

# Sub-Committee Standing Orders Policy

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## **SUB-COMMITTEE STANDING ORDERS**

**1.0** Cloch Housing Association Ltd shall have the following sub-committees:-

- (a) Housing and Property Services
- (b) Employment and General Purposes
- (c) Joint Audit Committee

### **2.0 Election of Members**

2.1 The Housing & Property Services Sub-Committee will comprise of up to seven members elected by the Management Committee which can include co-optees at its first meeting held after the Annual General Meeting of the Association.

2.2 The Employment & General Purposes Sub Committee will be made up of the Chairperson, Vice Chairperson, Secretary and Chair of the Housing & Property Services Sub Committee.

2.3 Cloch will have 3 members elected to the Joint Audit committee (the other 3 will be made up from Oak Tree Housing Association).

2.4 Once the Management Committee has elected the Sub-Committee, the Sub-Committee shall at its first meeting elect its Chairperson and Vice Chairperson.

2.5 All members of the Sub-Committee shall have equal voting rights with the Exception of the Chairperson who will also hold a casting vote for use as required. A co-optee can vote on all matters except those which directly affect the Rules, the membership of the Association or the election of the Association's office bearers. (Rule 42.2)

### **3.0 Meetings**

3.1 The Housing and Property Services meetings will be held bi-monthly with at least 4 meetings being held each year and the Joint Internal Audit meetings will meet on at least 3 occasions each year. The Employment & General Purposes Meetings will take place quarterly. A programme of dates will be agreed at the first Sub-Committee meeting.

3.2 The Chairperson/Vice Chairperson or designated Senior Officer shall give notice of all ordinary meetings of the Sub-Committee to members and shall specify the matters to be considered at the meeting by annexing to the notices a properly prepared Agenda.

### **4.0 Chairpersonship of the Meeting**

4.1 The Sub-Committee will normally be chaired by the Sub-Committee Chairperson failing that the Chair will be taken by the Sub-Committee Vice Chairperson. If he or she is also unavailable the Chair should be taken by a member elected from the members present and he or she will preside for the meeting.

## **5.0 Business to be discussed**

5.1 The Sub Committee may vary the order of business so as to give precedence to business of special urgency at the discretion of the Chairperson.

## **6.0 The Business will include:-**

- 6.1 (a) Chairpersons Remarks
- (b) Health and Safety
- (c) Apologies
- (d) Adoption of Minutes (if these have not been adopted at the previous Management Committee Meeting)
- (e) Business arising from same
- (f) Remainder of Agenda

## **7.0 Apologies**

7.1 Sub-Committee members should where possible submit their apologies for non-attendance at the Sub-Committee meeting prior to the meeting.

## **8.0 Minutes**

8.1 The Minutes of the Sub Committee shall be printed under the direction of the Sub-Committee Chairperson, Vice Chairperson or designated Senior Officer.

8.2 When approved the certified copies of the Minutes will be recorded and retained by Office Services.

## **9.0 Quorum**

9.1 A Quorum for the sub committees will be 3 members out of the total Sub-Committee membership (excluding co-opted members). If at the time of the meeting a Quorum is not in attendance a period of fifteen minutes should be allowed for late arrivals. If after fifteen minutes a Quorum of members is not present, the meeting will stand adjourned. If at any time during a meeting it is found that a Quorum is not present the proceedings shall be adjourned. A report thereafter to be submitted to the Management Committee.

9.2 The Chairperson of the Management Committee shall be an ex officio member of all Sub-Committees with full rights as an ordinary member of said Sub-Committees.

## **10.0 Motions and Amendments**

10.1 Motions may be moved by any member of the Sub-Committee. A Motion shall fall unless it can find a Secunder.

10.2 Motions or any Amendments which are not Seconded shall not be discussed or put to the meeting or printed in the Minutes.

- 10.3 After a Motion has been made and Seconded any member wishing to move such amendment may do so by stating its terms to the meeting.
- 10.4 No Motion after it has been made or intimated shall be withdrawn except by leave of the seconder. In the absence of the member who has given notice of a motion, the meeting may dispose of the same or postpone it as they think fit.
- 10.5 When a Motion and/or a number of Amendments are before the meeting, the Chairperson shall put the last moved Amendment receiving the greater number of votes against the next preceding Amendment until all are disposed of, when the chairperson shall put the remaining amendment against the original motion.

### **11.0 Order of Speaking**

- 11.1 Any member of the Sub-Committee desiring to speak at any meeting shall only do so when allowed by the Chairperson. He/she shall address the Chair confining his/her remarks to the matter before the meeting, i.e. by proposing, seconding or supporting a Motion or any relative Amendment or to a point of order or to ask a question.
- 11.2 Any member of the Management Committee who is in attendance at a meeting of a sub-committee to which they have not been elected shall only speak at the meeting with the permission of the Sub-Committee Chairperson and will not be entitled to vote on any issue.

