



Registered Charity No. 1168203  
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ  
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

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## **Standing Orders**

All Standing Orders must be consistent with the the JCA Constitution. Further Standing Orders may be adopted by the JCA Committee as required. These Standing Orders must be approved annually at the AGM of the Association.

### **Schedule of meetings**

The Committee will usually meet at 8.00 pm on the second Monday of each month, except in August. No meeting shall continue beyond 9.30 p.m. Any change to this schedule must be reported to all Committee members by email.

Annual General Meetings of the JCA will be held with at least 21 days notice. The date and time will be posted in the window of the Jericho Community Centre and in the Jericho community notice boards.

The first Committee 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.

Honorary Officers may meet at any time to discuss any special matter which in their opinion cannot wait until the next scheduled meeting of the Committee. Any decision taken, however at the meeting must be ratified by the next full meeting of the Committee.

### **Conduct of meetings**

*Chair* – The Chair of the Association shall act as chair at meetings of the Management Committee. If both the Chair and the Vice Chair are absent from the meeting, the members present shall choose one of their number to be chair of the meeting before any other business is transacted.

*Agenda* – Agenda items for monthly Committee meetings will normally include the Administrator's report, and the Treasurer's report. Business will 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. 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.

*Discussion* – Committee members should always address their remarks to the Chair. The Chair’s decision on what can or cannot be discussed is final. Members should try not to repeat what has already been said. Committee members should speak briefly and clearly to enable the Secretary to record what is being said.

*Minutes* – Minutes shall be kept of all meetings. Minutes 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 by email 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.

*Voting* – As specified in the Constitution, only Association members are entitled to vote at a General Meeting and only members of the Management Committee may vote at its meetings. 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.

*Personal interests* – Committee members must declare a personal interest if it is possible that they, or a person they are connected with, 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.

*Concessions* – If a committee member wishes to request support or any form of concession from the JCA they will be asked to make the request formally, answer queries and then to leave the room while the Committee makes its decision.

*Suspension of standing orders* – 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.

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Agreed at the JCA Management Committee, 12<sup>th</sup> September 2016

Signed

*Charlotte Christie.*

Chair

Previously agreed at the JCA AGM

