

Hampstead Garden Suburb Residents Association

STANDING ORDERS

for the Council, Officers, Committees and RA Representatives on other bodies

(Superseding and subsuming all previous Standing Orders and Working Orders)

Last updated by resolution of the Council: 5 March 2019

THE COUNCIL

- 1) Meetings of the Council shall be called by the Hon Secretary on the instruction of the Council or the Executive Committee, or on receipt of a request in writing from one-third of the number of members of Council (including Officers).

- 2) At least seven days' notice of Council meetings shall be given to all members of Council. The Notice shall be accompanied by:
 - a) Minutes of the previous meetings of Council and the Executive Committee

 - b) An Agenda previously prepared by the Hon Secretary in consultation with the RA Chair.

 - c) Proposals for co-option to Council, when accompanied by brief written details of the person or persons proposed, and when appearing on the Agenda of a Council meeting, shall be voted on at that meeting. The Hon Secretary shall at that meeting state the number of vacancies on the Council.

- 3) Unless otherwise determined by resolution of the Council, the whole of each meeting shall be open to all members, residents and the public. Separate minutes of closed sessions shall be prepared.

- 4) Voting shall be by a show of hands unless otherwise decided by the Chair. In the case of an equality of votes, the Chair of the meeting shall be entitled to a second or casting vote.

- 5) A motion "that the meeting proceed to the next business" or "that the question be now put to the vote" may be moved at any time during the debate.

- 6) Only one amendment may be debated at a time but an amendment may be moved to an amendment. The Hon Secretary shall include on the Agenda prepared by him under Standing Order 2, any item of which he has received not less than seven days' notice from a member of Council. A motion of which notice has been given by one member may, in his absence, be moved by another.

- 7) The Council may adjourn a meeting to any other day or hour but no new

business may be taken when the meeting is resumed unless seven days notice has been given to all members of the Council and the Agenda of the new business has been included.

10) Every motion before being debated shall be written down by the RA Chair and the Assistant Secretary.

11) In the absence of the RA Chair the meeting shall be chaired by the Hon Secretary and in the absence of both these Officers the meeting shall elect its chair.

12) Notice of a Council meeting shall be given in writing. Accidental omissions or errors shall not invalidate a meeting.

MEMBERS OF COUNCIL

13) Members with a personal financial or formal interest in a decision shall declare their interest, and members with a personal financial interest in a decision shall not vote on the matter.

14) Members who do not attend three successive meetings of Council or of Standing Committees without giving good reason for absence may be required by Council to resign.

15) All members, including Officers, shall be free when standing for election to canvass and to issue statements.

16) Members shall conduct their involvement in and on behalf of the Association in a fair and open way and shall observe the implementation of equal opportunities.

OFFICERS

17) No Officer should other than in the case of elections normally canvass or allow his name and official position to be used for the purpose of influencing residents on a contested issue on Suburb matters except when so authorised by a resolution of Council.

18) An attendance record of elected Council Members shall be maintained by the Assistant Secretary.

COMMITTEES

19) (a) The Executive Committee shall be elected by ballot unless otherwise decided by Council as set out below.

b) The Officers, and up to four Chairs for the time being of any Standing Committee appointed under Standing Order 20, shall be members of the Executive Committee ex officio and such persons shall be deemed to be elected without ballot.

PROVIDED THAT:

(i) no person who is not a member of the Council shall become a member of the Executive Committee under this paragraph; and

(ii) not more than seven members (including Officers) of the Executive Committee shall hold office under this paragraph; and

(iii) a person who becomes a member of the Executive Committee under this paragraph shall cease to be a member of the Executive Committee if he/she ceases to be Chair of the relevant Standing Committee.

20) (a) The Council may appoint other Standing Committees or Working Groups for particular purposes and shall give to each written terms of reference which are adequate to define responsibilities of the Standing Committee or Working Group. Standing Committees and Working Groups shall serve until the first Council meeting following the Annual General Meeting

(b) All members of such Standing Committees or Working Groups shall be paid-up Members or paid-up Associate Members of the Association from commencement of, and throughout, their service on the committee.

21) (a) Each Standing Committee or Working Group shall elect its own Chair and Secretary.

PROVIDED THAT:

(b) No person who is neither already a member of the Council nor eligible to become one shall hold the office of Chair of a Standing Committee under this paragraph.

22) The Council shall nominate annually up to eight members of Council to any Standing Committee to serve for the year. The Standing Committees shall have the right to co-opt additional members.

23) Unless otherwise agreed by Council, every member of Council, other than the Officers, shall serve on at least one Standing Committee.

24) A Working Group appointed to consider and report on a particular question shall serve until the adoption of its report or its discharge by the Council, but if its report is not presented by the time of the next Annual General Meeting, the terms of reference and the composition of the Group shall be reviewed by the Council at its first meeting after the Annual General Meeting.

25) The duty of a Standing Committee or Working Group shall be to enquire, consider and report, and act in accordance with their terms of reference. Unless otherwise directed by the Council, every Standing Committee or Working Group shall report in the first instance to the Executive Committee.

REPRESENTATIVES ON OTHER BODIES

26) (a) The Council may appoint a person (who need not be a member of the Council) or nominate a person to represent the RA on any body or to serve as a member of a joint committee, due notice having been given. Such appointees shall serve until the first Council meeting following the Annual General Meeting.

(b) The representative shall use his best judgement in representing the RA or serving as a member, at all times taking care to represent any common position of the RA.

