article 15
1.22	<b>“Standing Orders”</b>	the standing orders of the Charity as adopted by the Trustees from time to time
1.23	<b>“Subsidiary Company”</b>	any company in which the Charity holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company

- 1.24 **“Trustee” and “Trustees”** the director and directors as defined in the Companies Acts
2. In these Articles and the Memorandum:
- 2.1 Subject to Article 2.2, any reference in these Articles or the Memorandum to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
- 2.2 Unless the context otherwise requires, words or expressions contained in the Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles became binding on the Charity.
- 2.3 The provisions of the Memorandum to the extent that they could have been contained in the Articles shall take effect as though repeated in the Articles.

### **Members**

3. The subscribers to the Memorandum and such other persons as are admitted to membership by the Trustees in accordance with the Articles shall be members of the Charity. The names of the members of the Charity shall be entered in the register of members.
4. Every person who wishes to become a member shall apply to the Charity in such form as the Trustees require. The Trustees shall have power to admit persons to membership and may in their absolute discretion decline to accept any person as a member and need not give reasons for so doing.
5. Each member must join a Stakeholder Group. The Trustees shall determine which Stakeholder Group a member will join.
6. A member may apply to the Trustees to change Stakeholder Groups. The Trustees shall determine whether a member may change Stakeholder Groups.
7. The Trustees may from time to time prescribe criteria for membership but shall not by so doing become obliged to accept persons fulfilling those criteria as members.
8. If a person becomes a member as a representative of an unincorporated association or body, the name of the member, the name of the unincorporated association or body and the fact that the member is its representative shall be entered in the register of members. Subject to the Trustees’ right to decline to accept any person as a member, the unincorporated association or body shall be entitled to replace the member who is its representative with another person by giving notice to the Charity and without it being necessary for the outgoing member to give notice or the incoming member to complete an application form.
9. Every corporate member shall appoint individual(s) (as the Trustees may agree) to represent it at meetings of the Charity and the name(s) of any such representative(s) and the fact that he or she is a representative of such member shall be noted in the register of members. A corporate member shall be able to replace its representative(s) with other individual(s) by giving notice to the Charity.

10. Subject to Article 8, membership shall not be transferable and shall cease on death. A member shall cease to be a member:
  - 10.1 on the expiry of at least twenty-eight clear days' notice given by him or her to the Charity of his or her intention to withdraw;
  - 10.2 if any subscription or other sum payable by the member to the Charity is not paid on the due date and remains unpaid thirty days after notice served on the member by the Charity informing him or her that he or she will be removed from membership if it is not paid. The Trustees may re-admit to membership any person removed from membership on this ground on his or her paying such reasonable sum as the Trustees may determine;
  - 10.3 if he or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally or it goes into liquidation otherwise than for the purpose of a solvent reconstruction or amalgamation or has an administrator or a receiver or an administrative receiver (but not an interim manager appointed under Section 18 of the Charities Act 1993) appointed over all or any part of its assets or an order is made or a resolution passed for its winding up; or
  - 10.4 if, at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed resolving that the member be expelled on the ground that his or her continued membership is harmful to or is likely to become harmful to the interests of the Charity or the member no longer meets the membership criteria as prescribed by the Trustees. Such a resolution shall not be passed unless the member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees
11. Subject to the Companies Acts, the Trustees may establish such classes or categories of membership as they think fit. The Trustees may at their discretion levy subscriptions on members of the Charity at such rate(s) as they shall decide and may levy subscriptions at different rates on different classes or categories of members.

## **Patrons**

12. The Trustees may appoint and remove any individual(s) as patron(s) of the Charity and on such terms as they shall think fit. A patron shall have the right to be given notice of, to attend and speak (but not vote) at any general meeting of the Charity as if a member and shall also have the right to receive accounts of the Charity when available to members.

