

London Tenants Federation

# **Policies and Procedures**

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## 1. **STRUCTURE**

- 1.1 The LTF elects a Secretary and Treasurer from representatives of its member borough wide council tenant federations and organisations at each of its Annual General Meetings (AGM)
- 1.2 Elections for LTF delegates to other bodies and forums will be held at each AGM. Representatives of member organisations borough wide council tenant federations and organisations and representatives of associate council tenant member organisations are eligible to stand for election. Should posts become vacant during the year, new delegates will be agreed at general meetings and will remain in post until the next AGM.
- 1.3 The LTF will establish permanent and time limited sub groups as agreed at its general meetings.
- 1.4 The London Tenants Federation (LTF) is an umbrella body bringing together borough wide council tenant federations and organisations across London. It does not supersede any of the individual borough wide organisations, but rather brings them together on common issues. Its remit is to share and exchange information and to respond collectively where there is consensus.

## **2. MEMBERSHIP**

- 2.1 The LTF encourages membership from London's borough wide tenants' federations and organisations.
- 2.2 Each borough wide tenants' federation or organisation can elect or appoint up to two tenant members representatives and two deputies to attend LTF meetings
- 2.3 To be eligible for membership, borough wide council tenants' federations must be properly constituted. One of their two members or deputies may be a federation worker if this has been agreed by their management committees.
- 2.4 To be eligible for membership, borough wide council tenant organisations must be properly constituted. They must have tenant members that are elected by tenants and who must be accountable to tenants in their borough.
- 2.5 Councillors and paid officers of councils or their managing agents are excluded from LTF membership.
- 2.6 LTF tenant member representatives have a responsibility to feedback information from LTF meetings to their borough wide tenants' federation or organisation. Each member will agree a process for doing this with his or her organisation.
- 2.7 LTF tenant member representatives are responsible for promoting discussion within their organisations, on consultation papers; regional and national.
- 2.8 The LTF Secretary will be a member of the LTF Planning Group. The Planning Group will ensure that the LTF policies, procedures and constitution are adhered to and will provide reports for the LTF membership at LTF General Meetings.
- 2.9 The LTF Treasurer will be a member of the LTF Finance sub group, which will ensure that proper accounts relating to any LTF fundraising activities are maintained and will ensure a copy of those accounts are presented at LTF Annual General Meetings
- 2.10 LTF delegates on other bodies / forums will ensure they reflect agreed LTF policy and strategy at any meeting they attend on behalf of the LTF
- 2.11 LTF delegates on other bodies / forums will highlight issues that have been debated at such forums and which require further consultation amongst LTF member organisations.

## **Associate Membership**

- 2.12 The LTF membership will agree by a majority, at any general meeting, acceptance of any application for associate membership at an LTF meeting.
- 2.13 The LTF will encourage associate membership from other representative London tenant organisations. Associate membership will be ratified at LTF AGMs
- 2.14 2.2 and 2.3 of the LTF Policies and Procedures will be applied similarly to in relation to eligibility for associate membership.
- 2.15 The roles and responsibilities of LTF members 2.10 and 2.11 (LTF Policies and Procedures) will be applied similarly to associate members.

## **3. DECISION MAKING**

- 3.1 Decision making is made on the basis of consensus.
- 3.2 LTF collective decision making cannot be imposed on individual member organisations.
- 3.3 Election of LTF officers and delegates will be made on the basis of a majority vote of representatives of LTF member organisations at the LTF AGM.

## **4. MEETING PROCEDURE**

- 4.1 Meetings will be held at least 6 times a year.
- 4.2 Meetings will be chaired by a member elected at the beginning of each meeting. The LTF seeks rotation of the chair.
- 4.3 The LTF will ensure that a proper record of meetings is kept.
- 4.4 The LTF worker/s may speak at meetings but is not be entitled to vote.
- 4.5 The LTF worker/s in consultation with the LTF planning group is responsible for the preparation and distribution of agendas, notices of meetings and all other relevant documents.
- 4.6 Individual tenants and tenants representatives from boroughs where no borough wide tenant federations or organisations exist or where the borough wide federation or organisation is not a member of the LTF may attend LTF meetings at the discretion of LTF members.
- 4.7 Individual tenants and tenant representatives may attend LTF meetings as observers at the discretion of LTF members attending the

meeting. Observers may take part in discussion at LTF meetings at the discretion of the members attending the meeting and with the support of the relevant member borough wide federation or organisation where appropriate.

- 4.8 Representatives of at least six LTF member federations or organisations must be in attendance to form a quorum at LTF general meetings and at least nine federations or organisations at LTF Annual General Meetings

## **5. CODE OF CONDUCT**

- 5.1 The role of the London Tenant Federation's (LTF) General Meetings and its sub groups is to carry out the day-to-day business of LTF in a fair, efficient and responsive way. The LTF secretary, treasurer and delegates must always be conscious of their responsibilities towards the LTF membership
- 5.2 During meetings and at all times when representing LTF, all LTF members have the responsibility to conduct themselves in a way that does not cause offence to others or limit in any way the ability of other members to participate fully and in accordance with the LTF Equalities statement. Members must never personalise issues and must recognise that everybody is entitled to express their point of view. Disruptive behaviour will not be tolerated by the meeting.
- 5.3 LTF members must always declare any interest or activities which may conflict with their role within the LTF. When in doubt, members must always declare an interest or activity.
- 5.4 LTF members must be willing to recognise that everybody is entitled to express their point of view.
- 5.5 LTF members will not make comment to the press – in the form of letters or releases on behalf of the LTF without statements having first been agreed by planning group members.
- 5.6 Should the LTF membership believe that an individual, an LTF member representative or their organisation has been acting so as to seriously undermine the LTF or its aims and objectives, the following procedures will be carried out:

### **In the case of an individual**

- Should those in attendance at any meeting feel that an individual TRA representative or tenant at the meeting is acting contrary to the LTF aims and objectives, they will be advised that they could be asked to leave the meeting.

- Should the individual continue to act in a fashion that is contrary to the aims and objectives of the organisation, they will be asked to leave and / or asked not to attend future LTF meetings. Such a decision will require a two third majority support of members attending the meeting.

#### **In the case of a representative of a member federation or organisation**

- In the first instance the LTF secretary will contact the chair of the relevant organisation and request that the member organisation resolve the issue.
- Should the issue not be resolved in this fashion, a two third majority of a meeting can ask that the member leave the meeting and a formal request will be made to the member organisation that they elect a new LTF representative.
- In the case of unresolved disputes an independent arbitrator will be appointed.