

Selection Procedure for Residents' Panel Members to become Members of the Board of Two Castles Housing Association Limited

1. Overview

- 1.1 Two Castles Housing Association Limited is committed to achieving greater resident involvement in the governance of the Association. From July 2010, the Association aims to have three Members of the Board who are residents. It has agreed, however, that this will be phased in, with one Member appointed in 2010, one in 2011 and one in 2012.
- 1.2 The Board has agreed that the means for selecting residents to serve on the Board will be through the Residents' Panel. This process will be publicised in the Annual Report to the AGM and on the Association's website.

2. Process for Selection of Residents to the Board

- 2.1 Once a place on the Board becomes available, the Involvement & Equality Officer (IEO) will approach all residents serving on Regional Customer Services Committees, including co-optees who have served during the year prior, to ascertain which of them would be willing to serve on the Board.
- 2.2 The Residents' Panel will then select from those who are willing to serve. They will receive the following information for each applicant:
 - The original Application Form to become a Regional Customer Services Committee Member.
 - A short written submission from the resident detailing what skills and experience they believe they can bring to the Board. The IEO will assist each applicant with this.
- 2.3 The Residents' Panel will then carry out an election process to select the suitable candidate. This will be by means of an anonymous postal ballot of Residents' Panel members only. It shall not be revealed which Panel member has voted for which candidate.
- 2.4 Residents' Panel members must return their votes, in the pre-paid envelopes provided, before the deadline given. Opening of the votes will be overseen by the Chairman of the Association who will notify the IEO of the outcome.

- 2.5** In the event of a tie between two or more candidates, there will be a second election, on the same basis as the first, between those candidates only.
- 2.6** The candidate who receives the greatest number of votes will take up the Board vacancy.