## **Trustees**

### ***Composition of the Board***

13. Those persons notified to the Registrar of Companies as the first directors of the Charity shall be the first Trustees.
14. There shall be at least six Trustees and a maximum of twenty Trustees of whom not more than:

- 14.1 12 are Elected Trustees;
- 14.2 7 are Co-opted Trustees; and
- 14.3 1 are Ex-Officio Trustees.
15. The Trustees will comprise representatives from the following Stakeholder Groups:

**Stakeholder Groups**

Automotive manufacturers

Automotive supplier, consultant or technology provider  
or after service

Fuel or energy supplier

Transport operators and consumer organisations

Independent Trusts and Public Sector Organisations  
(including trusts, agencies NDPBs and local government)

Environmental, academic and other organisations

16. The first Appointments Meeting shall be the first meeting of the Trustees in 2010.

***Co-opted Trustees***

17. The Trustees may appoint up to 7 Co-opted Trustees and shall allocate each Co-opted Trustee to a Stakeholder Group. The Trustees shall have regard to the particular composition of the Board with a view to maintaining a balance of experience, skills and interests.
18. Each Stakeholder Group may have up to two Co-opted Trustees.
19. Co-opted Trustees may only serve one term of 2 years following which they will be eligible for election as an Elected Trustee in accordance with Articles 20 to 26.

***Elected Trustees***

20. Each year the members of a Stakeholder Group can elect one Elected Trustee from within their membership.
21. The maximum number of Elected Trustees for each Stakeholder Group is two.
22. The elections for the Elected Trustees shall be in accordance with the Standing Orders.
23. Subject to Article 25 each Elected Trustee takes up office from the beginning of the first board meeting after 1<sup>st</sup> January following his election.

24. Subject to Article 25 each Elected Trustee is elected for a two year term ending at the start of the second Appointments Meeting since his term began.
25. If an Elected Trustee resigns or is removed, the relevant Stakeholder Group shall hold emergency elections in accordance with the Standing Orders. Any Elected Trustee elected under this Article shall take up office immediately for a term ending at the start of the second Appointments Meeting since his term began.
26. If the Trustees dismiss an Elected Trustee in accordance with Articles 30.7 they shall ask the relevant Stakeholder Group to elect a new Elected Trustee.

### **Ex-Officio Trustee**

27. There shall be one Ex-Officio Trustee. The Ex-Officio Trustee shall be the Chairman of the Council of Members for the time being.
28. The Ex-Officio Trustee shall not be subject to any length of term or to election.

### ***Appointment, retirement, removal and disqualification of Trustees***

29. No person may be appointed as a Trustee:
  - 29.1 unless he or she has attained the age of 18 years; or
  - 29.2 in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of the Articles.
30. The office of a Trustee shall be vacated if:
  - 30.1 he or she ceases to be a Trustee by virtue of any provision of the Companies Acts or he or she becomes prohibited by law from being a Trustee;
  - 30.2 he or she is disqualified under the Charities Act 1993 from acting as a Trustee;
  - 30.3 he or she becomes bankrupt or makes any arrangement or composition with his or her creditors generally;
  - 30.4 the Trustees reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office;
  - 30.5 he or she resigns by notice to the Charity;
  - 30.6 he or she fails to attend three consecutive meetings of the Trustees and the Trustees resolve that he or she be removed for this reason;
  - 30.7 at a meeting of the Trustees at which at least half of the Trustees are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the Trustee has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Trustees.

### ***Powers of Trustees***

31. Subject to the Companies Acts, the Memorandum and the Articles, the business of the Charity shall be managed by the Trustees who may exercise all the powers of the Charity. No alteration of the Memorandum or Articles shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. The powers given by this Article shall not be limited by any special power given to the Trustees by the Articles and a meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
32. The continuing Trustees or a sole continuing Trustee may act despite any vacancies in their number but while there are fewer Trustees than required for a quorum the Trustees may only act for the purpose of increasing the number of Trustees or of summoning a general meeting of the Charity.
33. All acts done by a person acting as a Trustee shall, even if afterwards discovered that there was a defect in his or her appointment or that he or she was disqualified from holding office or had vacated office, be as valid as if such person had been duly appointed and was qualified and had continued to be a Trustee.
34. Subject to the Articles the Trustees may regulate their proceedings as they think fit.

