



CONSTITUTION

1. NAME

The name of the group shall be the 'Moray Tenants' Forum'. From this point on the name will be referred to as the 'Forum'.

2. OBJECTIVES

To improve the living conditions, community facilities and services for tenants and residents living in the area covered by Moray Council. The Forum will at all times operate on an equal opportunities basis.

3. MEMBERSHIP

- a) Membership of the Forum is open to anyone aged 16 years and over who is a registered tenant of Moray Council.
- b) Joint tenants will be eligible to join and each tenant will have one vote.
- c) A list of members will be kept by Moray Council on behalf of the Forum. Our engagement privacy notice is available on our website at www.moray.gov.uk/housingprivacynotices.

4. COMMITTEE

- a) The Committee shall comprise the members as defined in section 3 above.
- b) The Committee shall elect the following office bearers from their number:
 - i) Chair
 - ii) Vice Chair
 - iii) Secretary
 - iv) Treasurer
 - v) Tenant Representatives to Moray Council Committees and other bodies as appropriate.
- c) To be eligible for election as an office bearer, members must:

- i) Have attended a minimum of 3 Forum meetings in the 12 months before the AGM. These meetings do not need to have been attended consecutively.
 - ii) Nominations should be made to the secretary at least 14 days before the AGM. They can be submitted by email or in writing and should be supported by a proposer and a seconder, who are both Forum members. You can nominate yourself, and others may support your nomination after it's submitted. This could happen at the AGM.
- d) Office bearers shall serve for a period of up to 15 months from the previous Annual General Meeting. They will retire at the next AGM but may stand for re-election.
- e) The Forum shall make and carry out decisions in accordance with the objectives as per section 2.
- f) There must be at least three members of the Forum present for decisions to be made at a committee meeting; one of whom should be an Office Bearer.
- g) Non-voting members may be invited onto the Forum from Landlords, Moray Council staff, and Councillors.
- h) Voting members may be co-opted amongst other tenants to fill temporary vacancies throughout the year.
- i) Committee members will be removed from the list of members held by Moray Council if they have not attended three consecutive Forum meetings without an apology or have terminated their tenancy. However, they can choose to rejoin the Forum at any time in line with the membership eligibility set out in section 3.
- j) Office bearers can be voted off if they have not attended three consecutive meetings without an apology or have terminated their tenancy.
- k) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.
- l) Should a committee member resign/leave the Forum all relevant documentation and/or equipment must be returned to the group within 28 days. In the event that the position is that of the Treasurer, the accounts will be checked before a new Treasurer is appointed.

- m) Decisions will be made by a simple majority, voted in through a show of hands. This applies to all meetings of the Forum. All members have an equal vote; however the Chair shall have the casting vote if the vote is tied.
- n) Members elected to office may fill one position only, and no two Office Bearers should come from the same house.
- o) The committee may co-opt a committee member or council officer at a Forum meeting if a vacancy arises.

5. EQUAL OPPORTUNITIES

- a) The Forum will uphold equal opportunities and work towards good relations amongst all Members and do all it can to promote equality and diversity.
- b) All members should actively seek to represent the various needs of the area and will not discriminate between individuals with any of the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. In addition, we seek to promote equal opportunities irrespective of language, literacy and numeracy, social origin, employment status, and responsibility for dependents.
- c) All meetings to be held at times and in venues that meet the individual needs of members of the Forum.
- d) Communication produced by the Forum will be in 'plain language', and key documents will be available in different formats (for example, Braille, large print, audio cassette, languages) upon request. Where necessary the Forum will seek the assistance of Moray Council to produce communication in different formats/languages.

6. FINANCES

- a) The Forum shall adhere to Moray Council's guidance document 'Grant Funding for Moray Tenants Forum'.
- b) The Forum may raise funds by obtaining grants from other bodies or by fund raising schemes, but guidance and approval should be sought from the Moray Council prior to application. All funding from Moray Council or from any other sources should be addressed to the Treasurer.

