Hampstead Garden Suburb Residents Association STANDING ORDERS

for the Council, Officers, Committees and Association Representatives on other bodies

(Superseding and subsuming all previous Standing Orders and Working Orders)

Last updated by resolution of the Council: 15 April 2025

THE COUNCIL

- 1) Meetings of the Council shall be called by the Chair or Hon Secretary on the instruction of the Council, or on receipt of a request in writing from one-third of the number of members of Council (including Officers).
- 2) At least seven days' notice of Council meetings shall be given to all members of Council. The Notice shall be accompanied by:
 - a) Minutes of the previous meetings of Council.
 - b) An Agenda prepared by the Chair in consultation with Council.
 - c) Proposals for co-option to Council, when accompanied by brief written details of the person or persons proposed, and when appearing on the Agenda of a Council meeting, shall be voted on at that meeting. The Chair shall at that meeting state the number of vacancies on the Council.
- 3) If determined by resolution of the Council, the whole of each meeting shall be open to all members. Separate minutes of closed sessions shall be prepared.
- 4) Voting shall be by a show of hands unless otherwise decided by the Chair. In the case of an equality of votes, the Chair of the meeting shall be entitled to a second or casting vote.
- 5) A motion "that the meeting proceed to the next business" or "that the question be now put to the vote" may be moved at any time during the debate.
- 6) The Chair shall include on the Agenda prepared by him under Standing Order 2, any item of which he has received not less than seven days' notice from a member of Council. A motion of which notice has been given by one member may, in his absence, be moved by another.
- 7) The Council may adjourn a meeting to any other day or hour but no new

business may be taken when the meeting is resumed unless seven days notice has been given to all members of the Council and the Agenda of the new business has been included.

10) Every motion before being debated shall be written down by the Chair and the Minutes Secretary.

- 11) In the absence of the Chair the meeting shall be chaired by the Hon Secretary or Hon Treasurer and in the absence of all these Officers the meeting shall elect its chair.
- 12) Notice of a Council meeting shall be given in writing. Accidental omissions or errors shall not invalidate a meeting.

MEMBERS OF COUNCIL

- 13) Members with a personal financial or formal interest in a decision shall declare their interest, and members with a personal financial interest in a decision shall not vote on the matter.
- 14) Members who do not attend three successive meetings of Council or of Standing Committees without giving good reason for absence will be deemed to have resigned. A request to Council for reinstatement may be made within 14 days of notification of the deemed resignation and shall be sent to the Chair by electronic or other means.
- 15) All members, including Officers, shall be free when standing for election to canvass and to issue statements.
- 16) Members shall conduct their involvement in and on behalf of the Association in a fair and open way and shall observe all statutory requirements.

OFFICERS

- 17) No Officer should other than in the case of elections normally canvass or allow his name and official position to be used for the purpose of influencing residents on a contested issue on Suburb matters except when so authorised by a resolution of Council.
- 18) A record of Council Members attending shall be shown in the minutes.
- 19) [Blank]

COMMITTEES

- 20) (a) The Council may appoint Standing Committees or Working Groups for particular purposes and shall give to each written terms of reference which are adequate to define responsibilities of the Standing Committee or Working Group. Standing Committees and Working Groups shall serve until the first Council meeting following the Annual General Meeting
- (b) All members of such Standing Committees or Working Groups shall be paid-up Members or paid-up Associate Members of the Association from commencement of, and throughout, their service on the committee.
- 21) (a) Each Standing Committee or Working Group shall elect its own Chair and Secretary.

PROVIDED THAT:

(b) No person who is neither already a member of the Council nor eligible to become one shall hold the office of Chair of a Standing Committee under this paragraph.

- 22) The Council shall nominate annually up to eight members of Council to any Standing Committee to serve until the first Council meeting following the Annual General Meeting. The Standing Committees shall have the right to co-opt additional members to serve until the first Council meeting following the Annual General Meeting.
- 23) Unless otherwise agreed by Council, every member of Council, other than the Officers, shall serve on at least one Standing Committee or shall perform a specific role under the auspices of Council or shall represent the RA on an outside body.
- 24) A Working Group appointed to consider and report on a particular question shall serve until the adoption of its report or its discharge by the Council, but if its report is not presented by the time of the next Annual General Meeting, the terms of reference and the composition of the Group shall be reviewed by the Council at its first meeting after the Annual General Meeting.
- 25) The duty of a Standing Committee or Working Group shall be to enquire, consider and report, and act in accordance with their terms of reference. Every Standing Committee or Working Group shall report to the Council.

