

Manor House Development Trust (MHDT)

MHDT Board Members Appointment Policy

1. Statement of intent

- 1.1 This policy sets out the process for the election and appointment of members to the MHDT Board.
- 1.2 This policy will provide a fair and transparent process for the election and appointment of MHDT Board Members, and enables all MHDT members to play a full and equal role in the selection of its governing body.
- 1.3 This policy sets out the right for all MHDT members to be able to attend all ordinary Board Meetings as visitors with speaking but not voting rights. The Board may from time-to-time deem parts of the agenda private and confidential at which point non-Directors will be asked to leave.
- 1.4 Members will be invited to attend the MHDT AGM where all members will have both speaking and voting rights.
- 1.5 This Policy compliments and has due regard for other MHDT Policies namely Equal Opportunities; Code of Governance.

2. Composition of the Board

- 2.1 The Board will be made up of not more than 18 members. In order to ensure a balance between skills necessary to its function and local resident representation this will be divided between.

9	Independents	Appointed/Selected
7	Local Residents	Elected
2	Local Councillors	Appointed
- 2.2 Board members will be appointed in line with the processes set out below and ratified at the MHDT AGM.
- 2.3 Once appointed MHDT Board Members serve a 3-year period after which they will stand down and seek reappointed through the process set out below. To encourage new members to get involved Board members may serve a maximum of 3 terms on the MHDT Board.
- 2.4 The MHDT Board will as much as possible reflect the demographic make up of its area of operation and pay due regard to its equal opportunities policy in the appointment of the Board.
- 2.5 Local Residents are MHDT Members living within its area of operation.
- 2.6 Where vacancies exist after both selection and election process the MHDT Board may appoint shadow Board members. Such members will normally be ratified (or in the case of resident members stand for



election) at the next MHDT AGM.

3. Selection Process

- 3.1 To ensure that MHDT has the necessary skills and expertise for its functions MHDT will appoint up to 9 independent Board Members. Independents will be members of the MHDT and are subject to the provisions made within its Articles of Association.
- 3.2 MHDT will seek those with necessary skill amongst the MHDT membership to serve on the Board. Independents will be invited by the Chair of MHDT to serve on the MHDT Board.
- 3.3 Individual independents will be asked to complete a standard Board Members application form and will be invited to an informal meeting with the Chair and Director where their role will be explained.
- 3.4 Independent seats will include reserved seats for the following organisations that will be asked to nominate a member.

Hackney Homes	1 Member
Skidders' Academy	1 Member
	Member (Community-based Housing
Genesis / WD CBHA	1 Association)
The Metropolitan Police	1 Member
The Primary Care Trust	1 Member
London Wildlife Trust	1 Member
- 3.5 London Borough of Hackney will be asked to nominate 2 Councillors as members of the MHDT Board.

4. Election Process

- 4.1 All MHDT members living within its areas of operation are entitled to stand and become Board Members subject to the provisions made within the Articles of Association.
- 4.2 Resident vacancies for the Board will be advertised a minimum of 12 weeks before the MHDT AGM. This will include all members being written to informing them of the forthcoming elections and asking them for nominations on a nomination pro-forma. The Election may also be publicised by other means such as newsletters, on the MHDT website etc.
- 4.3 Resident nominations will be accepted up to 8 weeks before the MHDT AGM. Those nominated will be written to confirming their nomination and asked to attend an informal meeting with the Chair and Director to explain the role of being a Board Member of MHDT.

- 4.4 In the event that the vacancy is not contested members will be informed of the appointment of the new Board Member not less than 3 weeks before the AGM. The Board Member's position will be ratified at the MHDT AGM.
- 4.5 In the event that a vacancy is contested candidates will be asked to complete a written election address of not more than 500 words. This election address will be sent to all members not less than 3 weeks before the date of the AGM.
- 4.6 Time will be given at the AGM for the election of Board Members. Candidates will be given 3 minutes to explain to members at the AGM why they wish to become Board members.
- 4.7 In the event that a vacancy is contested a vote by show of hands will determine who is elected at the AGM.