

## **ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE (STATUTORY)**

### **RULES OF PROCEDURE *(as of 20 July 2006)***

1. The Chair shall preside at meetings.
2. In the absence of the Chair, the Vice-Chair shall preside.
3. In the absence of both the Chair and Vice-Chair, another member shall be elected as Chair for the meeting; if the Chair or Vice-Chair should enter a meeting while another member is presiding, that member shall forthwith offer to stand down in favour of the Chair or Vice-Chair.
4. The Committee's year shall run from 1 July until 30 June in the following year.
5. The Committee shall meet at least twice a year, and wherever possible at least one week in advance of ordinary meetings of the Board.
6. The Chair may call an additional meeting at any time in accordance with rule 12 below.
7. The quorum for a meeting of the Advisory Committee shall be six, including not less than three appointed members and nominated members from not less than three different residents' associations.
8. Additional meetings shall be held within fourteen days of the receipt by the Secretary of a requisition so to do if one fourth of the membership so require it and deliver to the Secretary a requisition in writing signed by the members calling the meeting and specifying the business to be transacted.
9. There shall be an Urgency Sub-Committee to transact urgent business which in the opinion of the Chair and the Secretary cannot wait to be dealt with at a meeting of the Committee; details of the business thus transacted shall be reported to the next meeting of the Committee.
10. The Urgency Sub-Committee shall consist of four members of the Committee of whom two shall be appointed members and two shall be nominated members; the quorum shall be one appointed and one nominated member.
11. All other members of the Committee shall be notified of the date, time and place of a meeting of the Urgency Sub-Committee and shall be entitled to attend and speak.
12. At least seven days' notice of any meeting of the Committee shall be given to members and the Secretary shall arrange to give four days' notice whenever practicable of meetings of the Urgency Sub-Committee; the notice convening a requisitioned meeting shall incorporate a copy or facsimile of the requisition.

13. In respect of the quorum, if after 15 minutes from the time appointed for any meeting a quorum is not present then those members present may agree either to abandon the meeting or to postpone the start of the meeting for a further period of time to be agreed amongst the members present. If no quorum is present after such further period of time, those members present may decide either to abandon the meeting or to hold the meeting on an informal basis either until a quorum is achieved by the subsequent arrival of further member(s) or to its natural conclusion. If the former occurs then the entire meeting shall be deemed quorate and minuted accordingly; if the latter then those present may submit a report of the informal meeting to the next meeting of the Advisory Committee. Those decisions taken prior to the proceedings being quorate would then be confirmed as a formal decision of the Advisory Committee once quorate.
14. Decisions of the Committee or any sub-committee shall be made by resolution of a simple majority and, in the event of an equality of votes on an issue, the Chair of the meeting shall have a second (or casting) vote.
15. The minutes or record of the proceedings of each meeting of the Committee or Urgency Sub-Committee shall be submitted to the next available meeting of the Alexandra Palace and Park Consultative Committee and the Alexandra Palace and Park Board of Haringey Council.
16. The Committee shall receive the minutes of the Alexandra Palace and Park Board in order that it be informed of the action taken by the Board on previous recommendations of the Committee.
17. The Committee may appoint sub-committees consisting of such members as it chooses to consider and advise it on any matters within its functions but no such sub-committee shall be authorised to act on behalf of or in the name of the Committee.
18. The election of Chair and Vice-Chair of the Committee shall be carried out by a process of open nomination and voting and, where there are more than two people nominated for an office and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.
19. Notwithstanding that the Alexandra Park and Palace Act 1985 makes no provision therefore, if it comes to the knowledge of the Secretary that a member has ceased to be a member of the appointing or nominating body and that member has not resigned from membership of the Committee, then the appointing or nominating body concerned shall be requested to terminate the representation of that person and make a new appointment or nomination in accordance with the procedures for filling a casual vacancy.
20. Residents' associations and Haringey Council shall be able to appoint deputies, and that in the case of Council appointees the deputies be appointed from the relevant Council wards as required by the Alexandra Park and Palace Act 1985.
21. No alteration shall be made to these rules of procedure unless twenty-one days' notice has been given to all members of the Committee of a proposal so to do, such notice specifying the nature of the proposed alteration, the reason for making it and

the date, time and place of the meeting at which the proposed alteration is to be considered.

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These rules of procedure were made and adopted at a meeting of the Alexandra Park and Palace Advisory Committee held on the fourth day of June 1987 and **amended by resolution of the Committee on 2 September 1993, 29 September 1997, 7 July 2003, 22 January 2004, 20 July 2006.**