

# CAMDEN LEASEHOLDERS FORUM

## CONSTITUTION

### **1. AIMS**

- 1.1 To focus upon and examine matters of general concern to leaseholders and make representations on their behalf to relevant officials<sup>1</sup>.
- 1.2 To arrange with Leaseholder Services a Leaseholders Conference if a majority of the Forum consider such a meeting necessary.

### **2. MEMBERSHIP**

- 2.1 Forum representatives must be over 18 and leaseholders of Camden Council residential property. Camden employees working in housing and serving Councillors are not eligible to stand.
- 2.2 There shall be five elected members from each of the five Districts.
- 2.3 Elected members serve on the Forum for a period of three years, after which they will stand down prior to further elections being held.
- 2.4 Where an election has been held in the District from which the Chairman comes, the person with the highest number of votes not elected shall be invited to represent that District in place of the Chairman.
- 2.5 There shall be one member nominated annually by Camden Street Properties Group.
- 2.6 Membership of the Forum will cease when a member :-
  - \* Fails to attend three consecutive meetings without a reason which satisfies the Forum;
  - \* Sends a letter of resignation to the Chairperson (with a copy to Leaseholder Services);
  - \* In the opinion of the Forum, fails to abide by this Constitution or Code of Conduct;
  - \* Ceases to be a Camden Council leaseholder.
- 2.7 Any vacancy amongst the elected members shall be filled by co-opting members for a period of up to a year. Co-optees should:-
  - \* Come from where the vacancy has occurred;
  - \* Be found by advertisement, but giving preference to:-
  - \* Any nominee from a Recognised Tenants/Residents Association

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<sup>1</sup> Strictly individual cases are not pursued, but they frequently raise wider issues within the Forum's brief. For example, an individual's concern about service charges, whether annual or arising from major works, may call into question Camden's policy and process affecting the quality and cost of the services given to all leaseholders.

with more than twenty-five members;

- 2.7 Exceptionally, the Forum may co-opt further non-voting members.
- 2.8 Other leaseholders and interested parties may attend meetings as observers and participate at the discretion of the Chair.

### **3. ORGANISATION OF THE FORUM**

- 3.1 The Forum will elect a Chair and Vice Chair the Annual General Meeting (AGM) or when a vacancy arises. Appointees hold until the next AGM and are eligible for re-appointment. The Forum may set up sub-committees or task forces and set their terms of reference.
- 3.2 The AGM will be the first meeting of the municipal year.
- 3.3 The Forum will endeavour to meet every month as necessary. At least one meeting annually, normally in November, shall be a meeting open to any leaseholder to attend and speak.
- 3.4 As far as practicable, agendas will be sent out to members a week in advance. The Chair should be informed of items for the agenda one week before that.
- 3.5 Five voting Forum members shall be a quorum for meetings.

### **4. CONDUCT OF BUSINESS AT ALL MEETINGS**

- 4.1 Offensive behaviour, including racist, sexist or inflammatory remarks, and particularly offensive remarks directed at an individual (whether a Forum member or Officer) is not permitted and will constitute a breach of reasonable behaviour. If the unreasonable behaviour persists, the member will be excluded from the meeting. Persistent breaches of good conduct will lead to the member being asked to resign.
- 4.2 The Code of Conduct is attached to the constitution. All Forum members agree to accept and abide by the Code.
- 4.3 Any breach of standing orders or the constitution may be raised by a member rising to a point of order. The ruling of the Chair on the matter is final.

### **5. AMENDMENTS TO THE CONSTITUTION**

- 5.1. The Constitution can be amended by a majority of the Forum members provided notice of a proposed change to the Constitution has been given as a published agenda item; that the quorum set out in para 3.5 is present; and postal votes are counted.

# C A M D E N L E A S E H O L D E R S F O R U M

## CODE OF CONDUCT

Forum members must:-

1. Carry out business in a fair and efficient way.
2. Always be aware of their responsibilities to represent all the Council leaseholders of the London Borough of Camden when giving an opinion, or voting in the Forum.
3. Comply with the Constitution and Code of Conduct at all times.
4. Never use their position to seek favourable treatment for themselves, their family or relatives. Nor would they expect to be treated less favourably when requesting services from the Council.
5. Declare any personal or financial interest before expressing an opinion on any matter if it would not reasonably be obvious from their being a leaseholder.
6. Use the agreed normal procedures for reporting repairs or making other inquiries about their property.
7. Not divulge any Forum business that the Forum has agreed to regard as confidential.
8. Not make statements to media or other outside bodies/individuals purporting to be on behalf of the Forum, unless the content has been agreed by a majority of members and they were nominated to make such statements by the Forum.
9. Vote by show of hands unless the meeting deems by a simple majority that a secret ballot is required. The Chair may give a casting vote in the event of an equality of votes on any matter.