



# **THE 4 ESTATES FORUM**

# **CONSTITUTION**

# **&**

# **STANDING ORDERS**

**MARCH 2019**



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# **THE CONSTITUTION**

## **PART A – NAME**

- A1 The name of the association shall be the 4 Estates Forum (which will be referred to as the Forum).

## **PART B – PURPOSE & POWERS**

### **PURPOSE**

- B1 The purpose of the Forum is to act as an umbrella group for all residents (whether tenants, leaseholders or freeholders) on the Barkantine, Kingsbridge, St Johns and Samuda Estates on the Isle of Dogs.
- B2 The Forum will promote discussions, debates and negotiations with any, and all, public sector, voluntary sector or private sector entities which are already playing a part (or could, or would wish to, play a part) in the future of the Barkantine, Kingsbridge, St Johns and Samuda Estates.
- B3 The Forum will not make decisions about the individual estate or blocks as that is a matter for the residents concerned. The Forum will instead encourage all residents to input into the future of their homes, through any Residents Groups that are set up for the blocks concerned.

### **OBJECTS**

- B3 The Forum seeks to influence, promote wider resident consultation, and where appropriate work in partnership with, all other organisations whose policies or services are, or could be, directly or indirectly relevant to the interests of the residents of the Barkantine, Kingsbridge, St Johns and Samuda Estates.
- B4 The Forum provides an opportunity for the residents of the Barkantine, Kingsbridge, St Johns and Samuda Estates to come together to discuss issues of mutual concern in an open, productive and co-operative manner.
- B5 The Forum seeks to inform all the residents of the Barkantine, Kingsbridge, St Johns and Samuda Estates of significant developments through printed materials and public meetings.
- B6 The Forum will research and promote good practice in resident engagement to maximise the number of residents making a decision about the future of their homes.



- B7 The Forum will research and promote good practice in resident charters where residents choose to discuss the future of their homes, so that residents have the knowledge required for them to make a decision about their future home.

## **OBLIGATIONS**

- B6 The Forum will promote equality in all its work. There will be no discrimination on the grounds of gender, race, age, creed, nationality, sexual orientation or disability.
- B7 It shall be a duty of the Forum to seek to ensure that everybody within the Barkantine, Kingsbridge, St Johns and Samuda Estates is treated with fairness, justice and compassion.

## **POWERS**

- B9 The Forum shall have power to do anything lawful which is necessary or desirable to achieve any of its objects.

## **PART C – THE COMMITTEE**

- C1 There shall be a Committee which shall direct the affairs of the Forum in accordance with this Constitution. The Committee may exercise all the powers of the Forum.

## **POWER TO MAKE RULES**

- C2 The Committee shall approve Rules by which the Forum will be governed. All such Rules, once ratified by the Committee, will be made available to all Members of the Committee and any other person who requests them.
- C3 All such rules shall specify the process to be followed in order to amend them.
- C4 Any Committee Member who is dissatisfied about the application of a Rule in his or her case may appeal to the Committee and present his or her case in person as to the circumstances which have arisen and why a variation or exception should be made. The decision of the Committee shall be final.



## MEMBERSHIP OF THE COMMITTEE

C5 Any person who is a Board or Committee Member of One Housing Group, an employee of One Housing Group or Argent may not be a Member of the Committee.

C6 The Committee shall comprise up to 20 Members as follows:

**Tenants' & Residents' Organisations** – Up to four Members appointed annually by:

- (1) The Barkantine Management;
- (2) The Kingsbridge TRA
- (3) The St John's TRA
- (4) The Samuda TRA

**Co-opted Members** – The Forum can co-opt up to 4 Members (who are not excluded from membership of the Committee by the provisions of C5) who in the opinion of the Committee, will make a contribution to the work of the Committee may be co-opted at the Annual General Meeting.

## TERM OF OFFICE

C7 The term of office for all co-opted and appointed Committee Members shall be one year and shall run from the Annual General Meeting after the elections to the Annual General Meeting following. All members shall be eligible to stand for re-co-option or to seek re-appointment.

