

ARAWAK WALTON HOUSING ASSOCIATION

BOARD MEETING PROCEDURE GUIDE

1.	<p>The Code of Governance and our Rules require Board members to agree to certain responsibilities. These include regular attendance and a requirement to read Board papers. Staff will not be expected to talk through reports. Members may ask questions that:</p> <ol style="list-style-type: none">seek clarification on “complex” or “unclear” pointsrequest additional information on implicationsrequire officers to consider alternative solutionsconsider legal or constitutional issues
2.	<p>Where possible Board members are encouraged to request clarification in advance of the meeting, through the Chief Executive. Papers are sent 7 days in advance of the meeting to facilitate this. This gives staff the chance to have answers ready and avoid decisions being delayed due to lack of information.</p>
3.	<p>Members should inform the Chair if they have a particular interest in an agenda item and wish to ask questions by raising their hands.</p>
4.	<p>Meetings will start on time unless inquorate. Arawak Walton requires five members to be present for a quorum. A time limit may be put on discussion time for reports;</p> <ol style="list-style-type: none">reports for resolution - 10 minutesothers e.g. good practice reporting - 5 minutes
5.	<p>As some issues will need more detailed consideration, more use will be made of using sub-committees or establishing task and finish groups to consider report recommendations. Officers will agree this action at the Chair’s liaison meeting prior to the Board meeting. This will not be encouraged at the Board meeting itself.</p>
6.	<p>It is important that Board members understand the relative risk related to specific reports. Therefore, the reports are split into the following categories:</p> <ol style="list-style-type: none">Directors reports - generally for informationOne page business themes i.e. communication & culture, financial viability, customer satisfaction, strategic role in LA’s, wider role in the community <p>Not all headings will be relevant at every meeting.</p>
7.	<p>The Chair has the option to close the meeting after two hours or when all key reports have been approved.</p>