(c) Such a representative shall be a paid-up Member or paid up Associate Member of the Association from commencement of, and throughout, their service on the body or joint committee

27) Such persons shall unless otherwise directed by the Council report in the first instance to the Executive Committee in respect of any matters of concern to the Association, except that such person shall not be required to break any condition of confidence or of membership of the other body.

ANNUAL GENERAL MEETING

28) An Annual Report shall be prepared by the Executive Committee with a view to its presentation to the Annual General Meeting.

29) The Executive Committee is responsible for seeing that the Annual Report and Statement of Accounts are ready by a date which gives sufficient time to circulate to members two weeks before the AGM.

30) The Annual General Meeting shall be held in March unless decided by the Council otherwise.

31) The Annual Report shall be accompanied by a notice of the Annual General Meeting.

33) The timetable of the AGM shall be as follows:

(a) **31 December:** last day for Chairs of Standing Committees to submit their Annual Reports to the Hon Secretary who with the RA Chair and the Publications Committee Chair will approve their inclusion in the main report.

(b) **Winter issue of Suburb News or successor publication including electronic media:** notice of AGM to be published specifying the last date for receipt of nominations for the posts of Officers and members of the Council and notices of motions. This date will be at least two weeks before the AGM.

(c) **March Council Meeting:** Executive Committee considers recommendations for nominations of Officers for AGM issues to be finalised.

(d) **Last Monday in March:** (unless that is Easter Monday) AGM to be held. If the last Monday in March is Easter Monday, the AGM shall be held on the preceding

Monday. Other days in the last week in March may be used to host the AGM if there is no suitable venue available.

MEMBERSHIP SECRETARY AND REGISTER

34) The Executive Committee shall appoint a 'Membership Secretary' with the status of Assistant Officer to be responsible for compiling and maintaining a Register of members. The Register shall contain the address and contact details of each member and the date of his joining and rejoining the association.

FINANCE

35) (a) **Petty Cash.** Chairs and/or Secretaries of committees should send an account for such items as postage, stationery, duplicating in small amounts etc. at six monthly intervals or as agreed, i.e. 1 April and October, to the Treasurer who will reimburse them.

(b) **Regular Expenditure.** Each Standing Committee with regular commitments should prepare an estimate of the amount needed for a year's expenditure by 31 December so that the Treasurer and Executive Committee can study the whole financial situation before making its recommendations to Council.

(c) **Exceptional Expenditure.** Any Standing Committee wishing to embark on a project entailing other than petty cash or in excess of £150 should notify the Secretary so that its Chair can discuss the matter with the Executive Committee before it is submitted to Council.

(d) Should immediate expenditure be required, the RA Chair and Treasurer, or the Council, should be consulted.

(e) The Treasurer shall produce a quarterly review of the Association's finances at the relevant Executive Committee meeting.

COMMUNICATIONS

36) (a) **Minutes and Reports.** Each Standing Committee shall prepare Minutes of its meetings and a copy shall be sent to Council.

(b) **Plans.** The Chair of any Standing Committee wishing to embark on a new or exceptional activity should discuss it with the Executive Committee. Chairs of Standing Committees who are not members of the Executive Committee may be invited to attend Executive Committee meetings when a particular business affecting their work is to be discussed.

(c) **Public Meetings.** When approved by Council, the Hon Secretary should be responsible for:

- (i) Deciding the date in consultation with the RA Chair;
- (ii) Booking the Hall with the assistance of the Events Committee;
- (iii) Arranging the finance with the Treasurer;
- (iv) Arranging the publicity with the assistance of the Events and Publications Committees.

(d) **Publications.** The printing and wording of all publications by Standing Committees should be carried out in consultation with the Publications Committee.

(e) **Communication**

(i) A copy of any important letter or notice sent to all residents on the Suburb or a group of these should be sent to the RA Chair for the record.

(ii) If the subject of the letter concerns a matter of policy, it should be cleared with the Executive Committee and, if they think appropriate, the Council.

(f) **Correspondence.** When a Standing Committee is dealing with an outside body and a new subject arises, the first letter should be signed by the RA Chair who should be informed either directly or through the minutes of the progress of events. Subsequent correspondence can be followed up by the Standing Committee concerned.

(g) **Electronic voting**

(i) A vote of Council or the Executive Committee may be taken on a specific topic by email if the RA Chair, in consultation with the other Officers, decides it is desirable for whatever reason including that of urgency.

(ii) The Hon Secretary, in consultation with the RA Chair, will prepare and circulate by email the question or questions. These will be clearly set out and capable of being responded to with a 'Yes' or 'No' answer giving a deadline of no less than 5 days for a response.

(iii) The Hon Secretary will keep a record of the emailed replies and will communicate the voting numbers as soon as practicable to Council or Executive Committee as appropriate.

(iv) The lack of a reply will be noted as an abstention. If the total number of members of Council or Executive Committee responding by email is less than the quorum of the relevant body, the electronic vote will be declared void and the matter will be determined by the next meeting of that body.

(v) In the event of an equality of affirmative and negative votes the RA Chair will have a second or casting vote.

SUSPENSION, AMENDMENT, SUBSTITUTION OR DELETION OF STANDING ORDERS

37) Any Standing Order may be suspended, amended, substituted or deleted by resolution of Council.

INTERPRETATION

38) In these Standing Orders words importing the masculine gender shall include all other genders.