## APPOINTMENT TO THE COMMITTEE

C8 Each Tenants' & Residents' Organisation will be asked to appoint their Member for the forthcoming term of office in January or February each year.

C9 Individuals so appointed will become Committee Members-elect and will be invited to attend all meetings of the Committee from the date of their election or appointment until the Annual General Meeting.

C10 The Committee shall adopt Rules governing:  

- (1) the recognition of Members appointed by Tenant's & Residents' Organisations;
- (2) the process of co-option.

C11 All Rules made under this clause shall include provision for independent scrutiny of both the process to be followed and the determination of the results.



C12 The Rules currently in force for Tenants' & Residents' Organisation appointees are at Appendix Two. The rules for co-opted Members are at Appendix Three.

## **VACANCIES**

C13 Any vacancies which arise during any term of office will be filled using the applicable Rules in Appendix Two, or Appendix Three.

## **OBLIGATIONS OF COMMITTEE MEMBERS**

C14 At the beginning of each term of office each Member of the Committee will be given a statement specifying Members' duties and obligations to the Forum. No Committee Member may act as such until they have signed and delivered to the Secretary a copy of this statement confirming that they will meet their obligations to the Committee and to the Organisation.

C15 Any Committee Member who has not signed such statement without good cause within one month of taking up their place on the Committee shall immediately cease to be a Committee Member.

C16 The Committee shall review and may amend the obligations of Committee Members from time to time. The Committee may also vary the form of the statement from time to time.

C17 The current form of statement is included in this Constitution at Appendix Four.

## **COMMITTEE MEMBERS' INTERESTS**

C18 Members of the Committee must ensure that they do not use their position to obtain personal gain of any sort.

C19 Any Committee Member having an interest in any arrangement between the Forum and someone else shall disclose their interest before the matter is discussed by the Committee.

C20 Any decision of the Committee shall not be invalidated retrospectively because of the subsequent discovery of an interest which should have been declared although the Committee may undertake a review once the discovery has been confirmed.

C21 A Committee Member declaring an interest covered by this clause shall withdraw from the discussion of that matter and shall not have the right to vote on it.



C22 An interest covered by this clause is one in which:

- (1) the Committee Member; or
- (2) a member of the Committee Member's household; or
- (3) a close relative of the Committee Member; or
- (4) a member of the household of a close relative of the Committee Member has a direct financial interest which would arise directly from a decision of the Forum. An interest is not covered by this article if its effect, other than for this provision, would be to make any possible Committee meeting inquorate.

C23 If requested by a majority of the Committee at a Meeting convened specially for the purpose, a Committee Member failing to disclose an interest as required by this clause shall vacate their office either permanently or for a period of time as specified by the Committee.

C24 For the purpose of this clause, a Committee Member shall not be treated as having an interest if he or she in the case of any decision affecting all, or a substantial group of, residents is such a resident.

## **TERMINATION OF COMMITTEE MEMBERSHIP**

C25 In addition to the provisions of C15 and C23, a Committee Member shall cease to be a Committee Member if he or she:

- (1) is the subject of a custodial sentence imposed by a court in the United Kingdom in respect of any criminal act or omission;
- (2) is convicted of any criminal act or omission;
- (3) resigns from office by giving written notice to the Forum;
- (4) fails to attend three consecutive Ordinary Meetings of the Committee without apology or two thirds of the Committee's Meetings in the period of one year without valid reasons acceptable to the Committee;
- (5) is an appointed or co-opted Member and the majority of Members resolve to remove him or her from the Committee; or
- (6) no longer meets the criteria for Committee Membership that is set out in the Statement of Undertaking at Appendix Four which details the behaviour expected of Committee Members.
- (7) no longer satisfies the rules for membership of the Forum, including the requirements for residency no longer satisfies the rules for membership of the Forum, including the requirements for residency;
- (8) dies.

