#

**The following information is required to ensure that all tenant and resident associations follow best practice in line with the agreed procedure for registering with the council.**

**I confirm that I am either (please tick as appropriate)**

|  |  |
| --- | --- |
| An officer of Camden Council |  |
| A currently elected Ward Councillor of Camden Council |  |
| A District Management Committee Chair/Vice Chair |  |
| **Name of TRA** |

|  |  |
| --- | --- |
|  **Date of AGM/Inaugural Meeting** |  |

As the Independent Observer at the AGM/Inaugural Meeting of the TRA above, I confirm the following:-

* The TRA has held its AGM/Inaugural meeting
* Number of households in the area covered by the TRA ( write in the number) \_\_\_\_\_\_\_\_\_
* The AGM was quorate according to the constitution of the TRA
* AGM was attended by Council tenants and leaseholders who are eligible

to vote (according to the constitution of the TRA )

* That open and fair elections for officers and committee members of this TRA

Took place at the AGM

* The majority of this TRA’s committee must be made up of council tenants

This applies where council tenants clearly make up the majority of the TRA membership. Shared officer roles between leaseholders and tenants is accepted

**The Independent Observer verified that the following documentation was presented:-**

* Copy of the TRA constitution
* End of Year Accounts (if applicable)
* TRA hall Insurance and hall activity list (if applicable)
* Memorandum of understanding for TRA hall (if applicable)
* Code of Conduct
* Equal Opportunities Statement
* Minutes of the last meeting are ratified (if applicable)

|  |  |
| --- | --- |
|  **IO details****Your name & title:**  |  |
| **Your telephone number:** |  |
| **Your email :** |  |
| **Signed:** |  |
| **Date:** |  |

1. Check that the TRA has organised a list of attendees that has been signed by all persons attending the Inaugural/AGM
2. Introduce yourself and explain your role at the AGM
3. Check that everyone attending is eligible to vote ( check constitution )
4. Not eligible to vote are:-
* Freeholders
* Co-opted committee members
* Private tenants ( residents who are renting from leaseholders)
1. All relevant documentation must be seen and verified as listed on the first page
2. You should check that the AGM is quorate according to the constitution of the TRA
3. The existing committee will step down and will hand over to the independent observer to run the election process. Start by asking for nominations, which must be seconded, for the TRA committee officer posts. The posts are Chair, Secretary, Treasurer, TRA hall co-ordinator, Committee members and a representative to the District Management Committee. Please note that if the TRA covers an area of 300 or more Council properties, they are eligible to elect 2 representatives and 2 substitutes to the District Management Committee Meetings
4. The majority of the committee members should be council tenants (where appropriate).
5. Elections take place by either a confidential ballot or a show of hands. If you would like advice on conducting a confidential ballot, please contact a member of the tenant and leaseholder engagement team on 0207 974 2377
6. If there is only one nomination for a committee officer post, there is no need to ask for a show of hands, they are deemed to be elected un-opposed.
7. Only one resident from each household may fill the officer positions of the TRA Chair, Secretary, Treasurer, District Management Committee Representative, TRA hall co-ordinator
8. The remaining committee should be elected after the officer positions are filled
9. Once the new committee has been elected, you should hand back the meeting to the newly elected chair

**Please return this form to: tp@camden.gov.uk**

