

National CLT Network Standing Orders

1. The interim Board

The interim Board will consist of between 7 and 12 members including co-optees

This will be made up of 7 Full Members elected by members of the National CLT Network (1 vote per full member CLT) – the Chair of the Board and up to 6 members – and 3 nominated Full Members, one from each of the following organisations:

- National Housing Federation
- Carnegie UK Trust
- University of Salford

The Board may also co-opt up to 2 persons, who may not necessarily be CLT members, to redress any imbalance of skills and expertise. Co-optees will normally serve a one year term. The Board may invite interested parties to the Board as observers. This will normally be up to 2 CLT members on a rolling basis.

The permanent Board will be established by May 2012.

Elections will take place at the AGM and will follow an agreed Board rotation cycle. Each term of office will be for 3 years. Elected Board members can serve for up to two terms totalling six years.

The Chair will serve for a period of three years as chair. Any period served as chair will count towards their overall terms of office spend on the board.

The quorum of the Board will be 4 and at least 1 of the quorum must be a CLT member of the Board.

The Board will meet at least 4 times per year. An annual timetable of meetings will be sent to the Board and all meetings will follow an agreed agenda.

If the chair is not present at a meeting the Board will elect a member present to chair the meeting

At all meetings of the Board, every Board member present will have one vote. In the case of a tied vote, the chair of the meeting will have a second or casting vote.

2. Servicing of the board

The Company Secretary and National CLT Network Co-ordinator will ensure the Board is serviced.

- Board agendas will be agreed with the chair and sent, with any papers, to the Board one week in advance of each board meeting
- Draft minutes will be sent to the chair within one week of the meeting
- Minutes will be circulated to other board members with papers and agenda for the next meeting.
- At each meeting, minutes of the previous meeting will be agreed by the board and signed by the chair.
- Signed minutes will be properly kept by the CLT Network Co-ordinator.

3. Working groups

The Board may set up and disband any working groups as it sees fit. The main purpose of any working group will be to give detailed scrutiny and consideration to the Network's business and act under delegated authority from the Board, as determined from time to time. Recommendations from a sub-committee will be brought to the Board for approval.

Any terms of reference for working groups will be agreed by the Board.

4. Role of the Board, Chair, Board member and secretary

The role of the Board is set out in the Network's Terms of Reference. The Board will review the terms of reference from time to time and agree any changes to its duties.

The role profile of the Chair, Board member and Secretary are set out in separate documents and will be reviewed by the Board from time to time taking into consideration the changing needs of the Network.

5. Code of Conduct

All Board members including co-optees will be expected to follow the Network's Code of Conduct. The Board will review the code which will set out its expectations in respect of:

- General conduct
- Meetings
- Confidentiality
- Conflicts of interest
- Probity and Hospitality
- Communications and Promotion of the Network

6. Review of Standing Orders

The Board will regularly review standing orders and any related policies to ensure that they remain relevant and reflect current best practice.