## **MEETINGS OF THE COMMITTEE**

### **The Annual General Meeting**

C26 The Committee's Annual General Meeting shall be held in February each year. The date, time and place of the Meeting together with the agenda



shall be sent each Member and Member-elect at least seven days before the date of the meeting.

C27 The functions of the Annual General Meeting shall be:

- (1) to confirm the appointment of the Tenants' & Residents' Organisation representatives;
- (2) to co-opt individuals to fill any of the places on the Committee reserved for co-opted Members;
- (3) to elect the Chair, two Vice-Chairs and Secretary for the forthcoming year by secret ballot;
- (4) to agree the timetable of Ordinary Meetings of the Committee for the forthcoming year;

### **Ordinary and Special Meetings of the Committee**

C28 The Committee will normally hold its Ordinary Meetings on at least a monthly basis. The annual schedule of Ordinary Meetings agreed at the AGM will be published to all Members of the Committee and to those who have an interest in the activities of the Forum.

### **Notification of Committee Meetings**

C29 The business to be discussed at an Ordinary Meeting, and the date, time and place of the meeting, will be notified to Members and any Members-elect by an agenda which shall be despatched to Members at least seven days before the date of the Meeting. Any other business will only be discussed on the grounds of urgency.

### **Minutes of Committee Meetings**

C30 Minutes will be taken at all Meetings of the Committee, whether Annual or Ordinary, and will be provided to all Committee Members. Copies of Committee minutes shall be provided to anyone who requests them.

C31 Each Ordinary Meeting will be asked to approve the minutes of all Committee meetings (whether Annual or Ordinary) which have taken place since the last Ordinary Meeting.

### **PROCEEDINGS OF THE COMMITTEE**

C32 Subject to the provisions of this Constitution, the Committee shall regulate its own proceedings through the adoption of Standing Orders. The Standing Orders currently in force are at Appendix One.





C33 The Standing Orders shall specify procedures so that all matters which are not unanimously agreed shall be decided by a majority of votes.

C34 The Committee may amend its Standing Orders from time-to-time by a simple majority vote.

### **COMMITTEE QUORUM**

C35 The quorum for the transaction of the business at any Meeting of the Committee may be fixed by the Committee from time to time but shall not be less than one quarter of their number or six Committee Members, whichever is the greater.

### **ACTS OF THE COMMITTEE OR A TASK & FINISH GROUP**

C36 All acts done in good faith by a quorate meeting of the Committee or a Task & Finish Group shall be valid, even if it is discovered subsequently that there was a defect in the appointment of any Committee Member or their entitlement to vote.

## **PART D - OFFICERS OF THE FORUM**

D1 The Forum shall have a Chair, two Vice-Chairs and a Secretary.

D2 All Officers shall be elected by the Committee at its Annual General Meeting. All members so elected shall take up their office on the declaration of the results of their election and shall remain in office until the completion of elections at the AGM next following.

D3 Any Committee Member who has already served as an Officer shall be eligible to stand for election to any position in any subsequent year.

D4 Any vacancy which occurs during the course of a year of office, for whatever reason, will be filled by the Committee using the process set down in the relevant Rules. The Officer so elected will serve until the next Annual General Meeting and will be eligible to stand for re-election.

D5 Any three Committee Members may propose a motion of No Confidence in any Officer. Any such motion must be sent to all Committee Members at the same time as the Agenda for the next Ordinary Meeting of the Committee. The vote of no confidence will be put to a secret ballot and, if passed, that member shall immediately cease to be an Officer of the Forum.



## **THE CHAIR**

- D7 The Forum shall have a Chair, who shall chair Committee meetings, and shall be an ex-officio member of any Task & Finish Group set up by the Committee.
- D8 The Chair may nominate one of the Vice-Chairs to preside as chair of any meeting of the Committee.
- D9 In the absence of the Chair and Vice-Chairs, the Committee will select one of its members to chair the meeting.

