

# **Anycroft Allotment Association**

## **STANDING ORDERS FOR USE AT MANAGEMENT COMMITTEE MEETINGS**

### **Approved by AGM date**

Taken from recommendations by the Scottish Council for Voluntary Organisations

1. The composition of the Management Committee shall be as provided for in the relevant clause of the Constitution.
2. The Management Committee (and all other sub-committees) shall, insofar as is possible, determine at the beginning of the Management Committee year, dates and places for meetings throughout the year.
3. The Agenda for a Management Committee meeting is to be prepared by the Management Committee Secretary. Business shall normally be dealt with in the order that it appears on the Agenda, save that the Chair of the meeting may, with its consent, give precedence to such business as is deemed urgent. Members wishing to raise new business must notify the Secretary so that it may appear on the Agenda. The Chair may, however, in his/her discretion permit new business to be raised without prior notice under "Any Other Business" or may defer such item(s) to the next meeting.
4. Any member of the Management Committee failing to attend 3 or more consecutive Executive Committee meetings without an apology, (except the auditors), shall automatically relinquish his/her place on the Executive Committee.
5. The Chairman or Secretary of the Management Committee may summon a special meeting of the Management Committee for the purpose of dealing with any matter requiring urgent attention, the consideration of which ought not to be postponed until the next Management Committee meeting.
6. Any casual vacancy on the Management Committee may be filled up by the Management Committee by co-opting any such member. Any member appointed to fill such a casual vacancy shall hold office until the conclusion of the next AGM of the Association (and shall be eligible for election at that meeting). Such co-opted person will have no voting rights.
7. The Management Committee may continue to act although their number is reduced below the quorum level of 5 provided that the continuing members only act for the purpose of filling up vacancies or convening a General meeting of the Association until there are sufficient members to form a quorum.
8. The Chairman of the Association shall preside at all meetings of the Management Committee. If he/she is not present, the Vice Chairman will chair, if neither is available the Management Committee will designate a temporary chair from those Members present.
9. A resolution in writing, signed by all members of the Management Committee shall be as valid and effective as if it had been passed by the Management Committee duly convened and held.
10. Voting at meetings shall be by a show of hands unless a secret ballot is demanded by at least 5 members. All questions shall be decided by a simple majority, and the Chair of the meeting shall have a casting vote in the case of equality of votes. No person shall exercise more than one vote.

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11. **Committees** Special, or standing, or sub-committees may be appointed by the Management Committee. The terms of reference, powers, duration and composition of such committees shall be determined by the Management Committee. Persons not being members of the Association may be appointed to serve on any such committee, but the number of members of any such committee who are not members of the Association shall never exceed one-third of the total membership of such committee. The Chair of any special or standing or sub-committee shall be determined by the Management Committee, however such committees may appoint their own secretary. Minutes of meetings of such committees shall be made available to the Secretary of the Management Committee within 14 days of any meeting of any such committee. The records and papers of all such committees shall be the property of the Anycroft Allotments Association.
12. **Secretary** Shall circulate minutes of the previous meeting including notices of the next meetings not less than 7 days before the date of the next meeting, keep accurate record of the transactions of such meetings and present minutes of such meetings to that next following for signature by the Chair if approved as a correct record. Notwithstanding that a meeting is called by a shorter notice than above, a meeting shall proceed to business if it is so agreed by a simple majority of those present. Shall draw up an agenda in conjunction with the Chairman, a typical agenda will contain the following items: -
- Apologies
  - Welcome and agenda review
  - Date of the next meeting
  - Approval of the minutes of the last meeting
  - Matters arising not covered elsewhere
  - Correspondence
  - Committee reports
  - Special items
  - Any other business
12. **Chairman** Shall ensure a proper agenda has been drawn up in conjunction with the Secretary. Is under obligation to know and understand the Constitution and Standing Orders. Ensure that meetings are run competently. Ensure that discussion and decision making is democratic. Encourage all participants to take equal responsibility. Encourage everyone to have some input. Ensure that no confusion takes place during the meeting. Summarise periodically during the meeting especially if the item under discussion is complex. If the chair offers their own opinion it must be made clear that this is a personal view rather than a summary of the committees position. Ensure that discussion on any topic should proceed -facts-opinions-decisions- actions.
13. **Vice-Chairman** Deputise for the Chairman with responsibilities as above.
14. **Treasurer** Shall present a statement of the Association's financial position, including but not limited to
- Cash in hand
  - Monies in savings accounts.
  - Debtors
  - Creditors
  - Future expenses approved but not committed.
15. **Members** Shall attend meetings as notified above. If unable to attend should notify the Secretary in due time. At meetings participate in discussions to the benefit of the proceedings, learn about the issues which are going to be discussed, listen to others, think before speaking, speak clearly and be brief, do not be afraid to speak, be reasonable and listen to other peoples point of view.
16. **Precedence** The Constitution will take precedence over these Standing Orders