REPRESENTATIVES ON OTHER BODIES

- 26) (a) The Council may appoint a person (who need not be a member of the Council) or nominate a person to represent the Association on any body or to serve as a member of a joint committee, due notice having been given. Such appointees shall serve until the first Council meeting following the Annual General Meeting.
- (b) The representative shall use his best judgement in representing the Association or serving as a member, at all times taking care to represent any common position of the Association.
- (c) Such a representative shall be a paid-up Member or paid up Associate Member of the Association from commencement of, and throughout, their service on the body or joint committee
- 27) Such persons shall report to the Council in respect of any matters of concern to the Association, except that such person shall not be required to break any condition of confidence or of membership of the other body.

ANNUAL GENERAL MEETING

- 28) An Financial Report and Review shall be prepared by the Hon Treasurer with a view to its presentation to the Annual General Meeting.
- 29) The Officers are responsible for seeing that the Financial Report and Review are ready by a date which gives sufficient time to notify members by electronic or other means two weeks before the AGM.
- 30) The Annual General Meeting shall be held in March unless decided by the Council otherwise. The timetable of the AGM shall be as follows:
- (a) Last issue of Suburb News for the calendar year or successor publication including electronic media: notice of AGM to be published specifying the last date for receipt of nominations for the posts of Officers and members of the Council. This date will be at least two weeks before the AGM.

(b) Last Monday in March: (unless that is Easter Monday) AGM to be held. If the last Monday in March is Easter Monday, the AGM shall be held on the preceding Monday. Other days in the last week in March may be used to host the AGM if there is no suitable venue available.

MEMBERSHIP REGISTER

34) The Officers, shall be responsible for compiling and maintaining a Register of members. The Register shall contain the address and contact details of each member and the date of his joining and rejoining the association.

FINANCE

- 35) (a) **Petty Cash.** Members of committees should send an account for such items as postage, stationery, duplicating to the Treasurer who will reimburse them.
- (b) **Regular Expenditure.** Each Standing Committee with regular commitments should prepare an estimate of the amount needed for a year's expenditure by 31 December so that the Treasurer and Chair can study the whole financial situation before making recommendations to Council.
- (c) **Exceptional Expenditure.** Any Standing Committee spend more than a total of £250 in any calendar year should notify the Chair and Treasurer so they can discuss the matter with the Council.
- (d) Should immediate expenditure be required, the Chair and Treasurer, or the Council, should be consulted.
- (e) The Treasurer shall produce a quarterly review of the Association's finances at the relevant Council meeting.
- (f) The Officers may by their unanimous agreement terminate the membership of any Member or Associate Member if it appears to them to be in the best interests of the Association to do so by refunding the full membership subscription for that year and to decline further subscriptions. A person whose membership has been terminated under this standing order may appeal to the Council in writing within 14 days for re-admittance to the Association and this appeal right will be notified at the time of the termination of membership. If re-admitted the annual subscription must be paid within 14 days of membership being reinstated.

COMMUNICATIONS

- 36) (a) **Minutes and Reports.** Each Standing Committee shall prepare Minutes of its meetings and a copy shall be sent to the Chair for forwarding to Council within 21 days.
- (b) **Plans.** The Chair of any Standing Committee wishing to embark on a new or exceptional activity should discuss it with the Chair and Treasurer.
- (c) **Public Meetings.** When approved by Council, the Chair should be responsible for:
 - (i) Booking the hall;
 - (ii) Arranging finance with the Treasurer;
 - (iii) Arranging publicity with assistance of the Events and Publications Committees.

(d) **Publications.** The printing and wording of all publications by Standing Committees should be carried out in consultation with the Publications Committee.

(e) Communication

- (i) A draft of any important letter or notice sent to all residents on the Suburb or a group of these should be sent to the Chair for prior approval.
- (ii)If the subject of the letter concerns a matter of policy, it should be cleared the Council.
- (f) **Correspondence.** When a Standing Committee is dealing with an outside body and a new subject arises, the draft of the first letter should be approved by the Chair who should be informed by electronic or other means of the progress of events. Subsequent correspondence can be followed up by the Standing Committee concerned.

(g) Electronic voting

- (i) A vote of Council may be taken on a specific topic by email if the Chair, in consultation with the other Officers, decides it is desirable for whatever reason including that of urgency.
- (ii) The Chair, will prepare and circulate by email the question or questions. These will be clearly set out and capable of being responded to with a 'Yes' or 'No' answer giving a deadline of no less than 5 days for a response.
- (iii) The Chair will keep a record of the emailed replies and will communicate the voting numbers as soon as practicable to Council.
- (iv) The lack of a reply will be noted as an abstention. If the total number of members of Council responding by email is less than the quorum of the relevant body, the electronic vote will be declared void and the matter will be determined by the next meeting of that body.
- (v) In the event of an equality of affirmative and negative votes the Chair will have a second or casting vote.

SUSPENSION, AMENDMENT, SUBSTITUTION OR DELETION OF STANDING ORDERS

37) Any Standing Order may be suspended, amended, substituted or deleted by resolution of Council.

INTERPRETATION

38) In these Standing Orders words importing the masculine gender shall include all other genders.