### **The Chair's responsibilities**

- D10 The Chair shall seek to ensure that:
- (1) the Committee's business is conducted efficiently;
  - (2) all Committee Members are given the opportunity to express their views;
  - (3) the Committee delegates sufficient authority to its Task & Finish Groups, the Chair, and others to enable the business of the Forum to be carried on effectively between Committee meetings;
  - (4) the Committee receives professional advice when it is needed;
  - (5) the Forum is represented as required; and
  - (6) the Forum's affairs are conducted in accordance with generally accepted codes of performance and propriety;

## **THE VICE-CHAIRS**

- D11 The Committee shall elect two of its Members as Vice-Chairs.
- D12 At the request of the Chair the Vice-Chairs may:
- (1) chair meetings of the Committee;
  - (2) represent the Organisation externally.

## **THE SECRETARY**

- D13 The Committee shall elect one of its Members as Secretary.
- D14 The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Committee.
- D15 In summary, the Secretary is responsible for:
- (1) Ensuring meetings are effectively organised and minuted
  - (2) Maintaining effective records and administration
  - (3) Upholding the legal requirements of the Constitution and Standing Orders.



- (4) Communication and correspondence

## **OTHER OFFICERS**

- D13 The Committee may designate Committee Members to such other offices as it deems necessary, and shall make a clear statement of the duties of all such office.

## **PART E – TASK & FINISH GROUPS OF THE COMMITTEE**

- E1 The Committee may, at any time, establish a Task & Finish Group to undertake a specific task and shall specify how the Task & Finish Group will report its progress and final conclusions to the Committee and if there are any deadlines for the completion of the task.
- E2 The Committee may appoint any number of its Members to a Task & Finish Group subject to a minimum number of three and shall appoint one of its Members as the Task & Finish Group's chair.
- E3 The Task & Finish Group will arrange their own schedule of meetings.
- E4 A Task & Finish Group shall cease to exist once its remit has been completed and its final report accepted.
- E5 The Committee may dissolve any Task & Finish Group it has established before the Task & Finish Group has completed its task if, in the opinion of the Committee, it is necessary or convenient to do so.
- E6 Minutes will be taken at all sub-committee meetings. These minutes will be presented to the next available Ordinary Meeting of the Committee for acceptance.

## **PART F – AMENDMENTS TO THE CONSTITUTION**

- F1 Any four Committee Members may propose a motion to change this Constitution. Any such motion must:
- (1) be put in writing and must include the names and signatures of the proposers;
  - (2) specify precisely the changes which are being proposed;
  - (3) be delivered for the attention of the Chair 21 days before the date of the relevant meeting.
- A motion to change this Constitution may only be considered with 14 days notice and will require a majority of two-thirds of those Committee Members present and voting in order to be carried.



Or

- F2 Any four Committee Members may propose a motion to change this Constitution. Any such motion will require at least 10 Committee Members present to be considered and a majority of two-thirds of those Committee Members present and voting, in order to be carried.

## **PART G - DISSOLUTION OF THE FORUM**

- G1 Any four Committee Members may propose a motion to dissolve the Forum.
- G2 A motion to dissolve the Forum may only be considered at a Special Meeting called for this purpose and will require a majority of two-thirds of those Committee Members present and voting in order to be carried.



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## **APPENDIX ONE TO THE CONSTITUTION**

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### **STANDING ORDERS**

#### **FOR THE CONDUCT OF BUSINESS AT MEETINGS OF THE COMMITTEE**

##### **1 APPLICABILITY**

- 1.1 These Standing Orders apply to all Meetings of the Committee whether the Annual General Meeting or an Ordinary Meeting.
- 1.2 Any reference in these Standing Orders to the 'chair' means that person who is acting as the chair of a Meeting. This person may be the Chair of the Forum, one of the Vice-Chairs or any other person who is, in accordance with the Constitution, chair for the time being. The person holding the position of chair at any Meeting, or any part of any Meeting, of the Committee may exercise all the powers of the chair provided in these Standing Orders while s/he continues to hold that position.

