

## **STANDING ORDERS FOR MANAGEMENT/SUB COMMITTEE MEETINGS**

### **1. MEETINGS**

Meetings of the Management Committee of Trafalgar Housing Association shall meet not less than six times each year. No meeting shall continue for more than two hours beyond the time for which the meeting is called unless with the approval of at least two thirds of the members present.

### **2. NOTICE OF MEETING**

The meeting of the Management Committee will be called by the Secretary in conjunction with the Director. The Committee will advise the Director at least 10 days before the meeting if they wish an item placed on the Agenda. The Chairperson will chair committee meetings. In the absence of the Chairperson or his/her unwillingness to act, Management Committee meetings will be chaired by the Vice Chairperson or, they will be chaired by a committee member elected from those present. Special meetings of committee shall be convened in accordance with the Association's Rules.

### **3. APOLOGIES**

Members are required to submit their apologies for non attendance at Management Committee meetings and to any sub-committee meeting which they are a member. Apologies should be received by 12 noon on the day of the meeting.

Any Management Committee member who absents him/herself from **four** consecutive meetings of the Committee without special leave of absence shall cease to be a member of the Committee.

Any Committee member wishing to resign will do so in writing to the Secretary.

### **4. MINUTES**

The Minutes of the Committee and any sub-committee shall be printed under the direction of the Secretary and copies sent to each Member. When approved, the certified copies of the Minutes together with any written reports submitted by staff will be affixed to the Minute Book. No committee member's name will appear under any item unless the committee member so asks for it with the exception of where Minutes are approved.

## **5. QUORUM**

A quorum of 4 members is required for full Management meetings with three members being required for any sub-committee meetings. In the event of a quorum not being present by 15 minutes after the start of the meeting or in the event of the meeting becoming inquorate after the start, it shall stand adjourned. Committee members will confirm their attendance or otherwise to the office by 12 noon on the day of the meeting.

## **6. MOTIONS AND AMENDMENTS**

All proposals put forward for consideration at any meeting will be known as Motions and must be moved and seconded. An Amendment will substitute, add or delete words in the Motion but must not alter the basic intention of the Motion. All Amendments will require to be moved and seconded. Any Motion once voted upon will be known as a Resolution.

Where a member wishes to propose an alternative Motion for consideration, this will be known as a Counter Motion.

Amendments to any original Motion of business may be made by a member verbally addressing the Chair. Amendments shall be taken in order of intimation; one Amendment shall be disposed of before another is moved. If the first Amendment is carried it becomes the amended motion whereupon any further Amendment may be moved.

No member shall be allowed to speak more than once on any Motion unless on a point of clarification until every other member has had the opportunity to speak on the same issue.

Any member wishing to speak must first raise his/her hand and await the invitation of the Chairperson.

## **7. VOTING**

A vote may be taken by calling the roll by ballot or by a show of hands as may be decided by a majority of the members present and voting.

## **8. POWERS OF CHAIRPERSON**

Due respect shall be paid to the authority of the Chairperson. It shall be the duty of the Chairperson to preserve order and to ensure that members obtain a fair hearing.

A time limit for speakers shall be at the discretion of the Chairperson.

In the event of any equality of votes, the Chairperson shall have a second or casting vote.

**9. CODE OF CONDUCT**

The Association has a written Code of Conduct and this must be adhered to in respect of issues of confidentiality and to decisions taken at any meeting.

**10. DISSENTING MEMBERS**

Any member who disagrees with any decision of the Committee may ask to have his/her dissent recorded in the Minutes.

## **NOTES TO THE ATTACHED DRAFT STANDING ORDER**

### **1. STANDING ORDERS - WHAT ARE THEY?**

Standing Orders determine procedures at Committee meetings. They relate closely to the Rules of an organisation and they are intended to bring control and discipline to meetings.

### **2. MOTIONS AND AMENDMENTS**

The position regarding this can be complicated and the procedures for dealing with Motions and Amendments can vary according to the Rules of the organisation. The Association's Rule Book details the procedure for dealing with Amendments to Motions (Rule 32) and the details I have added merely explain the correct definition of the different terms.

### **3. MINUTES OF SUB-COMMITTEES**

In our Rule Book (Rule 60) it states "Minutes of the Committee and Sub-Committees shall be kept and such minutes shall be read at the next of such meetings ....." ie. in the case of Sub-Committee minutes they should be approved at the following monthly Sub-Committee meeting.

Decisions therefore taken at Sub-Committee meetings can be discussed at full Management Committee meetings and if necessary (but only in extreme cases) these decisions can be overruled by the authority of the Full Committee. The Minutes and matters arising of the Sub-Committee would still however be dealt with at the following Sub-Committee meeting.