### ***Chair and Vice Chair***

35. The Trustees may appoint one of their number to be the chair of the Trustees and up to two Vice Chairs for a term of one year.
36. The Trustees may at any time remove the Chair or Vice Chairs from his or her office.

### ***Delegation of Trustees' powers***

37. The Trustees may by power of attorney or otherwise appoint any person to be the agent of the Charity for such purposes and on such conditions as they determine.
38. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day to day management of the affairs of the Charity to any person or committee in accordance with the conditions set out in these Articles.

### ***Delegation to committees***

39. In the case of delegation to committees:
  - 39.1 the resolution making that delegation may specify those who shall serve or be asked to serve on such committee (although the resolution may allow the committee to make co-options up to a specified number);
  - 39.2 the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;

- 39.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported promptly to the Trustees;
- 39.4 all delegations under this Article shall be variable or revocable at any time;
- 39.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit; and
- 39.6 no committee shall knowingly incur expenditure or liability on behalf of the Charity except where authorised by the Trustees or in accordance with a budget which has been approved by the Trustees.
40. For the avoidance of doubt, the Trustees may delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee.
41. The meetings and proceedings of any committee shall be governed by the Articles regulating the meetings and proceedings of the Trustees so far as applicable and not superseded by any regulations made by the Trustees.

***Delegation of day to day management powers***

42. In the case of delegation of the day to day management of the Charity to a chief executive or other manager or managers:
- 42.1 the delegated power shall be to manage the Charity by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
- 42.2 the Trustees shall provide the manager with a description of his or her role and the extent of his or her authority; and
- 42.3 the manager shall report regularly to the Trustees on the activities undertaken in managing the Charity and provide them regularly with management accounts sufficient to explain the financial position of the Charity.

**Members' Meetings**

43. Articles 44 to 77 shall apply to members' meetings.

***Other General meetings***

44. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 10% of the members having the right to attend and vote at general meetings. In default, the requisitionists may call a general meeting in accordance with the Companies Acts.

***Length of notice***

- 45.1 Unless Article 45.2 applies, all general meetings shall be called by at least 14 clear days' notice unless the Companies Acts require a longer notice period.
- 45.2 A general meeting may be called by shorter notice if it is so agreed by a majority of the members having a right to attend and vote at that meeting. Any such majority shall together represent at least 90% of the total voting rights at that meeting of all the members.

### ***Contents of notice***

46. Every notice calling a general meeting shall specify the place, day and time of the meeting, and the general nature of the business to be transacted. If a special resolution is to be proposed, the notice shall include the proposed resolution and specify that it is proposed as a special resolution. In every notice calling a meeting of the Charity there must appear with reasonable prominence a statement informing the member of his or her rights to appoint another person as his or her proxy at a general meeting.

### ***Service of notice***

47. Notice of general meetings shall be given to every member, to the Trustees, to any patron(s) and to the auditors of the Charity.

### ***Manner of serving notice***

48. Notice of general meetings shall be served in accordance with Articles 102 to 107.

### ***Quorum***

49. No business shall be transacted at any general meeting unless a quorum is present. The quorum shall be twelve persons comprising representatives from four of the Stakeholder Groups:

If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

### ***Attendance***

50. A Trustee may, even if not a member, attend and speak at any general meeting.

### ***Chair***

51. The chair, if any, of the Trustees or in his or her absence some other Trustee nominated by the Trustees shall preside as chair of every general meeting, but if neither the chair nor such other Trustee (if any) is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chair and, if there is only one Trustee present and willing to act, he or she shall be chair. If no Trustee is willing to act as chair, or if no Trustee is present within fifteen minutes after the time appointed for holding the

meeting, the members present and entitled to vote shall choose one of their number to be chair save that a proxy holder who is not a member entitled to vote shall not be entitled to be appointed chair.