##### **2 GENERAL**

- 2.1 Neither smoking nor the consumption of alcoholic beverages is permitted during Meetings of the Committee.
- 2.2 Any person present at a Meeting of the Committee who carries a mobile phone is requested to turn it off at the beginning of the Meeting. If this is not practical for operational reasons, anyone who needs to take a call is requested to withdraw from the Meeting until the call is terminated.
- 2.3 All persons present, in whatsoever capacity, at a Meeting of the Committee, must, at all times, be courteous to each other and support and assist each other in progressing the business of the Meeting.

##### **3 QUORUM**

- 3.1 At the time appointed for the commencement of a Meeting of the Committee the chair will call the meeting to order and confirm that the quorum of Members, as specified by the Committee in accordance with the Constitution, is present.



- 3.2 If the meeting is not quorate and a quorum has not been achieved after 20 minutes from the time at which the meeting was proposed to convene, the meeting shall be abandoned and can not be reconvened until fresh notice of the date and time has been sent to be all Members of the Committee.
- 3.3 A meeting reconvened under this standing order shall carry out the business of the meeting, whether or not a quorum is present.

## **4 SPEAKING IN COMMITTEE MEETINGS**

### **Speaking rights**

- 4.1 Members of the Committee, and those persons appointed as advisers to the Committee, have the right to speak on any matter at any Meeting. Visitors present at the invitation of the Committee have the right to speak on those matters for which they were invited.
- 4.2 Any Committee Member who wishes to speak must signal clearly to the chair. The final decision about the order of speakers lies with the chair and no person shall speak until called.
- 4.3 Only one person may talk at any one time.

### **Interruptions**

- 4.4 Once a person is speaking, s/he must not be interrupted, except on a point of order to draw attention to a breach of the procedure of the meeting.
- 4.5 Points of information or explanation may be accepted at the chair's discretion as soon as the person who has the floor has finished speaking.

### **Chair's ruling**

- 4.6 If the chair calls a speaker to order, or if the chair wishes to speak for any other purpose connected with the proceedings, the person speaking shall immediately give way to the chair.
- 4.7 The chair's ruling on any point shall be binding unless challenged by not less than 2 Members. In this event, the chair shall briefly explain the reasons for the decision, put the matter to the vote and proceed with the Meeting in accordance with the result of the vote.



## **5 PRESENTATION OF MOTIONS AND AMENDMENTS**

- 5.1 Any motion presented to a Committee Meeting for decision must be proposed by any Committee Member with the support of one other Committee Member as seconder.
- 5.2 At the appropriate point in the Agenda the chair will call the motion for debate. The proposer and seconder will have the right to speak in support of the motion. The chair will then open the debate to the floor and will endeavour to ensure a balanced debate between those in favour and those against the motion. The proposer will have the right of reply before the debate is closed and the chair moves to a vote.
- 5.3 An amendment to a motion may be proposed at any time during the debate on the motion. Any amendment must be proposed and seconded by Committee Members present at the Meeting. Any amendment which changes the intent of the original motion shall be ruled out of order.
- 5.4 If more than one amendment is proposed, the Chair will determine the order in which they are taken.
- 5.5 The chair will give the proposer of an amendment the opportunity to speak and the proposer of the original motion shall have the right of reply.
- 5.6 If an amendment is accepted unanimously or carried after a vote, the motion as amended will become the substantive motion to which any further amendments are moved.
- 5.7 If a motion is passed it will be recorded in the minutes of the Meeting as a Resolution of the Committee. No Resolution of the Committee may be rescinded or amended at the Meeting at which it was passed.

