

## **MT.VICTORIA RESIDENTS' ASSOCIATION COMMITTEE MEMBERSHIP GUIDELINES**

- Approved at meeting 5 April 2001

- 1 Members of the MVRA committee will advise the president of the Association of any personal or professional interest they may have in any property or transaction relating to property or any other matter with which the MVRA may concern itself so that the president, in consultation with other members of the committee as s/he considers appropriate, may decide how it affects the role of the committee member regarding the issue in question. If need be the committee member may be asked to stand aside from committee deliberations or to abstain from voting on matters arising.
- 2 If any matter should arise during a Committee meeting, a member must declare any conflict of interest, personal, professional or otherwise, and absent themselves from the meeting immediately.
- 3 If any potential committee member is engaged in a dispute with her or his neighbours over property and other matters with which the MVRA is or may be concerned s/he may not join the committee until such time as the dispute is resolved.
- 4 In general the president of the association and only the president has the authority to speak for the Association on matters regarding which it is active or where a view is sought by the media.
- 5 Members of the committee may be assigned by the committee particular issues to follow up (e.g. with the WCC or with residents' associations or residents of Mt Victoria) and to report to the committee on them. If the committee has an agreed policy on the issue the committee member may be authorised to speak for the Association in line with its policy position. Otherwise the president will speak for the association, after consulting members of the committee where this is necessary. It is generally preferable that enquirers from the media be asked to provide their questions in writing and that the Association respond in writing.
- 6 Where members of the committee are involved in a political or issue-based organisation or are seeking political office there will be no authority for them to speak as members of the association where their views may be attributed to the association. The MVRA is not a party political organisation and it will take whatever appropriate steps are necessary to ensure that it is not linked to any political party or organisation or independent candidate.
- 7 The protocol agreed by the MVRA and the WCC sets the procedures to be followed where the association is consulted by an applicant regarding a consent to demolish a building under Rule 5.3.11 of the District Plan. The members of the association to be contacted will be identified under the protocol and include the president and the

secretary of the association. The association's internal procedures to be followed in the course of any consultation under this rule are as follows:

- a the president or secretary on receipt of any approach to consult will notify members of the committee.
  - b the president will decide who shall meet the applicants.
  - c wherever possible the plans and information to be supplied by the applicants under the protocol are assessed by a member of the committee professionally competent to interpret them. If such a person is not available expert advice may need to be sought from outside the committee.
  - d Any meetings with applicants will be attended by at least two members of the committee.
  - e A record of the main points discussed will be kept.
  - f Any agreement between the associations' representatives attending the meeting and the applicants will be subject to ratification by the association committee and this should be made clear to the applicants.
  - g The application will be discussed at the next meeting of the committee and, in any event, within the time limit set under the protocol for the consultation to be concluded.
- 8 At times a member of the committee may be approached by someone who wishes to speak to the committee or may consider it important for the committee's deliberations to hear from a non-member. In such a case the member should:
- a discuss with the president who will decide, in consultation as need be with other committee members, whether the person should be invited to the next committee meeting, and if so, how long they should have to set out their concerns and whether there should be any discussion while the non-member is present at that meeting.
  - b where it has been decided to invite the non-member to the meeting the committee member dealing with the approach should:
    - i advise the person hosting the meeting and the member preparing the agenda,
    - ii advise the non-member how much time they will have to present their case and ask them to bring along any relevant written materials and
    - iii encourage that person to supply a typed statement of proposal or background information as appropriate 5 days before the meeting (10 copies with 10 stamped envelopes)
- 9 The chair of the meeting will advise/remind the non member and the committee members of the approach to be followed as agreed by the president.

**APRIL 5, 2001**