

# BLOCHAIRN HOUSING ASSOCIATION LTD

## STANDING ORDERS

### DEFINITIONS

**Adjourn** – to postpone and rearrange a new date

**Adopted** – accepted as a true record

**Annual General Meeting (AGM)** - the annual meeting of all members of the Association which must be held before 30 September (Rule 21)

**Chair or Chairperson** - the Chairperson of the Association elected (Rule 55)

**Committee** - the Management Committee of the Association, which can have 7 - 15 elected Members (Rules 40 – 42) and up to 5 co-opted members

**Association** - Blochairn Housing Association Ltd

**Association's Rules** – based on SFHA Model Rules (Scotland) 2003

**Delegate** - give authority to someone to make a decision or do something

**Meetings** - all meetings of the Committee or Sub -Committee

**Minutes** - the official records of meetings

**Motion** - a formal proposal that something is discussed and/or voted on

**Point of Order** - consideration of a motion concerning the rules

**Quorum** – the lowest number of Committee members needed for a meeting

**Refer** - ask someone else to consider something and report back but not give them authority to make a decision for you

**Remit** - what someone has authority for

**Rules** – these govern the business of the Association and are legally binding

**Staff** - staff employed by the Association or who provide agency services

### MEETINGS

#### Frequency of Committee Meetings

- The Committee will normally meet 10 times each year on the last Tuesday of each month at 18.00
- Meetings will only be held in July and December if there is urgent business and this will be decided by the Chairperson
- Special Meetings can be called within the appropriate section of the Rules

#### Notice and Agendas

- Where possible, 14 days' notice will be given of Special Meetings
- Agendas and reports will normally be sent out on the Friday before the meeting
- Only business on the agenda will be considered unless two thirds of those at the meeting vote to add something for immediate discussion
- Committee members should let the Secretary know at least 7 days before a meeting if they want something discussed and/or voted on
- Before each meeting the Chairperson should meet with the Director to discuss issues of concern and to confirm the order of business

#### Minutes

#### Management Committee

- A Minute will be taken by the Secretary. This will normally be delegated to the Director. It will be presented to the next meeting to be adopted as a true record

#### Sub Committees

- A Minute will be taken by a Staff Member to be presented at the next meeting to be adopted as a true record

- The agenda, minutes and papers for Sub-Committee meetings will be issued to every Management Committee member

### **All Meetings**

- Only Committee members who attended a full meeting can propose that the Minute is a true record
- A motion for the approval of a Minute, or any part of a Minute, will be considered as an original motion
- A motion to change or reject a minute will be dealt with as an amendment. The Committee must consider a motion to change or reject a Minute

### **Voting and Decisions**

- Voting will be by a show of hands, unless otherwise directed by the Chair
- The number of votes cast for and against the motion or amendment will be recorded in the Minute
- If there is a tie, the Chair will have a casting vote, as well as his/her own vote
- A Committee member can ask for his/her dissent to be recorded in the Minute
- Decisions made by the Committee will stand and will not be discussed, questioned, or put to a second vote within 6 months unless there are exceptional circumstances and only then with the consent of two thirds of the Committee

### **Adjournment**

- The Committee can adjourn meetings
- A motion to adjourn will be consider before any further discussion
- When an adjourned meeting is recalled, discussion will begin at the point it ended at the previous meeting

### **Time Management**

- Committee meetings should not last more than 2 hours
- If more than two thirds of those present agree, a Committee meeting can be extended by up to 30 minutes to allow further discussion on the issue being consider at the end of 2 hours

### **OFFICE BEARERS**

- There will be 3 Office Bearers (Chairperson; Vice Chairperson and Secretary) who will be elected at the first meeting after the AGM
- The Chairperson can be re-elected but cannot hold office continuously for more than 5 years

### **REMITTS**

#### **Remit of Chairperson**

The Chairperson will

- ✓ make sure that the Rules of the Association are followed
- ✓ defend the rights of the members
- ✓ act as the main spokesperson and representative of the Association
- ✓ sign official documents

At Committee meetings the Chairperson will

- ✓ keep order
- ✓ make sure each member has a fair hearing
- ✓ make sure that no member speaks more than once on a motion until every member has had an opportunity to speak
- ✓ decide on any time limit on business
- ✓ decide the order in which members can speak

- ✓ decide on a point of order unless there is a challenge by at least 3 Committee members, supported by a vote of two thirds of those present
- ✓ make sure that Standing Orders are followed
- ✓ make sure that discussion is on issues of importance to the Association
- ✓ decide on whether issues not on the agenda can be discussed
- ✓ speak to any particular motion but, if challenged, may leave the Chair until the matter has been dealt with
- ✓ in addition to his/her own vote, have the casting vote in the event of a tie
- ✓ use the casting vote to keep the status quo