### ***Adjournment***

52. The chair may, with the consent of a general meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a general meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

### ***Poll***

53. A resolution put to the vote of a general meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. Subject to the Companies Acts, a poll may be demanded:
- 53.1 by the chair; or
- 53.2 by any person who, by virtue of being appointed proxy for one or more members entitled to attend and vote at the meeting, holds two or more votes; or
- 53.3 by at least two members present in person or by proxy and having the right to vote at the meeting; or
- 53.4 by a member or members present in person or by proxy representing at least one-tenth of the total voting rights of all the members having the right to vote at the meeting.
54. Unless a poll is duly demanded a declaration by the chair that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
55. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
56. A poll shall be taken as the chair directs and he or she may appoint scrutineers (who need not be members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
57. A poll demanded on the election of the chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair directs not being more than 30 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll

was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

58. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

### ***Votes***

59. A resolution put to the vote of a general meeting shall be passed by a two-thirds majority of members voting or in the case of a special resolution by 75% majority of members voting.
60. On a show of hands every person present and entitled to vote shall have a maximum of one vote. On a poll every member present in person or by proxy shall have one vote.
61. In the case of an equality of votes, whether on a show of hands or on a poll, the chair shall not be entitled to a casting vote in addition to any other vote he or she may have.
62. No member shall be entitled to vote at any general meeting unless they are a Full Member of the Charity.
63. A member in respect of whom an order has been made by any court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder may vote, whether on a show of hands or on a poll, by his or her receiver, curator bonis or other person authorised in that behalf appointed by that court and any such receiver, curator bonis or other person may, on a poll, vote by proxy. Evidence to the satisfaction of the Trustees of the authority of the person claiming to exercise the right to vote shall be deposited at the registered office of the Charity, or at such other place as is specified in accordance with the Articles for the deposit of instruments of proxy, at least 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in default the right to vote shall not be exercisable.
64. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair whose decision shall be final and binding.

### ***Proxies***

65. The appointment of a proxy shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve):-

**“[Low Carbon Vehicle Partnership]**

**[Name of member appointing the proxy:**

**Address:**

**I/We hereby appoint [name of proxy] of [address of proxy] as my/our proxy to vote in my/our name(s) and on my/our behalf at the meeting of the Charity to be held on [date], and at any adjournment thereof.**

**This form is to be used in respect of the resolutions mentioned below as follows:**

<b>Resolution No 1</b>	<b>*for</b>	<b>*against</b>	<b>*abstain</b>	<b>*as the proxy thinks fit</b>
<b>Resolution No 2</b>	<b>*for</b>	<b>*against</b>	<b>*abstain</b>	<b>*as the proxy thinks fit</b>
<b>All other resolutions properly put to the meeting</b>	<b>*for</b>	<b>*against</b>	<b>*abstain</b>	<b>*as the proxy thinks fit</b>

**\*Strike out whichever is not desired.**

**Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting.**

**Signed: .....**

**Dated: ....."**

- 66. Unless the appointment of a proxy indicates otherwise, it must be treated as:
  - 66.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - 66.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- 67. The appointment of a proxy and any authority under which it is executed or a copy of such authority in some way approved by the Trustees may:
  - 67.1 in the case of an instrument in writing be deposited at the registered office of the Charity or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting at least 48 Hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
  - 67.2 in the case of an appointment sent by electronic means, where an address has been specified for the purpose of receiving documents or information by electronic means:
    - 67.2.1 in the notice convening the meeting, or

67.2.2 in any instrument of proxy sent out by the Charity in relation to the meeting,  
or

67.2.3 in any invitation to appoint a proxy issued by the Charity in relation to the meeting which is sent by electronic means,

be received at such address not less than 48 Hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote;

67.3 in the case of a poll taken more than 48 Hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and at least 24 Hours before the time appointed for the taking of the poll; or

67.4 where the poll is not taken forthwith but is taken not more than 48 Hours after it was demanded, be delivered at the meeting at which the poll was demanded to the chair or to the Secretary (if any) or to any Trustee;

and an appointment of proxy which is not deposited, delivered or received in a manner so permitted shall be invalid.

