

# **Standing Orders of Leeds Tenants Federation**

## **1.0 Composition of Management Board**

- 1.1 The Management Board will consist of a maximum of 18 directors.
- 1.2 Places on Management Board are open to members from all housing tenures and Leeds Tenants Federation wishes to encourage nominations from home owners, private tenants, housing association and council tenants.

## **2.0 Election of Management Board**

- 2.1 Nominations for Management Board must be in writing from members and must be signed by the nominee and seconded by another member.
- 2.2 Candidates for election will write around 150 words in support of their nomination to be circulated to the membership prior to elections.
- 2.3 Elections to Management Board will be held by postal ballot.
- 2.4 Management Board will be elected for a two-year period. Existing members are eligible to stand for re-election. Half the Board will stand down each year. The members to retire will be those longest in office. Should there be a shortage of two-year members then new members will draw lots for the number of places available.

## **3.0 Conduct of Management Board**

- 3.1 New members of the Management Board will serve a three month introductory period before becoming full members. This introductory membership can be ended by the member or by Management Board on written notice. During this introductory period new members can vote but can only attend an outside body as observers.
- 3.2 Members of the Management Board will abide by the Code of Conduct.
- 3.3 The Code of Conduct covers issues on confidentiality, collective responsibility for decision-making, equal opportunities and conflicts of interests.

- 3.4 All Management Board members are required to sign to signify their acceptance of the Code of Conduct. Refusal to accept the Code of Conduct will automatically disbar a member from serving on Management Board.
- 3.5 Serious breaches of the Code of Conduct may lead to the expulsion of members under the Disciplinary Policy agreed by Management Board.
- 3.6 Members who have been expelled from the Management Board for misconduct or those who have left because they do not agree with the aims of the organisation will not be eligible for re-election.

## **4.0 Executive Board**

- 4.1 The Management Board will elect Officers at their first Board meeting following the Annual General Meeting.
- 4.2 The Officers will be: the Chair, Deputy-Chair and other posts created by Management Board.
- 4.3 The Officers will form an Executive Board and will be responsible for the day-to-day running of the organisation and supervision of staff through the Co-ordinator.
- 4.4 The Executive will present regular reports and recommendations to Management Board.
- 4.5 The Executive will have such devolved powers as are agreed by Management Board.
- 4.6 Any vacancies for officer posts arising during the year will be filled by election at Management Board.

## **5.0 Amendment of Standing Orders**

- 5.1 The Management Board can amend Standing Orders as and when necessary, provided that at least seven days notice in writing of any amendment has been given to all members of the Management Board.