



Clydebank Housing Association Ltd.

Sub-Committee Standing Orders

Management Committee submission:	29 November 2016
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CLYDEBANK HOUSING ASSOCIATION LIMITED
SUB-COMMITTEE STANDING ORDERS

These standing orders will be read in conjunction with the Association Charitable Model Rules (2013).

1. The Association shall have the following Sub-Committees: -
 - a) Development & Wider Role (inc. CHA Power) . held as required
 - b) Housing Management & Property Maintenance . held monthly
 - c) Finance, Staffing & General Purposes . held quarterly

2. Election of Members
 - a) Each Management Committee member will serve on a minimum of one and a maximum of two Sub-Committees.
 - b) Sub-Committee selection will take place at the Management Committee's first meeting held after the Annual General Meeting of the Association. Members are able to review their selection at any point during the year.
 - c) The Sub-Committee shall, at its first meeting, elect its Chairman and Vice Chairman.
 - d) A minimum number of members for a sub-committee shall be three.
 - e) All members of the Sub-Committee (including co-optees) shall have equal voting rights with the exception of the Chairman who will also hold a casting vote for use as required.

3. Meetings
 - a) Meetings of all the Sub-Committees will be held as per point 1 above. Where sub-committees are suspended/cancelled due to limited business, reports will be submitted to the monthly Management Committee meetings.
 - b) The Chairman/Vice Chairman or Chief Executive shall give Notice of all ordinary meetings of the Sub-Committee to members via a schedule prepared and agreed in advance of the new Committee session in August and shall specify the matters to be considered at the meeting by annexing to the notices, a properly prepared Agenda prior to each meeting.
 - c) Meetings of the Sub-Committee can take place in any manner which permits those attending to hear/see and comment on the proceedings.
 - d) In the case of unforeseen circumstances, scheduled meetings can be cancelled with the express authorisation of the Sub-Committee Chairman/Vice Chairman.

4. Chairmanship of the Meeting

The Sub-Committee will normally be chaired by the Sub-Committee Chairman. Failing that, the Chair will be taken by the Sub-Committee Vice Chairman. If he or she is also unavailable, the Chair should be taken upon by a member elected from the members present and he or she will reside for the meeting.

5. Business to be discussed

The Committee may vary the order of business, so as to give precedence to business of special urgency, at the discretion of the Chairman.

8. The order of business shall be as follows

- a) Apologies
- b) Chairman's Remarks (any item under Standing Order 6)
- c) Declaration of Interest
- d) Business carried over from last Meeting
- e) Remainder of Agenda
- f) Health & Safety
- g) Date and time of next meeting

9. Apologies

Sub-Committee members should, where possible, submit their apologies for non-attendance well in advance of the meeting.

If three consecutive meetings are missed, members will no longer be a member of the Sub-Committee.

10. Minutes

- a) The Minutes of the Committee shall be prepared/printed under the direction of the Sub-Committee Chairman or Vice Chairman and either the Chief Executive or other senior staff member, who was in attendance at the meeting. Any decision made by sub-committee must be reported to the next Management Committee Meeting following the Sub-Committee meeting via the Minutes for approval and ratification.
- b) When approved by the Management Committee, the certified copies of the Minutes, signed by the Chairman/Vice Chairman as the Approver, the Proposer and Seconder, shall be entered into the Minute Book, the Association's %+ Drive and the Intranet.

11. Quorum

There must be at least three members of a sub-committee present for the meeting to take place.

If, at the time of the meeting, a quorum is not in attendance, a period of 15 minutes should be allowed for late arrivals. If, after 15 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 should be adjourned. A report should be submitted to the Management Committee thereafter.

12. Motions and Amendments

- a) Motions may be moved by any member of the Sub-Committee. A Motion shall fail unless it can find a Secunder.
- b) Motions or any Amendments which are not Seconded shall not be discussed or put to the meeting or printed in the Minutes.
- c) After a Motion has been made and seconded, any Member wishing to move the Amendment, may do so by stating its terms to the meeting.
- d) No Motion, after it has been made or intimated shall be withdrawn except by leave of the Secunder.
- e) In the absence of the member who has given notice of the Motion, the meeting may dispose of same or postpone it, as they think fit.
- f) When a Motion and/or a number of Amendments are before the meeting, the Chairman shall put the last moved Amendment against the preceding one and then put the Amendment receiving the greater number of votes against the next preceding Amendment until disposed of. The Chairman shall put the remaining Amendment against the original Motion, the Amendment being called first and voted upon, the Motion called thereafter and voted upon.

13. Order of Speaking

- a) Any member of the Sub-Committee desiring to speak at any meeting shall only do so when allowed by the Chairman. 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.
- b) 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 Chairman and will not be entitled to vote on any issue.

14. Powers of the Chairman

- a) Deference should at all times be paid to the authority of the Chairperson. When he/she speaks, the members shall cease to do so. It shall be the

duty of the Chairman to preserve order and to ensure that members obtain a fair hearing.

- b) The Chairman shall decide all matters of order, competency and relevancy and each ruling shall be final and shall not be open to discussion. The Chairman 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.
- c) The Chairman 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.
- d) The Chairman shall have both a deliberative vote and a casting vote.
- e) The Chairman may restrict the amount of time spent on any item of business.
- f) The Association's Chairman shall be an ex-officio member of all Sub-Committees.

15. Dissenting Member

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

16. Invitation to Speak

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

17. Voting

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 Chairman will ask those present to decide on the method of voting to be used.

18. Decision

No decision, outwith delegated authority of a Sub-Committee, will be binding on the Management Committee until the Minute of the Sub-Committee has been read and ratified by the Management Committee.

19. Suspension of Standing Orders

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.

20. Performance

It is recognised that Performance information is an integral part of Business Planning and as such, delegated authority should be given to each Sub-Committee to monitor all aspects of Performance.

20. Emergency Decisions (e.g. HM court action decision, staffing, etc)

Where a staff member of the Association is of the opinion that an emergency decision must be made by a Sub-Committee, then he/she should contact at least four elected Sub-Committee Members for their authorisation of any action to be taken. A written report thereafter will be submitted to the next Management Committee meeting.