68. A proxy for a member who is entered on the register of members as being a representative of an unincorporated association or body may be appointed either by the member or by the unincorporated association or body.

69. A vote given or poll demanded by proxy or by the duly authorised representative of a corporation shall be valid notwithstanding the previous termination of the authority of the person voting or demanding a poll unless notice of the termination was received by the Charity at the registered office of the Charity or at such other place at which the appointment of the proxy was duly deposited or, where the appointment of the proxy was sent by electronic means, at the address at which such appointment was duly received, before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

70. An appointment of a proxy may be revoked by delivering to the Charity a notice given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates. Attendance by a member in person at a meeting automatically revokes any appointment by that member of a proxy.

### ***Written resolutions***

71. Subject to Article 73, a written resolution of the Charity passed in accordance with these Articles 71 to 77 shall have effect as if passed by the Charity in general meeting.

71.1 A written resolution is passed if it is passed by members representing not less than two-thirds of the total voting rights of eligible members.

- 71.2 A written special resolution is passed if it is passed by members representing not less than 75% of the total voting rights of eligible members and the resolution states it is a special resolution.
72. In relation to a resolution proposed as a written resolution of the Charity the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
73. A members' resolution under the Companies Acts removing a Trustee or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
74. A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Charity's auditors in accordance with the Companies Acts.
75. A member signifies their agreement to a proposed written resolution when the Charity receives from him or her an authenticated document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 75.1 If the document is sent to the Charity in hard copy form, it is authenticated if it bears the member's signature.
- 75.2 If the document is sent to the Charity by electronic means, it is authenticated if it bears the member's signature or if the identity of the member is confirmed in a manner specified by the Charity or if it is accompanied by a statement of the identity of the member and the Charity has no reason to doubt the truth of that statement or if it is from an email address specified by the member to the Charity for the purposes of receiving documents or information by electronic means.
76. A written resolution is passed when the required majority of eligible members have signified their agreement to it.
77. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

### **Trustees' meetings**

78. Articles 79 to 88 shall apply to Trustees' meetings.

### ***Notice***

79. Two Trustees may call a Trustees' meeting.
80. A Trustees' meeting shall be called by at least seven clear days' notice unless either:-
- 80.1 all the Trustees agree; or
- 80.2 urgent circumstances require shorter notice.

81. Notice of Trustees' meetings shall be given to each Trustee.
82. Every notice calling a Trustees' meeting shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting.
83. Notice of Trustees' meetings shall be given in accordance with Articles 102 to 107.

#### ***Observers***

84. Representatives from two government departments may be invited to attend trustees' meetings as non-voting observers. An observer may only speak at the meeting with the permission of the chair but shall not count towards the quorum.

#### ***Quorum***

85. The quorum for Trustees' meetings may be fixed by the Trustees and, unless so fixed at any other number, shall be six persons comprising representatives of at least three Stakeholder Groups.

#### ***Chair***

86. The chair, if any, of the Trustees or in his or her absence the vice chair or another Trustee nominated by the Trustees present shall preside as chair of each Trustees' meeting.

#### ***Decision making by Trustees at meetings***

87. Questions at a Trustees' meeting shall wherever possible be decided by consensus. If a trustee votes against a decision then the decision shall be carried by a vote passed by two-thirds of the Trustees attending.

#### ***Virtual meetings***

88. A Trustees' or general meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

#### ***Decisions without a meeting***

89. The Trustees may make a decision without holding a Trustees' meeting if:
  - 89.1 A Trustee has become aware of a matter on which the Trustees need to take a decision;
  - 89.2 That Trustee has made the other Trustees aware of the matter and the need for a decision;
  - 89.3 The Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
  - 89.4 Two-thirds of the Trustees indicate their agreement by any means to a particular decision on that matter.

