

LTRA Annual & General Meeting Process

A meeting must be held in each calendar year and not less than 9 months and not more than 15 months between. Every 3 years this process may overlap with the need to renew the whole membership list. In which case a membership form should be added to the list of papers to be prepared and sent out, dated and on coloured paper (last one was yellow for Oct 2013).

CityWest Homes (CWH) maintain a list of non-resident lessees to which we have no access because of data protection. Given enough notice, CWH will post such documents as are necessary that we provide.

Obviously, all expenses (eg. copying & refreshments) are legitimate expenses against the Association funds. Keep receipts and they will be reimbursed asap after the meeting.

- 1 Set date for meeting which must be at least 28 days ahead. The Committee Meeting before the AGM will clarify the process. From Nov 2015, although the 'new' constitution says that only a third of the committee will stand down, the committee agreed that we would revert to the old process and all stand down.
- 2 At least 28 days before AGM: Chair to issue notice of AGM, asking for any agenda items, applications to join the committee and any proposals for changes to the Constitution. Papers:
 - a Notice of AGM as above
 - b Simple committee application form with explanation as to the maximum number accepted onto the committee (& therefore possibly competition for places)
 - ~~c (If applicable, dated membership application form on coloured paper)~~CWH will deliver these by hand to all flats in the block, and by post to non-resident lessees.
- 3 Suggested 28 days before AGM. Secretary to arrange for independent observer from CWH to oversee AGM and conduct the voting.
- 4 Returns from stage 2 above to be with to the Secretary at least 14 days before the AGM: anything that a member wants to raise, standard agenda items, committee applications and proposed constitutional changes.
- 5 Based on returns received as per stage 4 above, Secretary to prepare agenda and papers including:
 - a Chair's letter
 - b Minutes of last AGM (if not previously circulated)
 - c Agenda
 - d List of names of committee applications
 - e Any input/resolutions received from the membership
 - f If applicable, copy of Constitution and any proposals for changes

- 6 At least 7 days before AGM. Members to receive AGM documents as per list under stage 5 above. CWH will deliver these by hand to all flats in the block, and by post to all non-resident lessees.
- 7 Before meeting. Confirm attendance of CWH Observer and check with them that they understand the process as per our AGM (send copy of this list?).
- 8 Before meeting. Some extra sets of papers copied for those who come to the AGM without. Other papers prepared as necessary eg:
 - a Copies of the minutes of last AGM (if not previously circulated)
 - b Treasurer's Report, including photocopy of bank book/statement showing latest balance and how this matches association accounts
 - c Simple report on membership
 - d Spare blank membership forms – necessary even if a 3 year renewal year
- 9 3 days before. Refreshments purchased for AGM: red & white wine, soft drinks, including diabetes safe. Some crisps. Plastic glasses. Paper napkins and table cloth.
- 10 3 days before, 2 days before, on the day ... notices on the membership noticeboard and in the lifts reminding people of the AGM.
- 11 On the day:
 - a Room prepared: chairs, table – no rsvps so we won't know how many people are coming
 - b Refreshments organised but put to one side (we don't have much space)
 - c Spare papers organised, including membership forms
 - d A copy of current membership list so that attendees can be ticked off and issued with a membership form if not listed
- 12 The meeting itself: quorum. From Nov 2015 on the 'new' constitution this shall be the lesser of 15 members or 15% of the membership. We currently have 110 personal members, so, effectively quorum = 15. "If there is no quorum present within half an hour of the time the meeting is due to start the meeting shall be dissolved and re-convened no earlier than 10 working days and no later than 20 working days from the date of the original meeting. If the subsequent meeting is still not quorate within half an hour of the time the meeting is due to start, then those present shall form the quorum."
- 13 The meeting itself. The current Chair runs the meeting until the point below when the CWH representative takes over for the election of committee members.
 - Please ask anyone in attendance who isn't a member to sign a membership form straightaway (eg. new to the block, or not signed up during the last group sign-up in Oct 2013)
 - Please ask for AOB to be declared at the beginning of the meeting