### **Procedural motions**

- 5.8 The following procedural motions, which shall take precedence according to their order in the following list, may be moved at any time by the chair or any Committee Member:
  - (a) that the vote on the substantive motion be taken immediately,
  - (b) that the vote on the substantive motion be taken in parts,
  - (c) that the meeting proceed to the next business without taking a vote on the substantive motion,
  - (d) that the speaker be no longer heard,
  - (e) that the debate be adjourned,
  - (f) that the matter be referred to a Task & Finish Group.



## **6 VOTING AT MEETINGS OF THE COMMITTEE**

### **Voting rights**

- 6.1 At any Meeting of the Committee each Committee Member present shall have one vote which can only be exercised in person. Under no circumstances shall any Committee Member exercise more than one vote.
- 6.2 The chair of the Meeting will only exercise a casting vote in the event of an equality of votes for and against a proposition and will not vote in any other circumstances.

### **Majority**

- 6.3 Unless otherwise specified in the Constitution, the outcome of a vote or ballot will be determined on the basis of a simple majority of those Members present and voting.

### **Method of voting**

- 6.4 Any motion put to the vote at a Committee Meeting shall be decided on a show of hands unless a secret ballot is requested.
- 6.5 A declaration by the chair that a motion has been carried (or not carried) either unanimously, or by a particular majority shall be conclusive evidence of the result of the vote. The results of all votes will be recorded in the minutes of the Meeting.

### **Demand for a secret ballot**

- 6.6 A secret ballot may be demanded before the chair puts a motion to the vote. A ballot may be demanded:
- (a) by the chair; or,
  - (b) by any two Committee Members.

### **Conduct of a secret ballot**

- 6.7 A secret ballot shall be taken as the chair directs. The chair may appoint scrutineers (who need not be Members of the Committee). The result shall be deemed to be the resolution of the Meeting at which the ballot is demanded.

### **Withdrawal of demand for a secret ballot**

- 6.8 The demand for a secret ballot may be withdrawn, before the ballot is taken, but only with the consent of the chair.





## **7 ADJOURNMENTS**

- 7.1 The chair may decide, and any Committee Member may request, that an adjournment be allowed for a short period during the course of a meeting. When announcing an adjournment the chair will announce the time at which the meeting will reconvene.

## **8 CONDUCT AT MEETINGS**

- 8.1 If any person present at a Meeting, whether a Member, a visitor, an observer, an adviser or in any other capacity, persistently disregards the ruling of the chair by behaving improperly or offensively or deliberately obstructing business, the chair may move that that person be not heard further for the duration of the Meeting. If seconded, the motion will be voted on without discussion.
- 8.2 If, after such a motion is carried, the named person continues to behave improperly, the chair may move that either the person leaves the Meeting or that the Meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## **9 CHANGES TO THESE STANDING ORDERS**

- 9.1 Changes to these Standing Orders may be proposed by any two Committee Members. Any such motion must:
- (a) be put in writing and must include the names and signatures of the proposers,
  - (b) specify precisely the changes which are being proposed,
  - (c) be delivered for the attention of the Chair.
- Any such motion may be considered at any Ordinary Meeting of the Committee subject to 14 days notice having been given. A motion to change these rules will require a simple majority of those Committee Members present and voting in order to be carried.

Or

- 9.2 Any four Committee Members may propose a motion to change these Standing Orders. Any such motion will require at least 10 Committee Members present to be considered and a majority of two-thirds of those Committee Members present and voting, in order to be carried.

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## **APPENDIX TWO TO THE CONSTITUTION**

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### **RULES FOR THE APPOINTMENT OF TENANTS' & RESIDENTS' ORGANISATION MEMBERS OF THE COMMITTEE**

#### **1 APPLICABILITY**

- 1.1 These rules apply to the recognition of Members appointed to the Committee by those Tenants' & Residents' Organisations which are listed in the Constitution as having the right to appoint.

