

## Standing Orders Conduct of Meetings



### Document Control

Responsible Person	Chief Executive			
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## **1. Scope of the Policy**

- 1.1. These Standing Orders provide a framework for effective and proper conduct of business during meetings.

## **2. Office Bearers**

- 2.1. At its first meeting following the AGM, the Board of Waverley Housing will elect a Chair and Vice-Chair. At this meeting membership of any sub-committee will also be determined (in accordance with the Scheme of Delegation).
- 2.2. The Board and sub-committees may delegate authority to the office bearers to make decisions and take action in respect of specific issues and within agreed principles between meetings.
- 2.3. Duties of the Secretary  
WH's Governance Handbook specify the Role of the Secretary in detail.

## **3. Meetings**

- 3.1. The time and place of meetings will be determined by Waverley Housing Board. The quorum for transaction of the business shall be pursuant to the Articles of Association.
- 3.2. Pursuant to the Articles of Association the Chair will preside over meetings. In his/her absence the Vice-Chair will preside. Otherwise the Board Members will appoint their own Chair.
- 3.3. Details of relevant quorums for meetings and schedule of meetings is contained within the Governance Handbook.
- 3.4. At least seven day's advance notice of meetings will be given.
- 3.5. Urgent business which has not been notified in advance of the meeting may be considered if the majority of those attending agree.
- 3.6. The Agenda for each meeting will be set by the Chair of the Board, or the respective sub-committee or working group Chair(s), in consultation with the Executive Team
- 3.7. Members of the Board, sub committees and working groups may propose items for inclusion on the Agenda for a meeting by contacting the Chair. The Chair will decide whether the item is to be included and the nature of any supporting papers required.

## **4. Chairing meetings**

- 4.1. Where the Chair is not present at the appointed start of a meeting of the Board, the Vice-Chair will preside or, failing him/her, the Board Members present will appoint another member to act as Chair for that meeting or until the Chair arrives.
- 4.2. Where the Chair of a sub-committee or a working group is not present at the appointed start time, those members present may appoint one of their number to act as Chair for that meeting or until the Chair arrives.

## **5. Staff Attendance at Meetings**

- 5.1. Members of the Executive Team will attend all meetings of the Board and sub-committees with additional staff in attendance where appropriate.
- 5.2. Staff attending meetings of the Board or sub-committees will not be entitled to vote.

## **6. Attendance of other Parties**

- 6.1. The Board and sub-committees may invite external parties, such as advisors and consultants, to attend meetings to discuss specific items of business. Their attendance will normally be confined to the discussion of the specific item under consideration unless the Chair determines otherwise.

## **7. Minutes**

- 7.1. Minutes of meetings will be prepared and circulated to the Chair within fourteen days of the meeting wherever possible. Draft minutes will be agreed with the Chair of the meeting before being distributed to members. They will be presented to the next meeting for approval and signature by the Chair and Company Secretary.
- 7.2. Minutes of sub-committees will be presented to the next meeting of the Board for noting.
- 7.3. Minutes of Working Groups will be presented to the next meeting of the Board for noting and, where appropriate, approval, in accordance with the agreed remit and level of delegation.

## **8. Voting**

- 8.1. Decisions at meetings will normally be made by a show of hands and will be carried by a majority.
- 8.2. Where the members present are equally divided, the Chair will have the casting vote.
- 8.3. A Board Member may request that his/her dissent from a decision is recorded in the Minutes of the meeting. Any member making such a request must not actively dissociate themselves from or criticise the decision in public.

## **9. Order of Business at Board Meetings**

- Apologies for absence
- Declarations of Interest
- The Minutes of the previous meeting or special meetings held during the intervening period
- Matters arising from the minutes
- Action Point Tracker
- General business for Approval
- General business for Noting
- Continuous Self Assurance
- Performance Reports (Quarterly)
- Chair's items
- Chief Executive's Items
- Minutes of Committee Meetings ie AICC

- Items for Information
- Future Meeting Dates

## **10. Adjournment of Meeting**

10.1. The meeting may be adjourned from time to time.

## **11. Intervention of Chair**

11.1. When the Chair intervenes, any member addressing the meeting shall immediately cease until the Chair has recalled him or her.

## **12. Chair to Preserve Order**

12.1. It shall be the duty of the Chair to see that these Standing Orders are observed, and otherwise to preserve order, and to secure that every member shall have the opportunity of speaking and obtain a fair hearing.

12.2. In the event of any disturbances or disorder arising, the Chair may adjourn the meeting, the length of adjournment to be at the discretion of the Chair.

## **13. Deputations**

13.1. When a deputation is received, it shall be competent for members of committee to put to the deputation any questions pertinent to the subject on which they had craved to be heard, but no member of committee shall express an opinion or discuss the subject until the deputation has withdrawn.

## **14. Disputes**

14.1. Any disputes on matters contained within the Articles of Association and Standing Orders should be referred to the Company Secretary.

## **15. Emergencies**

15.1. Nothing in these Standing Orders will prevent the effective implementation of approved emergency procedures that will apply in the event of a disaster or emergency situation arising.

15.2. Where emergency decisions are required these will be undertaken by the calling of an Emergency Committee meeting.