

Oakdale Residents Community Association Standing Orders – Dated 26th July 2005

1) Time and Place of Committee Meetings

The General Committee shall meet in the Oakdale Community Partnership Centre monthly at 19.00h. At its first meeting following the AGM each sub-committee may determine the dates of its meetings for the coming year. No meeting shall continue beyond 21.30h unless previously notified in writing to all members of the committee or agreed during the meeting.

In the event of an emergency arising the officers shall meet provided that any action taken shall be brought before the General Committee for ratification at its next meeting.

2) Agenda and Order of Business

- a) The agenda for meetings of any committee shall be prepared by the respective Secretary, acting in consultation with the Chair. Business will normally be dealt with in the order that it appears on the agenda, except that the Chair of the meeting may, with the consent of the meeting, give precedence to special or urgent business.
- b) Members wishing to raise new business at a meeting should notify the Chair or Secretary in advance of the meeting. If this is not possible the Chair should have discretion, if time allows, to permit items to be raised without prior notice under "Any other business" or alternatively defer such item(s) to the next meeting.

3) Minutes

- a) The minutes shall be kept of all meetings and they shall include a record of apologies and a list of those attending. They shall be signed and dated by the Chair of the committee after they have been agreed as a true record. The minutes of the previous meeting shall be circulated to members of the committee in advance of the meeting but if for any reason this is not done such minutes shall be read out in full by the Secretary.
- b) Discussion on the minutes of the previous meeting shall not take place until their accuracy has been confirmed. Only when this has been done shall the Chair accept questions and allow reports on matters arising from the minutes.

4) Voting

- a) Only those persons who have been registered as full or associate members of the association for at least one calendar month shall be entitled to vote and/or represent associate members at general meetings of the association or be elected to any office or committee.
- b) Voting for the election of Officers shall be by a show of hands, except where a request for a ballot is approved by a simple majority of those present.
- c) Persons who serve on committees in advisory capacities shall not have the power to vote.
- d) At general meetings of the association a teller shall be elected to count the votes made in any ballot.

5) Quorum

At general meetings of the association, twenty five members with power to vote or one third of the members with power to vote, whichever is the less, shall form a quorum. At all committee meetings one third of the members with a power to vote shall form a quorum.

6) Associate Members, Junior Members and Affiliated Associations

Prior to the Annual General Meeting the Honorary Secretary shall:

- a) convene a meeting of all associate members to enable them to choose two of their number to vote on their behalf at general meetings of the association. Such representatives shall have full voting rights and may be elected to any office or committee of the association.
- b) convene a meeting of all junior members to enable them to choose two of their number to attend as observers at general meetings of the association without the power to vote.
- c) write to the Honorary Secretaries of affiliated associations requesting the names of their appointed representatives and alternates to enable them to be announced at the Annual General Meeting. If the names are not received by the date of the Annual General Meeting, they shall be reported to the first management or general meeting following receipt of the notification.

7) Procedure for Nominations of Officers and Committee Members

Nominations for all Honorary Officers of the association and members of the Management Committee must be in the hands of the Secretary at least fourteen days before the Annual General Meeting. In every case the prior consent of the nominee must be obtained. In the absence of any nomination for any post or place on a committee a nomination shall be taken from the floor.

8) Rules of Debate at General Meetings

At general meetings of the association the rules of debate shall be as follows:

- a) A resolution or an amendment to a resolution shall be proposed and seconded by a member of the association.
- b) If an amendment is moved the debate on it shall take place before a vote is taken on the resolution itself. If the amendment is carried the resolution incorporating the amendment shall then be put to the meeting. If the amendment is lost the original resolution shall be put to the meeting.
- c) The mover of a resolution shall have the right to reply at the closure of the debate on the resolution, immediately before it is put to the vote. The mover of the resolution shall not have the right to speak during the debate on an amendment but shall have the right to reply at the close of that debate. The mover of an amendment does not have the right to reply at the close of the debate.
- d) A motion "to proceed to next business", "that the question now be put" and "that the debate/meeting be adjourned" must always be seconded. The Chair shall then have the right to decide whether, in his/her opinion, the motion has been sufficiently debated and whether the mover can exercise the right of reply.

9) Finance

All payments, except items of petty cash below £50, shall be made by cheque. Any out-of-pocket expenses which are in excess of the rates laid down by the Management Committee must be agreed in advance by the Treasurer and reported to the next General Meeting.

10) Trust Documents

A copy of the constitution together with all other legal documents belonging to the association shall be lodged with the association's solicitor or bank.

11) Sub-Committees

- a) The General Committee may establish Sub-Committees in accordance with clause 11 of the constitution. For each Sub-Committee so established a minute shall be included in the minute book as follows:

"The committee resolved that: with effect from *[--insert date--]* there shall be a *[--insert title--]* sub-committee elected and appointed for the purposes defined in an appendix to these minutes. *[--appropriate terms of reference to be define and appended--]*.
[Additionally, the following if required - The Sub-committee shall have a petty cash float of £..... The authorisation of the General Committee shall be required for any item of expenditure exceeding £.....]".
- b) Membership of the Sub-committee shall comprise:
 - i) the officers of the Association, ex-officio;
 - ii) at least three members of the Association, elected by the General Committee;
 - iii) any further persons with relevant knowledge or skill, to be co-opted by resolution of the Sub-committee, provided that such persons shall not number more than half of the total members of the Sub-committee.
- c) Unless the General Committee determines otherwise, members of the Sub-committee shall serve until the first meeting of the General Committee following the Association's Annual General Meeting, when they shall be eligible for re-election.
- d) In the event of a vacancy occurring among the members of the Sub-committee, this may be filled by the General Committee electing a member of the Association to the Sub-committee.
- e) The officers of the Sub-committee shall be as follows:
 - i) Chair
 - ii) Vice-Chair
 - iii) Secretary
 - iv) Treasurer – if a cash float is to be held
 - v) Such other officers as the Sub-committee may deem appropriate.
- f) If a cash float is held the Sub-committee Treasurer shall keep such accounts as may be required by the Association Treasurer, and shall pay over to him/her at regular intervals any income accruing from Sub-committee activities.
- g) The General Committee reserves the right to appoint one or more of the officers of the Sub-committee, but if it does not exercise this power, the Sub-committee shall elect its own officers.
- h) The Sub-committee will be responsible to the General Committee of the Association and will operate in accordance with current Standing Orders,
- i) The Sub-committee will determine the times and frequency of its meetings, and will advise the Association Secretary of the dates of its meetings.
- j) These orders for the conduct of the affairs of a Sub-committee, and its terms of reference defined in the minute included in the minute book, may be amended or added to by resolution of the General Committee. The Sub-committee should submit requests for any alterations which would assist its work to the General Committee.

12) Suspension of Standing Orders and Points of Order

- a) In matters of urgency the Chair may accept, with the approval of members, a motion to suspend one or more standing orders. The proposer must state the reason for the suspension and the length of time it is desired it should last.
- b) The ruling of the Chair on any questions arising from points of order under the Standing Orders shall be final.