

## **Standing Orders**

### **Meeting dates and times**

Meeting dates will be set at least three months in advance. Meeting dates and times will be set where possible to take account of the health and transport needs of members in order to make attendance as easy as possible.

### **Agendas**

The agenda will be agreed by the Chair. Members who wish to add items to the agenda should raise this with the Chair at least two weeks before the meeting so that relevant papers can be included. Issues raised less than two weeks before the meeting can be added to the agenda at the Chair's discretion.

### **Chairing**

There will be a Chair and two Vice Chairs on the Interim Executive. Only elected members of the Interim Executive may take the role of Chair or Vice Chair.

At a meeting of the Interim Executive, the Chair, or in the absence of the Chair, the Vice Chair, will preside. If the Chair and Vice Chairs are all absent, the meeting will elect a temporary chair for that meeting.

The Chair of the meeting is responsible for the conduct of the meeting and is entitled to the co-operation of members in ensuring the timely transaction of business and for fair, open and courteous debate.

Stefan Kuchar is elected as Chair of the Interim Executive for its first two meetings. At the second meeting on 26 August the Interim

Executive will elect a Chair and Vice Chair to hold office until such time as a full Executive elect a Chair from their members.

### **Meeting papers**

The agenda and papers for each meeting will be circulated by post at least one week in advance of each meeting (and additionally by other means as required by individual members e.g. email or in alternative formats). At the same time in advance of the meeting, papers will also be posted on the Wandsworth LINK website. All papers will indicate clearly the purpose of the paper and whether it is for information or decision.

### **Quorum**

No binding decisions will be taken at a meeting unless a majority (more than half of the membership) of the Interim Executive are present.

If within ten minutes after the time appointed for a meeting of the Interim Executive, a quorum (more than half of the membership) is not present, the Chair will adjourn the meeting to a time he or she may then or afterwards fix and in the event of the Chair and both Vice Chairs being among those absent, the Chief Executive of the Wandsworth Care Alliance will record that owing to the lack of the necessary quorum no business could be transacted.

Should the Interim Executive decide to continue an inquorate meeting for discussion purposes, any action or decisions would need to be ratified by a future quorate meeting.

### **Public attendance at meetings**

In the interests of openness and participation, LINKs meeting should generally be open to all LINKs members and interested members of the public. Interim Executive may decide to hold some or all of its meetings in public. In this case, anyone who attends the meeting who is not a member of the Interim Executive will be to speak at the meeting (but not vote) at the discretion of the Chairman, about any item of business on the agenda that concerned them. The opportunity

to raise issues and ask questions may be given to non members at a specific point in the meeting.

It was noted that the above applies to Interim Executive meetings and further consideration will need to be given to format and procedures for public meetings.

## **Minutes**

Minutes will be recorded at every meeting and action points clearly identified. Minutes should be sufficiently detailed to show the difference and range of views covered.

Draft minutes will be included in the papers for the next meeting and agreed at that meeting. The minutes, once agreed, will then be signed and dated by the Chair as a true and accurate record of the meeting. Minutes, once they have been agreed, will be available to the public on request.

## **Voting**

A vote will not be required for all issues to be agreed as long as there is a general consensus in their favour. Members are expected to express views and vote in the best interests of everyone and not just in their personal interest or those of a section of the public who they might represent.

If it is agreed that a vote is required this will be carried out through a show of hands. If a majority of those entitled to vote cast their vote in favour of the motion it will be carried.