**TENOA AGM – what you need to know before you come**

**However tempting it is to put the Agenda aside until the night it is important to note the following as soon as you receive this:**

1 The doors open at 6.30pm. **Please arrive as early as possible**. Everyone must **register on arrival, have names/status checked and be given a ballot paper(s) as appropriate.** This will take time and the meeting will begin at 7pm. We don’t want you to miss the vote because you are still in a queue at the door. If you think you might be late you should mandate a proxy to vote for you but will only do so if you are not present in person. We expect a large attendance and it is very frustrating for those who arrive promptly to have to wait for latecomers. **We intend to start at 7pm.**

2 *If you have been mandated proxy for someone unable to be present in person*  – and the registration of this must have been completed by **24th October** for verification on arrival – you will be given a (further) ballot paper to use for that vote in addition to your own.

3 The meeting is open to anyone wishing to be present and at the Chairman’s discretion those who are not vote-holders may speak – but obviously may not vote. The names of others – joint owners/partners/tenants – will be noted on arrival. In the case of joint owners, each may speak but they hold only one vote per property.

4 The first item on the agenda after the Chairman’s welcome to all will be by ballot, including proxies, on the Motion:

**“To adopt the new Constitution of TENOA**

**as published on 21st August and amended on 19th September 2017”**

***Please note that there will be no discussion prior to this ballot*.** Discussion of detail was concluded on 19th September and the definitive text published on the website and sent to all vote-holders, giving 43 days notice of intention. The vote is **YES** or **NO**.

In order for the new constitution to be adopted the motion must be carried by 75% of those entitled to vote and voting. If the motion is not carried the issue will be remitted to the TENOA Committee for further consideration. There will no discussion at the meeting.

5 The Chairman will announce the result and the agenda for the rest of the meeting will be dependent on the outcome, which is why the attached agenda is in two versions A and B. Whilst the items are broadly the same, the order and method of procedure will depend on whether we are then governed by the rules of the *new constitution* A or *old* B. In particular, voting for the committee will be different and will be explained as necessary.

6 Regardless of which rules apply, it is always the responsibility of the Chairman to ensure that due order is kept and appropriate opportunity given for people to speak; so the courtesy of all present is requested in listening to views expressed. To provide clarity it would help if the following code is adhered to:

(a) If you wish to speak, please raise your hand and wait to be invited to do so.

(b) In a large meeting it helps if speakers STAND, first state their name (and brief status – e.g. “resident owner block 9”/ “a tenant in block 8”), remembering that speaking is always under the control and discretion of the Chairman.

(c) Try to be as brief as possible, make your point clearly and then sit down.

7 **Several presentations of facts** will be made to provide key information in an easy-to-follow, simple way, with visual aids and hand-outs intended for further study beyond the meeting itself. Apart from brief questions of clarification, **substantive discussion will** **wait until all presentations are complete**, with adequate time allowed for this. When questions are asked it is important for them to be in a form everyone can understand, as with the answer.

8 You will note that against each item there is a time. This is intended as a guide to the approximate intended length of each part in order to provide good time for a comprehensive discussion. The amount of time available for item 8 will depend on our efficiency up to that point, so your co-operation in this regard will be much appreciated by everyone present.

9 Remember that at public meetings it is both courteous and important to address any remarks to “the Chairman”, who is a person and not a piece of furniture – a sense of humour will help the atmosphere too! Meetings can become unruly simply when people try to speak to someone else across the room; almost invariably when that happens it becomes boring for everyone else and will be ruled “out of order”. If you want to make a point, follow the “raise-your-hand code” and try to be patient until you are called to speak. The Chairman will always try to maintain a balance of views and give everyone an opportunity to feel involved.

If you have not yet registered as a member of the proposed newly constituted TENOA and wish to do so, use the link: <https://www.eventbrite.co.uk/e/tenoa-agm-tickets-37071692430>

If you have read the above before the day of the AGM and wish to comment or ask a question about it please contact [chairman@tenoa.co.uk](mailto:chairman@tenoa.co.uk) If you are reading it just before the meeting starts there may still just be time to ask something informally. Please don’t regard any of the above as denying your democratic rights – quite the reverse; it is to encourage everyone to come and feel a sense of purpose and engagement and even enjoyment. Look forward to a promising evening. And while you are waiting for the meeting to begin get to know your neighbour sitting beside, behind or in front of you.

If there is a buzz of excitement in the air about what we are doing then so much the better. We aim to make this AGM the best you have ever attended anywhere!

Rodney Matthews 16th October 2017