



Friends of Wimbledon Park

CONSTITUTION: Executive Committee Standing Orders 04

The Executive Committee (EC) under section 5)(ii) manage the Friends in line with best corporate governance practice. Section 5)(v) requires them to meet together for the despatch of business and regulate their meetings as they think fit. Standing Orders will be maintained so that procedures are clear and understood. These Standing Orders should be available for inspection by others on request. This document is a record of the standing orders agreed by the FOWP Executive Committee.

Voting

Section 5)(vi) stipulates a quorum is one third of the members of the EC. On questions which require a vote consideration must be given as to whether it is a minor matter or one that needs input from all members of the EC.

Broadly speaking the EC will take two types of decision in connection with managing the Friends. Routine matters like setting dates of meetings and the steps to be taken to further the objects of the Friends and substantive matters which generally relate to policy changes and new policies.

Substantive matters require thought and research prior to wording a proposal. This proposal should then be submitted to all members and the FOWP Forum for comment before it is voted on by the EC. EC members should consider the feedback before casting their vote. Best practice suggest that all EC members should vote, and this can be assisted by using online and phone.

Member resolutions

As a small organisation any issues raised by a member can be dealt with by the EC as they arise. However, a procedure should be described.

- Resolutions for an AGM should be formed by the proposer and seconded by two other members and submitted to the EC by January 14th in any year. This ensures sufficient time to comply with the 21-day notice period prior to the AGM.
- Resolutions for Other Meetings should be formed by the proposer and seconded by two other members and submitted to the EC for consideration. The following procedure will depend on the subject matter, but the 21 days notice will need to be given to members before the date of the meeting.

Minutes

Minutes or notes of formal meetings should be kept. These can be either:

- Committee minutes which record what members said and what happened in varying detail.
- Management minutes which record salient details in a concise manner. These assist efficient management as well as being easier to read for those recipients who didn't attend the meeting.

EC Membership

Relevant extracts from constitution:



Friends of Wimbledon Park

- (i) The management of the Friends shall be vested in an Executive Committee consisting of, not less than ten members and not more than twenty, appointed by the members of the Friends attending the Annual General Meeting.
- (ii) The founding members of the Friends are the Southfields Grid Residents Association, Wimbledon House Residents Association and Wimbledon Park Residents Association. These are the Custodians.
- (iii) At least one member of each of these Associations shall be on the Executive Committee.
- (iv) Power to co-opt a member to fill any vacancy between Annual General Meetings.

There are two categories of EC membership:

- 1) Corporate representatives who represent their organisation.
 - a) Custodians are usually represented by their chairs. When the chair changes the new chair moves onto the EC.
 - b) Where the corporate has a base within the Heritage Park then co-opting their representative onto the EC should be routine
 - c) Where the corporate base is outside the Heritage Park then the voting procedure described below will apply.
- 2) Individuals where the voting procedure described below will apply.

Co-option by voting:

- 1) The person for co-option should be nominated and seconded by an EC member.
- 2) The nominator shall explain what help the nominee can provide the EC.
- 3) The seconder shall confirm the help the nominee can provide the EC.
 - a) Where there is not a track record of volunteering for the Friends a probationary period shall be considered.
 - b) The nominee could submit an explanation in support of the application.

Voting:

- 1) The Chair will oversee and not vote unless there is a tie in which case a casting vote may be used at discretion.
- 2) The nominator (which may be the Chair) and seconder will abstain from voting.
- 3) The vote of the remaining EC will be by simple majority.

Succession Planning

As they say, 'things happen' and the complex nature of Wimbledon Park mean that records and knowledge need to be preserved and accessible should 'something happen'. The best way is to circulate details of meetings and documents so that these are widely held. Any database should have an up-to-date backup.