

## POLICY

### STANDING ORDERS

Passed:-	11/12/2024	Review Date:-	11/2029
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**All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.**

**For further details please contact us on 0141 634 0555 or email us on [enquiries@nvha.org.uk](mailto:enquiries@nvha.org.uk).**

#### 1.0 Introduction

- 1.1 The four groups responsible for managing and overseeing North View's activities are:- the Management Committee (the governing body), two Sub-Committees (General Purposes and Audit, Risk and Compliance) and the Office Bearers Group.
- 1.2 The Standing Orders for each group are detailed below.
- 1.3 If there is a conflict between the content of these Standing Orders and the Association's Rules, the Rules will take precedent.

#### 2.0 Management Committee

##### **Office Bearers**

- 2.1 The Association shall have four Office Bearers. These posts will be Chairperson, Vice Chairperson, Secretary, and Treasurer.

The Management Committee shall elect a Chairperson at the first Committee Meeting held after the Annual General Meeting.

- 2.2 Having first elected the Chairperson, Committee will then elect the other Office Bearers in the following order:- Vice Chairperson, Secretary and Treasurer.
- 2.3 Co-opted members or members filling casual vacancies will not hold a position as an Office Bearer.

##### **Quorum**

- 2.4 A quorum for Management Committee Meetings will be four members. The presence of co-optees at meetings will not be counted when establishing whether the minimum number of Committee Members is present to allow the Committee or Sub-Committee Meetings to take place.
- 2.5 In the event of a quorum not being present 30 minutes after the scheduled start of the meeting, the Meeting will be reconvened a week hence at the same time and place. If at that meeting there are not enough members present within half an

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## POLICY

### STANDING ORDERS

hour of the scheduled starting time, the meeting will still go ahead.

#### ***Proceedings at Meetings***

- 2.6 Meetings shall be conducted in accordance with the processes set out in the Rules.
- 2.7 If a decision of a meeting is put to the vote, the outcome will be based on what the majority of members vote for. Voting will be by a show of hands except where a poll is requested by a member (or members).

Votes cannot be taken on resolutions which conflict with the Association's rules or current Acts of Parliament.

- 2.8 Decisions will be made by a majority of the Members present. If there are an equal number of votes for and against a decision the Chairperson will have a second and deciding vote.

The Chairperson's announcement of the decision of a vote will be final and conclusive. The decision is then recorded in the minutes of the meeting.

Decisions will stand on record for six months (after which the Committee may amend them), unless a material change in circumstances requires a review, in which case it can be implemented immediately.

- 2.9 Meetings will be concluded no more than two hours from commencement. In the event of business being unfinished at conclusion of meeting, the Members present will arrange when the meeting will reconvene, or with the agreement of the majority of members present, the Chairperson may suspend Standing Orders to allow business to be completed.
- 2.10 If a majority of members present agree, the Chairperson can adjourn the meeting at any time.

No business can be discussed at the adjourned meeting other than business not reached or left unfinished at the original meeting.

- 2.11 Staff will attend Management Committee Meetings and submit written reports as required. The Director and/or a Senior Member of Staff will normally attend the meeting.
- 2.12 The Committee will normally consider written reports only when they have been circulated in advance, however papers may be presented at the meeting if the majority of members present agree.

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## **POLICY**

### **STANDING ORDERS**

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#### **3.0 Sub Committees**

##### ***Membership***

- 3.1 Committee Members have access to all Sub-Committees and can attend any Sub-Committee Meeting.

##### ***Chairperson***

- 3.2 Co-optees may not be elected as the Chairperson of any Sub-Committee.
- 3.3 Members of the Sub-Committee can appoint a Chairperson at their first Sub-Committee Meeting held after each Annual General Meeting. Alternatively members may appoint a Chairperson on a 'meeting by meeting' basis.
- 3.4 If the elected Chairperson is not present at a Sub-Committee Meeting or is not willing to act, the Members of the Sub-Committee present will elect another Committee Member to be Chairperson for the Sub-Committee Meeting. If the Chairperson arrives at the meeting late, she/he will take over as Chairperson of the Sub-Committee meeting as soon as the current agenda item is concluded.

##### ***Meetings***

- 3.5 The Chairperson of the Sub-Committee will convene Meetings and set the Agenda in conjunction with the appropriate members of Staff. In the absence of a Sub-Committee Chair, the Chairperson of the Management Committee will convene meetings and set the Agenda in conjunction with the appropriate member of Staff.
- 3.6 Decisions will be recorded via a minute and minutes of Sub-Committee Meeting will normally be submitted to all Management Committee Members in advance of the next Sub-Committee Meeting for approval at that meeting.

##### ***Quorum***

- 3.7 A quorum for Sub-Committee Meetings will be three Members. The presence of co-optees at meetings will not be counted when establishing whether the minimum numbers of Committee Members are present to allow the Committee or Sub-Committee Meetings to take place.
- 3.8 Co-optees cannot comprise of more than one third of the members present at a Sub-Committee Meeting.
- 3.9 In the event of a quorum not being present 30 minutes after the scheduled start of

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the meeting, the meeting will be reconvened at a venue, date and time to suit the attending members. If at that meeting there are not enough members present within half an hour of the scheduled starting time, the meeting will still go ahead.

#### ***Proceedings at Meetings***

- 3.10 If a decision of a meeting is put to the vote, the outcome will be based on what the majority of members vote for. Voting will be by a show of hands except where a poll is requested or required.

Votes cannot be taken on resolutions which conflict with the Association's rules or current Acts of Parliament.

