



STANDING ORDERS

1. Annual General Meeting

Must be held within 15 months of the previous AGM

21 days notice must be given to all members

2. Board Selection

All Directors must be proposed and seconded by two members.

Candidates, properly proposed and seconded will send their application and a brief CV to the Secretary, to be circulated to all members, not less than 14 days before the AGM.

Should there be more candidates than vacancies, then at the AGM the Chair will invite candidates to make a brief outline as to their qualifications and reasons for seeking Board office.

3. Agenda items

The Chair will give a report on the previous year's activities and results as well as an account of the future plans of MCLT

The Treasurer will present the annual Income and Expenditure accounts

Board Elections

AOB

4. Board Meetings

Two or more Directors may request the Secretary to call a Board Meeting

The minimum notice will be 7 days

The Chair has a casting vote

In the absence of the Chair, the Vice Chair will take the meeting

The Quorum for any Board meeting is 4

During the course of all Board meetings the Chair's decision as to the interpretation of the Rules and these Standing Orders will be final.

The Board may resolve to suspend a Standing Order in order to progress the business of MCLT and such decision will be included in the minutes. The suspension should not be taken lightly and will be time limited.

At the first MCLT Board meeting after the AGM the first business shall include :-

To elect the Chair of MCLT

To elect a Vice Chair, Secretary and Treasurer

To fill any vacancies left unfilled following the AGM The minimum number of Directors is 4, the maximum is 9

5. Secretary

The Secretary is elected by the Board and enables MCLT to be run in an efficient and lawful manner.

The Secretary will provide all Board members with a letter of confirmation of appointment, whether elected appointed or co opted as well as the Standing Orders and Financial Regulations

Maintain a dated record of all incoming and outgoing correspondence

Acknowledge all incoming correspondence on receipt and circulate to all Directors that needs action or attention prior to Board meetings

Maintain Members' and Asset Registers and Register of Interest

Ensure a letter of resignation is provided by any Director standing down

Take applications to join the MCLT to Board meetings for confirmation of membership

Ensure that adequate notice of all MCLT meetings is given

Ensure proper records of all MCLT meetings are made

Responsible for all statutory reporting to FCA, HMRC etc

Ensure money laundering checks are effective

6. Code of Conduct

All Board members must observe the MCLT Code of Conduct which is a condition of their membership of MCLT.

No Director shall at a Board meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly .offensively, improperly, or in such a manner as to bring MCLT into disrepute.

If in the opinion of the Chair, a Director has acted in a manner contrary to that required by the Code of Conduct, the Chair shall express that opinion to MCLT Board and thereafter any Director may move that the Director named be no longer heard or that the Director named should leave the meeting, and the motion if seconded, shall be put to the vote forthwith and without discussion. If a Director reasonably believes another Director is in breach of the Code of Conduct, that Director is under a duty to report the breach to the Chair.

The Chair may adjourn the meeting or take such further steps as may be reasonably be necessary to resolve the matter

7. Unauthorised Activities

No member of MCLT Board shall in the name of, or on behalf of MCLT issue orders, instructions or directions or otherwise represent MCLT unless authorised to do so by the MCLT Board

8. Confidential Business

No Director of MCLT shall disclose to a person not a fellow director any business declared to be confidential by the MCLT Board.

Information not in the public domain, often relating to individuals, organisations, property or financial matters must be kept confidential and it is the responsibility of all Directors to ensure that this information remains confidential to the meeting, unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Directors must never use confidential information for their personal advantage or disadvantage of anyone known to them or to disadvantage or discredit MCLT

9. Emergency Business

Should it not be appropriate to convene a special meeting, then any emergency business will be handled by the Chair, in consultation with the Secretary and one other Director. Such actions will be reported promptly to the Board

10. Risk Assessment

A risk assessment will be undertaken annually of all activities of MCLT and a report approved by the Board. This assessment will also cover the efficacy of internal audit arrangements. The Risk Assessment will be reviewed annually. Should MCLT undertake a new activity, not covered by the existing Risk Assessment, an assessment will be undertaken before the activity starts.

11. Review of Standing Orders

These standing orders will be reviewed annually by the Secretary and the Chair, and any amendments will be agreed by the Board

12. Breaches of Code of Conduct during Meetings

Anyone who does not comply with the Code of Conduct will be asked to leave the meeting by the Chair. Anyone excluded from a meeting because of their behaviour will only be allowed to return to future meetings if they agree to abide by the code of conduct.

13. Declaration of Interest

At the start of each financial year, Directors must formally declare any personal, financial or other material interest relating to MCLT activities. If at subsequent Board meetings, an agenda item arises covering any such issue, the Chair will decide the appropriate response

14. Admission of Press or Public to Meetings.

The Press or Public will not normally be admitted to MCLT meetings. However if a majority of the Board of Directors decide there is an issue of sufficient concern that the Press or Public could be usefully be admitted then this would be allowable

15. Insurance

The Board of Directors will review insurance needs at regular intervals and will initiate the necessary action so as to ensure appropriate cover .

16. Data Protection Policies

The Board of Directors will at all times ensure the highest standard of data protection and will take appropriate action as circumstances change