90. A decision which is made in accordance with Article 88. shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:
- 90.1 Each Trustee's decision must be received by one person being either such person as all the Trustees shall have nominated in advance for that purpose or such other person as volunteers if necessary ("**the Recipient**"), which person may, for the avoidance of doubt, be one of the Trustees;
- 90.2 The Recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this Article 89;
- 90.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;
- 90.4 the Recipient prepares a minute of the decision in accordance with Article 100.

### **Conflicts of interest**

91. Whenever a Trustee finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Trustees unless, or except to the extent that, the other Trustees are or ought reasonably to be aware of it already.
92. Whenever a matter is to be discussed at a meeting or decided in accordance with Article 89 and a Trustee has a Conflict of Interest in respect of that matter then, subject to Article 94, he or she must:
- 92.1 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
- 92.2 not be counted in the quorum for that part of the meeting; and
- 92.3 withdraw during the vote and have no vote on the matter.
93. If any question arises as to whether a Trustee has a Conflict of Interest, the question shall be decided by a two-thirds decision of the other Trustees.

### **Trustees' power to authorise a conflict of interest**

94. The Trustees may (subject to such terms as they may impose from time to time, and subject always to their right to vary or terminate such authorisation) authorise, to the fullest extent permitted by law:
- 94.1 any matter which would otherwise result in a Trustee infringing his or her duty to avoid a situation in which he or she has a Conflict of Interest; and
- 94.2 the manner in which a Conflict of Interest arising out of any Trustee's office, employment or position may be dealt with and, for the avoidance of doubt, they may modify or dispense with the requirements in Article 92 provided that when

deciding to give such authorisation the provisions of Article 92 shall be complied with;

provided that nothing in this Article 94 shall have the effect of allowing the Trustees to authorise a benefit that is not permitted in accordance with the Memorandum.

95. If a matter, or office, employment or position, has been authorised by the Trustees in accordance with Article 94 then the Trustee may absent himself or herself from meetings of the Trustees at which anything relating to that matter, or that office, employment or position, will or may be discussed.
96. A Trustee shall not be accountable to the Charity for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Trustees in accordance with Article 94 (subject to any limits or conditions to which such approval was subject).
97. When a Trustee has a Conflict of Interest which he or she has declared to the Trustees, he or she shall not be in breach of his or her duties to the Charity by withholding confidential information from the Charity if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

#### **Register of Trustees' interests**

98. The Trustees shall cause a register of Trustees' interests to be kept. A Trustee must declare the nature and extent of any interest, direct or indirect, which s/he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.

#### **Irregularities**

99. The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not specified in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

### **General**

#### ***Minutes***

100. The Trustees shall cause minutes to be made in books kept for the purpose:
  - 100.1 of all appointments of officers made by the Trustees;
  - 100.2 of all resolutions of the Charity and of the Trustees; and
  - 100.3 of all proceedings at meetings of the Charity and of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Trustees' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Charity, be sufficient evidence of the proceedings. The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

### ***Records and accounts***

101. The Trustees shall comply with the requirements of the Companies Acts and of the Charities Act 1993 as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

101.1 annual reports;

101.2 annual returns;

101.3 annual statements of account.

### ***Communications by and to the Charity***

102. Subject to the provisions of the Companies Acts and these Articles:

102.1 a document or information (including any notice) to be given, sent or supplied to any person pursuant to the Articles may be given, sent or supplied in hard copy form, in electronic form or (in the case of communications by the Charity) by making it available on a website;

102.2 a document or information (including any notice) may only be given, sent or supplied in electronic form where:

102.2.1 the recipient has agreed (generally or specifically) that the document or information may be sent in that form and has not revoked that agreement; and

102.2.2 a read receipt is requested; and

102.3 a document or information (including any notice) may only be given, sent or supplied by being made available on a website if the recipient has agreed (generally or specifically) that the document or information may be sent or supplied in that manner, or if the recipient is deemed to have so agreed in accordance with the Companies Acts.