#### **2 REQUEST FOR APPOINTMENT**

- 2.1 The Chair shall ensure that each Tenants' & Residents' Organisation is sent a request annually to appoint a Member of the Committee. This request shall include:
- (a) the date of the Annual General Meeting at which incoming Members will take their places,
  - (b) a statement of the responsibilities of Committee Members in general and, in particular, the responsibility to act as a two-way channel of communication between the Tenants' & Residents' Organisation members and the Committee,
  - (c) the 4 Estates Forum's expectations regarding attendance and participation,
  - (d) a copy of the 4 Estates Forum's current Constitution,

#### **3 TERM OF OFFICE**

- 3.1 Any Member so appointed will take his or her place at the Annual General Meeting and will continue as a Committee member.
- 3.2 Each appointed Member must sign the Statement of Undertaking for Committee Members and abide by all other provisions of the Constitution regarding Committee Membership.



## **4 VACANCIES**

- 4.1 If a vacancy arises during the period of office because of the departure from the Committee of a Tenant's & Residents' Organisation Member, for whatever reason, the Chair shall invite the Tenant's & Residents' Organisation who made the original appointment to appoint a new Member.
- 4.2 Any Member so appointed:
- (a) shall serve on the Committee for the remainder of the term of office of the original appointee,
  - (b) must sign the Statement of Undertaking for Committee Members,
  - (c) abide by all other provisions of the Constitution regarding Committee Membership.

## **5 CHANGES TO THESE RULES**

- 5.1 Changes to these rules may be proposed by any two Committee Members. Any such motion must:
- (a) be put in writing and must include the names and signatures of the proposers,
  - (b) specify precisely the changes which are being proposed,
  - (c) be delivered for the attention of the Chair.
- Any such motion may be considered at any Ordinary Meeting of the Committee subject to 14 days notice having been given and on condition that there is no election in progress at that time. A motion to change these rules will require a simple majority of those Committee Members present and voting in order to be carried.

Or

- 5.2 Any four Committee Members may propose a motion to change these rules. Any such motion will require at least 10 Committee Members present to be considered and a majority of two-thirds of those Committee Members present and voting, in order to be carried.

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## **APPENDIX THREE TO THE CONSTITUTION**

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### **RULES FOR THE CO-OPTION OF MEMBERS TO THE COMMITTEE**

#### **1 APPLICABILITY**

- 1.1 These Rules shall apply to the co-option of any individual person to the Committee in accordance with the Constitution.

#### **2 ELIGIBILITY**

- 2.1 Any person who does not fall within the categories of persons listed in Clause C5 of this Constitution is eligible for co-option to the Committee.

#### **3 TERM OF OFFICE**

- 3.1 Each co-opted Member shall serve as a Member of the Committee from the date of their co-option until the Annual General Meeting next following.

#### **4 THE CO-OPTED PLACES**

- 4.1 The Committee will seek to co-opt additional persons to the Committee, up to the limit set in the Constitution, in order to provide the Committee with specific knowledge, expertise or perspective which the Committee deems to be desirable for the forthcoming year.

##### **Request for Nominations**

- 4.2 At the time that the annual invitations to Tenants' & Residents' Organisations is issued the Chair shall also invite nominations for persons to be co-opted to the Committee for the forthcoming year.

##### **Interview Panel**

- 5.3 Any person so nominated will be invited to attend a meeting with a panel consisting of the Chair and one other Member of the Committee in order to:
- (a) assess the relevance of their qualifications, expertise and experience,



- (b) acquaint them with the responsibilities of a Member of the Committee.

### **Procedure at the Annual General Meeting**

- 5.4 If it is the panel's view that any such person could make a significant contribution to the work of the Forum, the Chair shall propose the co-option of that person at the appropriate point in the Annual General Meeting.
- 5.5 In the case where there are more than four nominations, a secret ballot shall take place and the four persons with the highest votes will be deemed to be co-opted until the Annual General Meeting next following.
- 5.6 In the case where there are less than four nominations the name of each person nominated for co-option shall be voted on separately by secret ballot. Any person achieving a simple majority shall be deemed to be co-opted until the Annual General Meeting next following.