- c) If the Treasurer role is vacant, Moray Council will act as Treasurer and administer the finances on behalf of the Forum.
- d) All funds shall be kept in a bank account, which shall be opened in the name of the 'Moray Tenants Forum'.
- e) The Committee shall appoint up to four unrelated members as signatories on the account this should include the Treasurer and at least one other Office Bearer, and all cheques or online banking transactions shall require two of these signatures. No two signatories can be from the same address.
- f) Accounts shall be kept by the Treasurer, and brought to every Forum meeting, where they may be inspected. Failure to have the books available at two consecutive meetings will mean that the Treasurer may be asked to resign.
- g) All expenditure shall be agreed and controlled by the Forum.
- h) All payments shall be made in an appropriate manner. All expenses claims must be submitted within three months of the date of issue, and accompanied by a properly completed and signed expenses claim form.
- i) No signatory shall sign a blank cheque. All cheques are to be completed before signatures are added.
- j) Once a year the accounts will be audited and presented to the Annual General Meeting of the Forum. The auditors will be an appropriate independent person/s appointed by the Committee.
- k) All correspondence of the organisation, excluding bank statements, shall be addressed to the Secretary. All correspondence from the bank or sources relating to finance shall be addressed to the Treasurer for action.

7. PAYMENT OF EXPENSES

- a) The Forum will refund reasonable relevant expenses to members representing the Forum at meetings, events or other tenant participation activities. Expenses claims must be submitted within three months of the meeting/event and must be supported by valid receipts and an appropriately completed and signed expenses claim form.
- b) Relevant expenses can include travel, food and refreshments (where not provided), child/adult care costs to allow participation and any other relevant expenses agreed in advance with the Forum. Where possible the method of

travel should be public transport. Car use should be the last option and must be agreed in advance with the Forum.

- c) Where car use has been agreed, mileage will be set at the approved rates within the HM Revenue & Customs scheme.
- d) The Forum reserves the right to query any claim.
- e) Any claim submitted must be valid, accurate, and complete. Where a claim for expenses is found to be fraudulent the Forum shall take action to recover any payments made as a result of any such claim. Any member/s who tenders a fraudulent claim will also be subject to disciplinary action.

8. ATTENDANCE AT EVENTS

- a) Any attendance fees, travel expenses and accommodation expenses may be met by the Moray Council or the Forum, depending on the nature of the event and budgetary constraints. Bookings will be made on the understanding that members intend to make themselves available to attend.
- b) Where expense has been, or will be incurred as a result of non attendance at such an event by a Forum member, and the place could not be transferred to another member, the Forum will decide whether monies lost should be reclaimed from the member. The Forum will take into account the personal circumstances of the member, for example illness and past history.
- c) Repayment by instalments will be arranged where required at a mutually agreed rate of payment.

9. GENERAL MEETINGS

- a) General meetings will usually take place the week before the Council's Housing and Community Safety Committee meets.
- b) Fourteen days notice to be given to members of a general meeting.
- c) Arrangements will be made for members to participate in general meetings either in-person or by way of an audio or audio-visual link.
- d) If members wish to participate by way of audio or audio-visual link, the meeting notice will set out details of how to connect and participate via the link.
- e) The meeting will be conducted to make sure, so far as reasonably possible, that those members who participate via an audio or audio-visual link are not

disadvantaged regarding their ability to contribute to discussions at the meeting, as compared with those members (if any) who are attending in person (and vice versa).

10. SPECIAL PUBLIC MEETINGS

Any member, having the written support of three other members may request the Forum to call a special Public Meeting of the Forum. The Forum shall call the meeting within 21 days of this written request.

11. ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held every year to discuss the activities of the Forum, to receive the audited accounts and to elect the Office Bearers of the Forum and appoint Auditor(s).
- b) The gap between one AGM and the next must not be longer than 15 months.
- c) The Annual General Meeting shall be held at a suitable venue to accommodate as many members as possible. With an additional option to participate or by way of an audio or audio-visual link.
- d) Quorum shall be three members.
- e) 21 days notice to be given to members of the Annual General Meeting.
- f) At each Annual General Meeting, the committee shall discuss and agree a budget for the Forum's activities.

