

## **Leybourne Park Residents' Association Standing Orders**

The aims of Leybourne Park Residents' Association are stated in the Constitution which needs to be read in conjunction with this document.

These standing orders offer guidance to the committee on how to conduct its business.

The Association shall conduct its meetings and other communications in a professional manner to represent as fair and honest as possible the views of all its members.

- 1) **Communication** The Committee and Association will use the following methods to communicate information:
  - a) Meetings (Committee, general and AGM).
  - b) Noticeboards in central lobby areas of flats, and on the community noticeboard on Aberly Drive.
  - c) Website [www.leybournepark.co.uk](http://www.leybournepark.co.uk) as a place for minutes of meetings, notices, Constitution, Standing Orders, AGM paperwork plus occasional articles and photographs.
  - d) Informal electronic contacts through personal email and social media.
  
- 2) **Meetings**
  - a) All members can attend any committee meeting as observers, to speak but not to vote. Members are encouraged to raise matters with the Committee at the AGM and other general meetings, speak with committee members or email via the website.
  - b) The Committee can co-opt non-voting members of the association onto the committee.
  - c) The Chair should preside but can nominate another committee member to chair the meeting.
  - d) Members should respect the confidentiality of all individual residents and personal information about residents will not be discussed in public meetings.
  - e) Dates of meetings, agenda and notes of meetings will be posted on the website. The agenda should be available five days before a meeting and the notes of meeting should be published as soon as possible after a meeting.
  - f) Changes cannot be made to the meeting notes until the next meeting.
  - g) Meeting agenda notes of last meeting of any supporting paperwork should be circulated to members via email five days before a meeting.

- h) Decisions of the committee should be made via a show of hands and be carried by a simple majority. Once a decision has been made it should not be changed until it has been in existence for six months.
- i) Formal meetings should be held in publicly accessible places or, if no alternative available, online.

**3) Committee members shall:**

- a) Understand the aims of the committee as outlined in the constitution Represent the members of the Association and convey them both to and from the residents and the committee the concerns, reasons and decisions of both parties.
- b) Maintain a sense of loyalty and teamwork.
- c) Not represent a political party in the role as a committee member, although they may be affiliated to or be a member of a political party.
- d) Should disclose any possible conflict of interest with a person or on behalf of any group they represent which might influence their approach to the matter under discussion.
- e) Should not disclose or act upon prior knowledge received or obtained relating to committee business until it appears on the agenda circulated to the meeting it relates to.
- f) Statements to the press or other channels of communication shall be made only by the Chair or other specially appointed person.
- g) If unable to attend a meeting, committee members should submit their apologies prior to the meeting. Any member failing to attend three consecutive meetings without offering apologies will be deemed to have left the committee.

**4) Between meetings members shall:**

- a) Follow up on issues delegated to them
- b) Notify the chair and other members as necessary if any issues or developments.
- c) Use email sparingly and politely.
- d) Where possible discuss issues and topics with all the members of the association so as to be ready to represent their views at the next meeting.
- e) Read distributed documents in advance so as to be ready to discuss them relevantly at the next meeting.

**5) Those attending meeting shall**

- a) Be punctual and switch off mobile phones
- b) Stay with the agenda.
- c) Listen without interruption, with courtesy and civility and avoid putting people down.
- d) Value ideas and lateral thinking.

- e) Not allow disagreements to become personal.
- f) Understand and accept that personal comments and abuse will not be tolerated. Any person behaving in such a manner shall be asked to leave the meeting or the meeting suspended
- g) A complaint that a committee member has failed to behave appropriately, or has committed an act that is considered to be gross misconduct should be tabled at a special committee meeting called for this purpose only. All parties must be notified in writing in advance and care must be taken to ensure that all concerned parties are given a fair hearing.
- h) The committee can suspend a member subject ratification at the next general meeting. If the general meeting does ratify the suspension then the member may be excluded from applying for a committee position for one year.

**6) The Chair shall:**

- a) Efficiently administer the meeting, ensuring everyone has a chance to contribute fairly but the discussion of side dishes is curtailed.
- b) Lead discussions and decisions at meetings and summarize them into proposals making clear who is responsible for the action
- c) Defer any item which cannot be progress without further information or outside discussion.
- d) Have a casting vote.
- e) Liaise with committee members and outside bodies, providing the committee with verbal reports of brief notes of relevant meetings and ensuring that the secretary has a copy of relevant communications.
- f) Produce an annual report on the activities of the committee for submission at the AGM.
- g) Authorized signatory for the association accounts.

**7) The secretary shall:**

- a) Prepare an agenda for all meetings.
- b) Post a notice of all meetings on the website together with the appropriate agenda and draft minutes of the proceeding meeting.
- c) Support the chair and ensuring that meetings are and conducted in accordance with standing orders
- d) Prepare an agenda for all meetings.
- e) Post a notice of all meetings on the website together with the appropriate agenda and draft minutes of the proceeding meeting.
- f) Support the chair and ensuring that meetings are “and conducted in accordance with standing orders and record decisions made.
- g) Send draft minutes including attendance to the chair to make necessary amendments and then publish on the website.
- h) Keep documents and correspondence publicly accessible and reportable actions taken between meetings.
- i) Be responsible for ensuring that documentation is distributed as a

correct and timely manner as per the constitution.

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**8) The treasurer shall:**

- a) Where appropriate submit applications for grants based on up-to-date membership lists.
- b) Prepare annual accounts to be able to take by independent auditors.
- c) Be empowered to pay out sums in accordance with the constitution.
- d) Pay expenses claims from members providing they are accompanied with relevant receipts. Such receipts are to be kept until the end of the year and reconciled against accounts records and available for the auditor.

**8) The membership coordinator shall:**

- a) Maintain a membership list from applications or information received [membership is for one year].
- b) Keep a stock of membership forms and put one through the door of people who are known to have moved in.
- c) Check all attendees at the AGM and ask them to join if not already members.
- d) Make door to door contact to engage residents and encourage membership.
- e) Annually, check the membership list at the committee meeting to remove people known to have left the estate
- f) Annually report to the treasurer on the total number of properties with membership.
- g) Run an annual membership campaign for new members and to encourage renewal by existing members.
- h) Annually check that the membership of the association and of the committee should reflect the balance between the two housing associations properties and those in private ownership.

**9) Policy on data protection.**

- a) Members and committee members of the association should be aware that data about the membership may be stored electronically and will be available to members of the committee.
- b) Data will not be shared with any other individuals or organisations.

**10) Changes to the standing orders:**

- a) Any changes to the standing orders or to be a grade by the committee and noted in the document history below.
- b) Each year as a new committee takes over the standing order should be reviewed and agreed.
- c) Other documents can be considered a part of these overall standing orders AG description of the process for organizing the general

meetings or AGM

Log of changes to document:

Date Committee agreed change.