### **Nominations after the Annual General Meeting**

- 5.7 If, after the Annual General Meeting, there are vacancies for co-opted Members, it shall be open to any Member of the Committee to propose a person for co-option at any time.
- 5.8 The procedure to be followed is the same as that outlined above with the recommendation of the panel being brought to the first available Ordinary Meeting of the Committee or if the nominee is already known to the Committee the nomination should be considered by the Committee and appointed by a simple majority vote.
- 5.9 Any person so co-opted shall serve as a Member of the Committee until the next Annual General Meeting.

### **Co-option for a Second or Subsequent Term**

- 5.10 Any person who is a co-opted Member of the Committee shall be eligible for co-option for a further term subject to the following conditions:
  - (a) when inviting nominations before the Annual General Meeting the Chair shall not preclude nominations for persons who might offer the same or similar qualifications, expertise and experience to an existing co-optee,
  - (b) any new nominations shall receive exactly the same consideration and assessment as existing co-optees who offer themselves for co-option for a further term of office,



- (c) the interview panel shall treat all nominees equally and shall report to the Committee on each person's suitability in an impartial manner.

## **6 VACANCIES**

- 6.1 Should a vacancy occur during the course of the year of office, the Chair will take whatever steps are considered appropriate to secure a replacement person using the procedures set out in these Rules.
- 6.2 Any person so co-opted shall serve as a Member of the Committee until the Annual General Meeting next following.

## **7 CHANGES TO THESE RULES**

- 7.1 Changes to these rules may be proposed by any two Committee Members. Any such motion must:
  - (a) be put in writing and must include the names and signatures of the proposers,
  - (b) specify precisely the changes which are being proposed,
  - (c) be delivered for the attention of the Chair at the Organisation's official address.

Any such motion may be considered at any Ordinary Meeting of the Committee subject to 14 days notice having been given and on condition that there are no proposals for co-option in progress at that time. A motion to change these rules will require a simple majority of those Committee Members present and voting in order to be carried.

Or

- 7.3 Any four Committee Members may propose a motion to change these rules. Any such motion will require at least 10 Committee Members present to be considered and a majority of two-thirds of those Committee Members present and voting, in order to be carried.



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## APPENDIX FOUR TO THE CONSTITUTION

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### STATEMENT OF UNDERTAKING BY EVERY MEMBER OF THE COMMITTEE

I, the undersigned, hereby agree to accept appointment to the Committee of the 4 Estates Forum with effect from the date below.

I am familiar with, and I hereby agree to abide by, the Constitution and Standing Orders of the 4 Estates Forum. In particular, I give the Forum the following undertakings:

1. I will use my best endeavours at all times to act in the best interests of the Forum regardless of any other consideration.
2. I undertake to attend the meetings of the Committee on a regular basis and to attend meetings of such other Task & Finish Groups to which I may be appointed from time-to-time.
3. In my role as a member, I will, as far as possible, take into account the views of the residents on the Barkantine, Kingsbridge, St Johns and Samuda Estates on the Isle of Dogs.
4. I have delivered a letter, to the Officer appointed in that regard, listing those interests specified in the Constitution as potential conflicts of interest together with any other information which might be deemed relevant.
5. I will not claim to represent the Forum or act on its behalf in any contacts with persons or entities outside the Organisation unless I have been specifically authorised to do so.
6. I will treat equally all other persons regardless of gender, race, age, creed, nationality, sexual orientation or disability.
7. I will at all times behave in a courteous manner with all other Members of the Committee, and professional advisers in person, in writing and through social media even if I am in profound disagreement with something that is being proposed and regardless of provocation.
8. I agree that in line with the GDPR (General Data Protection Regulations) that came into force in 2018 to only use individual email addresses to circulate information about the business of the Forum, including meeting dates, agenda, minutes and information of professional interest eg forthcoming events, training. The mailing list will not be made available or disclosed to third parties.

Signed.....Date .....

Full Name (block capitals).....