

## **Standing Orders for Residents' Association meetings** approved 27 November 2007

updates since then are shown [and identified]:

1. The residents' association has been mandated to take decisions on behalf of the freeholder; however it is recognised that on rare occasions there may be issues upon which the interests of the freeholder and those of the residents do not coincide. In such cases a company meeting will be held (i.e. Springhill Cohousing Community Ltd).

2. General meetings are held monthly. Single Issue meetings are held monthly, usually a couple of weeks later than the General ones. If there is no Single Issue to discuss, there is no meeting. In order for a single issue meeting to be agreed someone must agree to chair it and to drive the process. This should usually be decided at the General meeting prior to the suggested date. General meetings are always decision making meetings, single issue meetings are always advisory only unless a prior General meeting has mandated the single issue meeting to take decisions on a particular issue or issues.

3. The organisers of General meetings (chair and minute taker) must publicise the next meeting, with a copy of the agenda posted on the noticeboard, and

circulate the agenda at least 69 hours ahead otherwise decisions cannot be taken. Agenda items only should be displayed on the notice board with background notes for the meeting placed in a file in the kitchen store-cupboard. [01 June 2009, point 7: It was also agreed that a box of previous hard-copy minutes kept in the dining room is adequately secure and private.]

4. The quorum for a decision taking meeting is ten households

5. Decisions are reached by consensus; votes by coloured cards may be taken to indicate the feeling of the meeting at any time during the meeting at the discretion of the chair. In exceptional circumstances, where consensus fails and there is an emergency need for a decision, a decision making vote, needing a 70% majority in order to be carried, may be taken.

6. The default method of running General meetings is to use the coloured cards. If the cards are not to be used then this must be decided by consensus at the beginning of the meeting. Single issue meetings can be organised in any way the organisers see fit, but if the meeting has decision making powers then the coloured cards should be used for the decision making or a consensus decision taken to not use them at the beginning of the meeting.

7. Voting, where it occurs, by one present adult representative of each household
  8. Agenda items must be clear if they are for decision or just for discussion/information. Only those down as decisions, or emergencies, can be decided.
  9. Organisers to ensure prompt production of minutes of meetings. Minutes must, at a minimum, list separately the decisions taken. [01 June 2009, point 7: It was agreed that minutes of RA meetings are circulated in draft and then have omissions or inaccuracies corrected on email \*before \*the next meeting.]
- Additional notes of the discussion are welcome and useful for non-attenders but the decisions (minutes) should be listed separately in addition to any such notes. Decisions which include action items should make clear the specific people who have agreed to take the action.