103. Any document or information (including any notice) sent to a member under the Articles may be sent to the member's postal address as shown in the Charity's register of members or (in the case of documents or information sent by electronic means) to an address specified for the purpose by the member, provided that:

103.1 a member whose registered address is not within the United Kingdom and who gives to the Charity an address within the United Kingdom at which notices may be given to him or her, or an address to which notices may be sent by electronic means, shall

be entitled to have notices given to him at that address, but otherwise no such member shall be entitled to receive any notice from the Charity; and

103.2 the Charity is not required to send notice of a general meeting or a copy of its annual report and accounts to a member for whom it no longer has a valid address.

104. Any document to be served on the Charity or on any officer of the Charity under the Articles may only be served:

104.1 in the case of documents in hard copy form, by sending or delivering them to the Charity's registered office or delivering them personally to the officer in question; or

104.2 in the case of documents in electronic form, by sending them by electronic means:

104.2.1 to an address notified to the members for that purpose; and

104.2.2 from an address previously notified to the Charity by the member for the purpose of sending and receiving documents and information.

105. A member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.

106. Where a document or information is sent or supplied under the Articles:

106.1 Where the document or information is sent or supplied by post, service or delivery shall be deemed to be effected at the expiration of 48 hours after the envelope containing it was posted. In proving such service or delivery it shall be sufficient to prove that such envelope was properly addressed and posted.

106.2 Where the document or information is sent or supplied by electronic means to an address specified for the purpose by the intended recipient, service or delivery shall be deemed to be effected on the same day on which it is sent or supplied. In proving such service it shall be sufficient to prove that it was properly addressed and the sender received a read receipt.

106.3 Where the document or information is sent or supplied by means of a website, service or delivery shall be deemed to be effected when:-

106.3.1 the material is first made available on the website; or

106.3.2 (if later) when the recipient received or is deemed to have received notification of the fact that the material was available on the website.

107. Where any document or information has been sent or supplied by the Charity by electronic means and the Charity receives notice that the message is undeliverable:

107.1 if the document or information has been sent to a member and is notice of a general meeting of the Charity or a copy of the annual report and accounts of the Charity, the Charity is under no obligation to send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, but may in its discretion choose to do so; and

107.2 in all other cases, the Charity will send a hard copy of the document or information to the member's postal address as shown in the Charity's register of members, or in the case of a recipient who is not a member, to the last known postal address for that person.

107.3 The date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of hard copies.

### ***Indemnity***

108. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee of the Charity shall be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity but only to the extent permitted by the Companies Acts; and every other officer of the Charity may be indemnified out of the assets of the Charity in relation to any liability incurred by him or her in that capacity, but only to the extent permitted by the Companies Acts.

### ***Trustees' indemnity insurance***

109. The Trustees shall have power to resolve pursuant to clause 4.30 of the Memorandum to effect Trustees' indemnity insurance, despite their interest in such policy.

### ***Winding-up***

110. The provisions of clauses 7 and 8 of the Memorandum relating to the winding-up or dissolution of the Charity shall have effect and be observed as if the same were repeated in the Articles.

### ***Standing Orders***

111. The Trustees shall have power from time to time to make, repeal or alter Standing Orders as to the management of the Charity and its affairs, as to the duties of any officers or employees of the Charity, as to the conduct of business of the Trustees or any committee, as to the conduct of any elections by the Stakeholder Groups to elect Elected Trustees and as to any of the matters or things within the powers or under the control of the Trustees provided that such regulations shall not be inconsistent with the Companies Acts, the Memorandum, the Articles or any rule of law.

### ***Exclusion of Model Articles***

112. The relevant model articles for a company limited by guarantee are hereby expressly excluded.

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## Signatures, Names and Addresses of Subscribers

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1. Signature:

Name:

Address:

Date:

[WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:]

2. Signature:

Name:

Address:

Date:

[WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:]

3. Signature:

Name:

Address:

Date:

[WITNESS to the above signature:

Signature:

Name:

Address:

Occupation:]