



A STEP-BY-STEP GUIDE:

Considering a decision to Join Common Equity South Australia (CESA)

In order for **Common Equity South Australia (CESA)** to go ahead, it must demonstrate that it has enough sector support to be viable. Community Housing Council of SA Inc (CHCSA) and Community Partnerships & Growth have agreed that Government will fund the project going to the next stage, if enough organisations make an in-principle decision to join CESA, *who between them manage a combined total of 200 or more properties.*

Right now, the CESA project needs organisations like yours to show your interest and support through learning about the proposal, and considering an in-principle decision to join.

This brochure will guide you through the required steps to consider an in-principle decision to join CESA.

IMPORTANT - Please note the following information:

- To make this decision, your organisation will need to consider an in-principle *motion* to join CESA at a General Meeting. This can be done *either*:
 - a) By putting an *ordinary motion* to join CESA, at your next General Meeting (passed by **75% or more** of voting members)
 - b) OR, by using a *Special Resolution* motion
- If you use option a), we ask you to check if 75% or more of the vote was in favour. If 75% is achieved, this will help to demonstrate a strong level of organisation support.
- If you use option b), then the 75% mark is required to pass a Special Resolution

Note: We are asking you consider making a serious commitment, but at this stage to only make a decision *in principle*. In other words, this means a decision '**that** we will join CESA, but **only if** certain further things happen to our satisfaction'. Below is suggested wording for an in-principle motion to join CESA. This can be used either as an ordinary motion, or as a Special Resolution.

"It is proposed that (insert organisation name) agrees to become a full member of the proposed new umbrella organisation currently named as 'Common Equity South Australia' (CESA) as soon as membership is made available; subject to the successful establishment of CESA, and a signed agreement of both parties with the terms of a Lease/Service Agreement between (insert organisation name) and CESA.

As part of this decision, we acknowledge that membership of CESA and the joint signing of a Lease/Service Agreement will entail:

- a) *That the title of all debentured properties currently held by (insert organisation name) will be transferred to and held in the name of the umbrella organisation;*
- b) *And that those properties will be managed by us, in accordance with the aims and objectives of our organisation, under the terms of a long-term Lease/Service Agreement between (insert organisation name) and the umbrella organisation"*

Option A - Considering a (ordinary) Motion to join CESA:

- Step 1:** Ensure all of your Members are adequately informed about the CESA proposal, and have had an opportunity to openly discuss the implications of joining.
- Step 2:** Identify an upcoming **General Meeting** to consider a **motion (in principle)** to join Common Equity SA. This could be either at:
- your next regular General Meeting, or,
 - your Annual General Meeting (AGM),
- Step 3:** Notify Ciarán Synnott or Matt Fisher at the CHCSA of the date your CHO will consider a Motion to join CESA, by either phoning 8362 1022 during working hours or via e-mail to ciaran.synnott@chcsa.org.au or matt.fisher@chcsa.org.au.
- Step 4:** Prepare the text of the **motion**. We suggest using or adapting the model resolution shown above.
- Step 5:** Consider the **motion** at your quorate General Meeting, using your regular decision-making procedure. Make sure to allow time for debate for or against the motion.
- Step 6:** Make sure the minutes record the moving and seconding of the resolution and the full wording of the resolution. If you make the decision by a vote, then also record numbers voting for, against or abstaining.

Option B - Considering a 'Special Resolution' to join CESA:

- Step 1:** Ensure all of your Members are adequately informed about the CESA proposal, and have had an opportunity to openly discuss the implications of joining.
- Step 2:** Decide on a date for a General Meeting of the organisation to consider a **Special Resolution** (in principle) to join Common Equity SA. This can be done either at;
- your next regular meeting, or,
 - your Annual General Meeting (AGM), or,
 - a special General Meeting arranged specifically for this purpose
- Step 3:** Notify Ciarán Synnott or Matt Fisher at the CHCSA of the date of your meeting to consider a Special Resolution on joining CESA, by either phoning 8362 1022, or e-mail to ciaran.synnott@chcsa.org.au or matt.fisher@chcsa.org.au.
- Step 4:** Prepare the text of the Special Resolution. We suggest using or adapting the model resolution shown above.

- Step 5:** Ensure each voting member of your Housing Co-operative or Association receives at least 14 days written notice of the Special Resolution. Try to ensure that the meeting will reach a quorum.
- Step 6:** Consider the Special Resolution at your quorate meeting, using your regular decision-making procedure, or if you prefer, a vote by secret ballot. Make sure to allow time for debate for or against the resolution.
- Step 7:** Make sure the minutes record the moving and seconding of the Special Resolution and the full wording of the resolution. If you make the decision by a vote, then also record numbers voting for, against or abstaining.

Note that, in order to be passed, a Special Resolution requires at least three-quarters (75%) of those who are **at the meeting and are eligible to vote**, to vote in favour of the resolution. For example, if you had twelve voting members present, a minimum of 9 would be required to vote in favour. Some organisations find it useful to use a secret ballot when considering a Special Resolution.

After you have considered a decision to join CESA:

- Step 1:** Notify Ciarán or Matt at the CHCSA about the results of the meeting, and send CHCSA a printed copy of the minutes signed by two current Office Bearers. Please post to CHCSA, Reply Paid 80041, Royston Park SA 5070.
- Step 2:** If the resolution was passed, please also forward to the CHCSA:
- A confidential copy of data on your current debentured properties (number of properties, locations, current assessed capital values)
 - An up-to-date copy of your rules and by-laws
- Step 3:** If the resolution was *not* passed, but a significant portion of your members voted in favour, this may be a sign that your members need more information about the CESA proposal, or more time to consider the potential pros or cons. Your organisation may want to consider inviting Ciarán or Matt to attend your next meeting to directly address your questions or concerns with your members.
- Step 4:** Keep a look-out for updates on the CESA process via the CHCSA Weekly E-bulletin, mail-outs, regular CHCSA forums, or special information forums. If you don't currently receive the CHCSA Weekly E-Bulletin, you can subscribe online from the CHCSA Website, go to www.chcsa.org.au and complete the Subscription form under 'Reports & Publications', alternatively you can call the CHCSA on 8362 1022 to register your details.