12. CHANGES TO THE CONSTITUTION

- a) This constitution shall only be changed at a Special Public Meeting of the Forum or at an Annual General Meeting.
- b) For decisions to be taken there must be quorum of at least three people, one of whom should be an Office Bearer. The voting shall be by a simple majority of those present.
- c) All members shall be given 21 days notice of the meeting and the proposed changes.

13. DISSOLUTION OF THE FORUM

- a) The Forum may only be dissolved by a Special General Meeting of the Forum set for that purpose.

- b) All members to receive notice of the meeting and its purpose no less than 21 days before the proposed meeting.
- c) All unspent grants or financial assistance made by the Moray Council to the Forum must be returned to the council.
- d) All funds and documents relating to the Forum shall be disposed of in accordance with the wishes of the meeting and to an organisation with similar aims to the Forum.

This constitution was adopted on 5 November 2024

Name:

Signature:

Position:

Name:

Signature:

Position:

Name:

Signature:

Position:

The constitution was reviewed and updated at Moray Tenants Forum AGM on 30 October 2025

Appendix 1

CONDUCT OF BUSINESS OR STANDING ORDERS

This section sets out the expected standards of behaviour for all Forum members and the rules for how meetings will be run. These rules aim to create a respectful, inclusive, and productive environment. All members are expected to understand and follow them.

1. Speaking at meetings

Only one person should speak at a time, and members must speak through the Chair. Everyone should be given a fair chance to speak and be listened to.

2. Decision-making

Decisions will be made by a simple majority vote, using a show of hands. Each member has one vote. If there is a tie, the Chair will have the casting vote.

3. Meeting times

Meetings will finish at a time agreed by the Forum.

4. Unacceptable behaviour

Offensive or discriminatory behaviour will not be tolerated. This includes racist, sexist, ageist, homophobic, transphobic, or inflammatory comments.

5. Respectful communication and conduct

Members must treat all participants, including Council employees, guests and other Forum members, with respect and courtesy. Concerns about conduct, performance, or integrity must be raised through appropriate channels, not in public forums.

6. Personal issues

Forum meetings are not the place to raise personal complaints about the Council. These should be taken up with the relevant department using the proper procedures.

7. Use of position

Members must not misuse their role for personal benefit or to influence decisions unfairly.

8. Confidentiality

Members must keep any sensitive or confidential information private. For example, tenant representatives may receive confidential papers from Council committees.

9. Equality and diversity

The Forum is committed to promoting equality and good relations among all members. Discrimination based on age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, and sexual orientation will not be accepted.

10. Improper conduct

If a member behaves inappropriately during a meeting, the Chair will issue a warning. If the behaviour continues, the member will be asked to apologise. If they refuse, they will be asked to leave. If the Chair is the person involved, the Vice Chair will take over this responsibility.

11. Chair's authority

If a member refuses to follow the Chair's ruling on conduct, they will be asked to leave the meeting immediately.

12. Expulsion of a member

A member who brings the Forum into disrepute or breaks the constitution may be expelled by a majority vote at a Special General Meeting, provided that:

- a) They are given at least 21 days' notice of the meeting and the reasons for the proposed expulsion.
- b) They are given the opportunity to speak at the meeting.

13. Right to appeal

Any member who is expelled has the right to appeal within 21 days. Appeals will be heard by an independent body, such as TPAS Scotland. The Secretary or Chair will write to the member to confirm their right to appeal.

14. Correspondence and finances

The Secretary will handle all correspondence, except bank statements, which will go directly to the Treasurer. All funding from Moray Council or other sources will be managed by the Treasurer in line with the guidance document 'Grant Funding for Moray Tenants Forum'.

15. Agendas and minutes

Agendas and minutes will be sent to members at least 7 days before each meeting. Items for the agenda must be submitted to the Secretary at least 10 days before the meeting. Minutes will not include personal details, except for names.