- 3.11 Decisions will be made by a majority of the Members present. If there are an equal number of votes for and against a decision the Chairperson of the Sub-Committee will have a second and deciding vote.

The Chairperson's announcement of the decision of a vote will be final and conclusive. The decision is then recorded in the minutes of the meeting.

- 3.12 Decisions taken by Sub-Committee(s) under delegated powers will stand on record for six months after which the Sub-Committee may amend them.

Only a meeting of the Management Committee can amend or overturn a decision of the Sub-Committee prior to the expiry of six months, unless a material change in circumstances requires a review, in which case it can be implemented immediately.

- 3.13 Meetings will be concluded no more than two hours from commencement. In the event of business being unfinished at conclusion of meeting, the Members present will arrange when the meeting will reconvene, or with the agreement of the majority of Members present, the Chairperson of the Sub-Committee may suspend Standing Orders to allow business to be completed.

- 3.14 If a majority of members present agree, the Chairperson can adjourn the meeting at any time.

No business can be discussed at the adjourned meeting other than business not reached or left unfinished at the original meeting.

- 3.15 Staff will attend Management Committee Meetings and submit written reports as required. The Director and/or a Senior Member of Staff will normally be in attendance.

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### **STANDING ORDERS**

- 3.16 The Sub-Committee will normally consider written reports only when they have been circulated in advance, however papers may be presented at the meeting if the majority of members present agree.

Papers for meetings will normally be circulated at least two days before the meeting.

#### **4.0 Office Bearers Group**

##### ***Membership***

- 4.1 The Group will consist of:- the Chairperson of the Management Committee, the Vice-Chairperson of the Management Committee, the Secretary of the Management Committee and the Treasurer of the Management Committee.

##### ***Chairperson***

- 4.2 The Chairperson of the Management Committee shall chair Meetings of the Office Bearers Group.

If the Chairperson is not present at a Meeting of the Group or is not willing to act, the Members of the Group will elect another Office Bearer to be Chairperson for the Meeting. If the Chairperson arrives at the meeting late, she/he will take over as Chairperson of the meeting as soon as the current agenda item is concluded.

##### ***Meetings***

- 4.3 The Chairperson will convene Meetings and set the Agenda in conjunction with the appropriate members of Staff.
- 4.4 Decisions taken at Office Bearers Group Meetings shall be reported to Management Committee at its next scheduled meeting and a record of the decision be included in the minute of that meeting.

##### ***Quorum***

- 4.5 A quorum for meetings will be three Members.
- 4.6 In the event of a quorum not being present 30 minutes after the scheduled start of the meeting, the Meeting will be reconvened a week hence at the same time and place. If at that meeting there are not enough members present within half an hour of the scheduled starting time, the meeting will still go ahead.
- 4.7 If a majority of members present agree, the Chairperson of the Office Bearers Group can adjourn the meeting. No business can be discussed at the adjourned meeting other than business not reached or left unfinished at the original meeting.

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#### ***Proceedings at Meetings***

- 4.8 If a decision of a meeting is put to the vote, the outcome will be based on what the majority of members vote for. Voting will be by a show of hands except where a poll is requested or required.

Votes cannot be taken on resolutions which conflict with the Association's rules or current Acts of Parliament.

- 4.9 Decisions will be made by a majority of the Members present. If there are an equal number of votes for and against a decision the Chairperson will have a second and deciding vote.
- 4.10 The Chairperson's announcement of the decision of a vote will be final and conclusive. The decision is then recorded in the minutes of the meeting.
- 4.11 Meetings will be concluded no more than two hours from commencement. In the event of business being unfinished at conclusion of meeting, the Members present will arrange when the meeting will reconvene, or with the agreement of the majority of Members present, the Chairperson may suspend Standing Orders to allow business to be completed.
- 4.12 Staff will attend Office Bearers Meetings and submit written reports as required. The Director and/or a Senior Member of Staff will normally be in attendance.

#### ***Immediate response***

- 4.13 In the event of the Association having to respond to quickly/immediately to a situation, a Senior Member of Staff may contact each Office Bearers individually, explain the situation to him/her, and get his/her approval for action.

The Senior Staff Member may execute the decision upon receiving the approval of the majority of the Office Bearers.

- 4.14 Any such events will be reported to the Management Committee at its next Meeting, and recorded in full in the Minutes of that Meeting.

## **5.0 Declaration of Interest**

- 5.1 A Committee Member having a direct or indirect pecuniary interest in any transaction to be considered by the Management Committee, Sub-Committee or Office Bearers Group must declare an interest and it be recorded in the minutes prior to discussion of the matter. Having declared an interest, the member may not vote on the issue unless authorised to do so by the Management Committee,

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Sub-Committee or Office Bearers Group. The member may have to leave the meeting for the duration of discussion on the matter should the Management Committee, Sub-Committee or Office Bearers Group deem this necessary.

*End*

#### **Review and amendments**

- |          |   |   |
|----------|---|---|
| 4/9/02   | - | supersedes the Standing Orders documents for the Management Committee, Sub-Committees and Office Bearers Group. |
| 18/12/02 | - | amended to include Policy Sub-Committee   |
| 18/6/03  | - | 'Declaration of Interest' added.  |
| 28/4/04  | - | Policy Sub-Committee dissolved, and general review of content.  |
| 25/5/04  | - | Policy amended.   |
| 29/10/05 | - | Policy reviewed.  |
| 25/2/15  | - | Policy reviewed.  |
| 25/11/20 | - | Policy reviewed.  |
| 11/12/24 | - | Policy reviewed to reflect new governance arrangements from January 2025.                                       |

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