### **12.0 Powers of Chairperson**

- 12.1 Deference should at all times be paid to the authority of the Chairperson. When he/she speaks the member shall cease to do so. It shall be the duty of the Chairperson to preserve order and to ensure that members obtain a fair hearing.
- 12.2 The Chairperson shall decide all matters of order, competency, and relevancy and each ruling shall be final and shall not be open to discussion. The Chairperson shall also decide between two or more members wishing to speak by calling on the member whom he/she observed first to raise their hand.
- 12.3 The Chairperson shall be entitled in the event of disorder arising to adjourn the meeting to a time he/she may then or afterwards determine and his/her leaving the Chair shall indicate that the meeting is adjourned.
- 12.4 The Chairperson shall have both a deliberate vote and a casting vote.
- 12.5 The Chairperson may restrict the amount of time spent on any item of business.

### **13.0 Dissenting Member**

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

#### **14.0 Invitation to Speak**

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

#### **15.0 Voting**

15.1 A vote may be taken by calling the roll of those present by ballot or by show of hands as may be decided by a majority of the members present and voting. Prior to vote the Chairperson will ask those present to decide on the method of voting to be used.

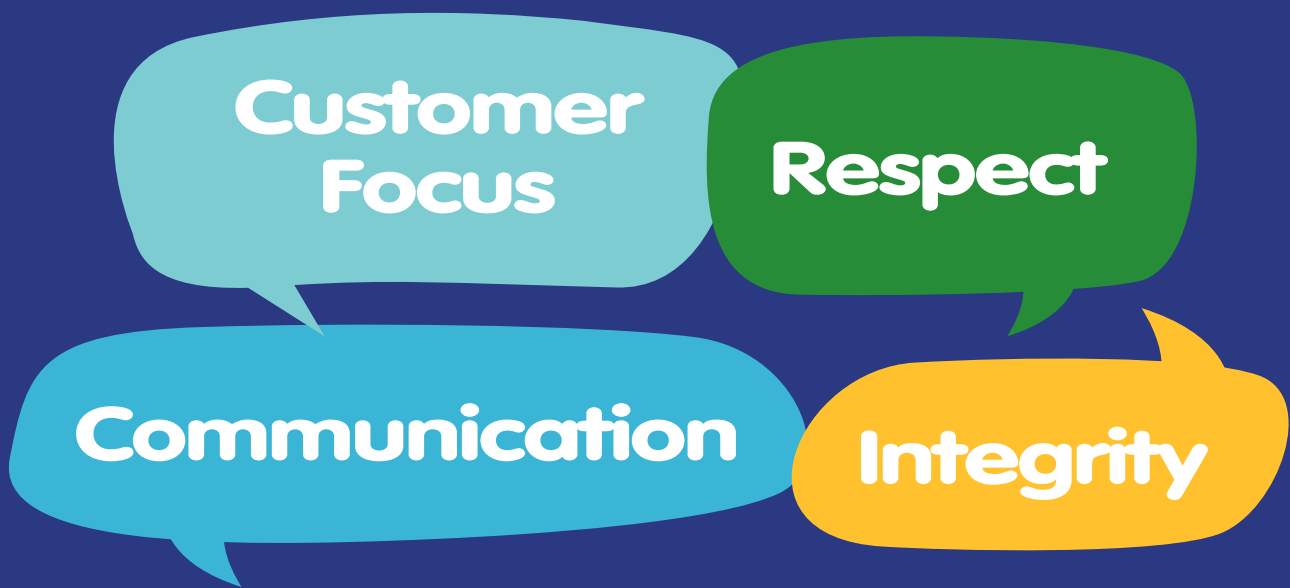
#### **16.0 Decision**

16.1 No decision of a sub-committee shall be binding on the Management Committee until the Minute of the Sub-Committee has been read and ratified by the Management Committee.

16.2 Any of the Standing Orders upon a Motion being made at any time during a meeting may be suspended in regard to any business at such a meeting provided that the said Motion shall be held to be carried by a two-thirds majority of the members present and voting.

#### **17.0 2 hour rule**

17.1 A maximum time of 2 hours will be set for each meeting and will only be exceeded following a majority decision of those members present.



CLOCH HOUSING ASSOCIATION LTD	
<b>Policy Name</b>	Sub-Committee Standing Orders Policy
<b>Policy Category</b>	GOV
<b>Policy Number</b>	057
<b>Date Adopted</b>	01/09/2013
<b>This Review</b>	03/10/2017
<b>Next Review</b>	October 2018
<b>Equalities Impact Assessment Required</b>	
<b>Link to other policies</b>	
<b>Consultation</b>	
<b>Need for Procedure</b>	