

## **West Oxford Community Association Standing Orders**

**These Standing Orders must be approved annually at the AGM of the Association, usually in April. All Standing Orders must be consistent with the contents of the WOCA Constitution. Further standing orders may be adopted by the WOCA Committee as and when they are required.**

- 1. At least 10 days notice shall be given of any Committee meeting. In the case of General Meetings at least 21 days notice shall be posted in a conspicuous place or places in the area of benefit and or advertised in a newsletter or newspaper circulating in the area of benefit.**
- 2. The Committee will usually meet at 7.30pm on the first Monday of each month. The Committee may choose not to meet in August. No meeting shall continue beyond 9.30pm.**
- 3. The first meeting after the AGM will be a committee members' induction and policy review meeting where Managing Trustee responsibilities and Community Association policies are considered and if necessary revised. New members will receive a pack detailing responsibilities and containing the Association's constitution and its various policies.**
- 4. Committee members should always address their remarks to the Chair.**
- 5. The Chair's decision on what can or cannot be discussed is final.**
- 6. Committee members should speak briefly and clearly to enable the Secretary to record what is being said.**
- 7. Members should try not to repeat what has already been said. Views already expressed can be confirmed by a vote at the end of a discussion.**
- 8. Minutes shall be kept of all meetings and they shall include a record of apologies and a list of those attending. They shall be signed and dated by the Chair of the meeting. The minutes shall be circulated to committee members before the next meeting. If for any reason this is not done members will be given the opportunity to read through the minutes before the start of the meeting. Discussion of the minutes shall not take place until their accuracy has been confirmed.**
- 9. Power to summon a special meeting of any committee shall lie with the Honorary Officers of that committee who may call a meeting to discuss any special matter which in their opinion cannot wait until the next scheduled meeting of the committee. A**

meeting of officers may be called but any decision taken at the meeting must be ratified by the next full meeting of the Committee.

10. Agenda items for Committee meetings will include Treasurers report, Café report, Grants, and West Oxford Local Matters. Business will normally be dealt with in the order it appears on the agenda though the Chair of the meeting may, with the consent of the meeting give precedence to special or urgent business.
11. Committee members wishing to raise new business at a meeting should notify the Chair or Secretary in advance of the meeting. The Chair has discretion, if time allows, to permit items to be raised without prior notice under “any other business” or to defer such items to the next meeting.
12. Only Association members are entitled to vote at committee or General Meeting. Persons who serve on committees in advisory capacities and Association employees shall not have the power to vote.
13. Voting will normally be by show of hand. Voting may be by ballot if agreed by a majority of those present. Two tellers may be elected at General Meetings to count votes if requested by a majority of those present.
14. As detailed in the Constitution, Associate Members may choose two people to vote on behalf of all Associate Members at a General Meeting. These representatives have full voting rights and may be elected to any office or committee of the Association. As a Committee Member or Officer, they must vote with the best interest of WOCA in mind, should it conflict with the interests of Associate Members.
15. As detailed in the Constitution, Junior Members may elect two of their number to attend General Meetings and Committee Meetings without the power to vote.
16. As detailed in the Constitution, Affiliated Organisations may nominate representatives to attend General Meetings of the Association.
17. As detailed in the Constitution, each WOCA Section may elect a representative to attend WOCA Committee meetings. These representatives have full voting rights and may be elected to any office or committee of the Association. As a Committee Member or Officer, they must vote with the best interest of WOCA in mind, should it conflict with the interests of Associate Members.

- 18. All out of pocket expenses shall be made only as laid out in the WOCA Volunteering Policy. Volunteers should not be left “out of pocket.”**
- 19. Personal interests. Committee members must declare a personal interest if it is possible that they will benefit personally from a Committee decision. They may be asked to leave the room while a decision is made, though they will be allowed to make a statement before leaving.**
- 20. If a committee member wishes to request support or any form of concession from the WOCA they will be asked to formally make the request, answer queries and then to leave the room while the Committee makes its decision.**
- 21. In a matter of urgency the Chair may accept with the approval of members entitled to vote a motion to suspend one or more standing orders. The proposer must state the reason for the suspension and the length of time it is desired it should last. The ruling of the Chair on any questions arising from points of order under the standing orders shall be final.**

**Agreed at the WOCA AGM 21/4/08  
Reviewed:**