In emergency situations the Chairperson will

- ✓ take decisions and report to the next Committee meeting
- ✓ consult with the other Office Bearers if necessary and report to the next Committee meeting
- ✓ interpret the delegated authority of a Sub-Committee

### **Remit of Vice Chairperson**

The Vice Chairperson

- ✓ is the deputy of the Chairperson
- ✓ has the authority of the Chairperson in his/her absence
- ✓ can be the Association's representative at external meetings and events
- ✓ be spokesperson for the Association in the Chairperson's absence
- ✓ take the Chair at meetings of the in the Chairperson's absence

In an emergency the Vice Chairperson will

- ✓ take decisions and report to the next Committee meeting

### **Remit of the Secretary**

The Secretary will

- ✓ make sure that the work of the Committee is properly conducted
- ✓ represent the Association
- ✓ call meetings\*
- ✓ prepare agendas\*
- ✓ keep minutes\*
- ✓ maintain records, e.g. Register of Members, Seal Register etc\*
- ✓ sign documents on behalf of the Association
- ✓ take charge of the Company Seal\*
- ✓ issue Share Certificates to new members\*
- ✓ make sure that all Statutory Returns are made\*

\*These duties are normally delegated to staff

In an emergency the Secretary will

- ✓ take decisions and report to the next Committee meeting

### **MANAGEMENT COMMITTEE**

- Quorum: 4 members (excluding co-optees) will form a quorum. If a meeting becomes inquorate after the start, the meeting will be adjourned
- Apologies: Committee members unable to attend a Committee meeting should tell the Director as soon as possible
- If a Committee member misses 4 meetings in a row, without special leave of absence, he/she will no longer be a Committee member
- Staff attendance: Staff will attend the Management Committee meetings or submit written reports as required by the Committee, Secretary or Director. The Director will normally attend the meetings
- Remit: The Management Committee will agree a remit at the meeting following the AGM
- The Committee can delegate or refer issues to Sub Committees

### **SUB COMMITTEES**

- The remit of the Chair of a Sub Committee is the same as the Chair of the Management Committee
- In an emergency, if the Officer Bearers are unavailable, the Chair of the Sub Committee can take a decision and report to the next meeting
- A Sub Committee will agree a remit which will be approved by Management Committee
- A Chairperson will be elected by the Sub Committee
- Quorum - 3 members (excluding co-optees) will form a quorum. If a meeting becomes inquorate after the start, the meeting will be adjourned

### **STAFF ATTENDANCE**

- The Director will normally service and attend the Management Committee
- The Director and the Housing Services Officer will normally service and attend the Housing Services Sub-Committee, should there be one
- Staff will attend and provide reports etc. as required

### **CONFIDENTIALITY**

- To make sure that tenants are treated equally, and to protect their confidentiality, information given at Committee meetings will not reveal any personal information
- Committee Members must make sure that confidential information discussed at Committee meetings is not made known to anyone and is not used to gain personal advantage for themselves or others
- Use of confidential information would be a serious betrayal of trust

### **CODE OF CONDUCT**

- The Association expects the highest standard of integrity in the management of its affairs. The Management Committee will agree a Code for Committee Members. All Management Committee members must operate within the Code

### **REGISTER OF INTERESTS**

- A Register of Interests will be administered by the Director. All Committee Members will register any direct or indirect financial interest or other interests which might influence judgement or give the impression that a Committee member was acting for personal gain
- Where an interest has previously been declared and an issue relating to that interest will be discussed by the Committee, the Director will let the Committee member know in advance. The Committee member can withdraw from part or all of that meeting
- Where an issue is being discussed and a Committee member realises there could be a conflict of interest he/she should withdraw from that part of the meeting
- The Register of Interest is available to all Committee members on request

### **EMERGENCY BUSINESS**

- Any matter that requires immediate action can be referred to the Chair, Vice Chair or Secretary for decision or in their absence to the Chair of the appropriate Sub-Committee. This will be reported to the next meeting
- Decisions about interpretation of delegated authority of a Sub Committee in an emergency situation will be decided by the Chair or in his/her absence by the Vice Chair or Secretary or the Chair of the appropriate Sub-Committee

### **OTHER COMPETENT BUSINESS**

- The Chair must be told of any other competent business before the meeting, giving as much notice as possible. He/she will decide whether the business can be discussed and/or decided on at the meeting. If the Chair decides that the business cannot be discussed it will be referred or delegated to a future meeting or to a Sub Committee. The Chair will report the decision to the meeting. Those present can change the decision by a majority vote

- There will be a standing agenda item called "Items for Future Agendas"
- Committee Members must make sure that they do not raise matters at Committee meetings if they have a personal interest
- Committee members must declare their personal interest if they know the personal circumstances of the tenant, applicant, etc.

### **REVISION OF STANDING ORDERS**

Standing Orders will be reviewed at the Management Committee meeting after the Annual General Meeting. Standing Orders can also be changed by the Management Committee if a motion is supported by two thirds of those present.

**30 July 2019**