1. Apologies
 2. Approval of minutes of previous AGM
 3. Report by Chair
 4. Report by Secretary
 5. Report by Treasurer
 7. Other reports: eg. gardens, service charges, membership
 8. Resolutions received from the membership
 9. Any other business for the current committee
 10. Approval of new Constitution – if applicable
The a third of the existing committee stands down & the CWH representative takes over the Chair.
 11. Election of Committee members for coming year
- 14 The meeting itself. Voting for the new committee involves each name being called and a show of hands, with the results recorded by the CWH representative: the committee should be “at least 6 committee members and a maximum of 15”.
- 15 After the meeting. The quickest possible reorganisation of chairs and tables to set up the refreshments (out in the foyer?). Then sociable chat. New committee members to try to organise a date for their first meeting.
- 16 Minutes recorded by existing Secretary, including the results of the voting, passed on by the CWH representative. The new officers of the committee will then be elected by the committee at their first meeting following the AGM. “Until such time as officers are appointed, the committee shall deal collectively with any issues that may arise.”
- 17 The new Committee tidy up and put away.

LTRA General Meeting Process

The Constitution requires the committee to call General Meetings at which to consult with the wider membership, and report on what they have been doing. In practice, there will be two such meetings a year: the AGM (usually around November time). Therefore the Ordinary General Meeting should be held at the mid-point of the year, in May.

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Obviously, all expenses (eg. copying & refreshments) are legitimate expenses against the Association funds. Receipts will be reimbursed asap after the meeting.

- 1 Set date for meeting which must be at least 28 days ahead.
- 2 At least 21 days before AGM, all members shall be given written notice of the General Meeting, asking for any agenda items or resolutions. We ask CWH to deliver these by hand to all flats in the block, and by post to all non-resident lessees.
- 3 Returns from stage 2 above must be returned to the Secretary at least 14 days before the General Meeting: anything that a member wants to raise, standard agenda items, proposed constitutional changes
- 4 Based on returns received as per stage 3 above, Secretary to prepare agenda:
 - Minutes of last General Meeting (if not previously circulated)
 - Chair's verbal report: priorities and things done
 - Input/resolutions from the membership
 - Questions & AOB
 - Ordinary committee business:
 - a Reports from committee members on on-going matters
 - b Treasurer's report & membership update
 - c Other business as per committee meeting
- 5 At least 7 days before General Meeting. Secretary to distribute documents as per list above. We ask CWH to deliver these by hand to all flats in the block, and by post to all non-resident lessees.
- 6 Before meeting. Some extra sets of papers copied for those who come to the meeting without. Other papers prepared as necessary eg:
 - a Copies of the last General Meeting (if not previously circulated)
 - b Treasurer's Report showing accounts & expenses
 - c Update on membership
 - d Spare blank membership forms for anyone who turns up who is not a member

- 7 3 days before. Refreshments purchased: red & white wine, soft drinks, including diabetes safe. Some crisps. Plastic glasses. Paper napkins and Table cloth.
- 8 3 days before, 2 days before, on the day ... notices on the membership noticeboard and in the lifts reminding people of the GM.
- 9 On the day:
 - a Room prepared: chairs, table – no RSVPs so we won't know how many people are coming
 - b Refreshments organised but put to one side (we don't have much space)
 - c Spare papers organised, including membership forms
 - d A copy of current membership list so that attendees can be ticked off and issued with a membership form if not listed
- 10 The quorum: 15 members or 15% of the membership, whichever is the least, so on 110 members = 15. If there are not enough people for a General Meeting, the meeting can continue as a committee meeting (quorum = 5), since those present who are not committee members may stay as observers.
- 11 The meeting itself:
 - Please ask anyone in attendance who isn't a member to sign a membership form straightaway (eg. new to the block, or not signed up during the last group sign-up in Oct 2013)
 - Please ask for AOB to be declared and agreed at the beginning of the meeting
 - Then as per agenda with reference to the Standing Orders for conduct of meetings if required
- 12 After the meeting. The quickest possible reorganisation of chairs and tables to set up the refreshments. Minutes recorded and distributed by Secretary.