



OHJEET ASUKASTOIMIKUNNILLE TENANT COMMITTEE INSTRUCTIONS

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PSOAS Tenant Committee Guide

1. What's a tenant committee?

Tenant committees are groups with decision-making power that are formed from PSOAS tenants and enable them to have a say in their own area's living conditions and comfort. The committees also develop students' coexistence by organising, among other things, various free-time activities. The functioning of these groups are based on the Act on Joint Management of Rental Buildings (649/90).

The committees make joint decisions on, for instance, future events and acquisitions, for which a yearly allowance is reserved for each committee. All PSOAS tenants, also those outside tenant committees, can make motions on matters to decide.

The tenant committee unites the tenants and PSOAS, which makes it possible to expedite matters, be they major or minor decisions. PSOAS provides tenant committees with the required information about housing-related matters, such as the budget and plans of reparations, and gives them a chance to examine maintenance and cleaning agreements.

The committee is led by a tenant-elected chairman who arranges, for example, tenant meetings for joint decision-making. All tenants in the operational area are welcome to attend these meetings. Furthermore, all tenants can make initiatives to committee members at any time, and the members will then take up these issues at the next committee meeting.

2. What happens in the committees?

The tenant committees make decisions regarding the use of common rooms, the organising of shared free-time activities and voluntary work projects, and housing maintenance. A list of yearly duties and tasks are defined for each committee, and these duties form the operational framework. To be sure, tenants can also make initiatives outside this list of duties. One good example of this are the gyms set up completely at the tenants' request.

Duties

The tenant committee has the right to participate in the following tenancy-related matters.

1. Creating a plan of action and budget, as well as keeping inventory. These are to be delivered to the responsible property manager for approval.
2. Preparing and commenting on budget and rent determination proposals for buildings within the same rent determination unit.
3. Proposing yearly reparations. Proposals regarding the following year must be delivered to the responsible property manager together with budgeting plans each autumn.
4. Participating in and commenting on long-term reparation and financing plans.
5. Preparing and commenting on proposals related to maintenance agreement content, management system, and the arrangement of property and other management duties.

6. Monitoring the accomplishment of management, maintenance, and reparation tasks common to all tenants.
7. Creating and monitoring rules and regulations. All devised rules and regulations are to be confirmed by the PSOAS board.
8. Handling and, when required, conciliating any housing-related disputes.
9. Deciding on the allocation and rental principles for common rooms and parking spaces, and monitoring their observance.
10. Deciding on the use of common rooms. The names of responsible persons for common rooms and events are reported to the property manager.
11. Handling and promoting proposals and initiatives made by tenants.
12. Maintaining correspondence and communications towards the tenants, self-directed and in cooperation with PSOAS.
13. Advancing general living comfort by developing and organising free-time activities and events.
14. Deciding or implementing matters put forth to the tenant committee.
15. Proposing and commenting on other housing and property related matters.

3. What constitutes a tenant committee?

The committee is led by a **chairman** elected among and by the tenants; this is the only obligatory title. The chairman leads and coordinates committee operations and acts as the contact person between the tenants and PSOAS. It is a good idea to nominate a substitute for the chairman. Any PSOAS tenant can apply to the tenant committee.

The chairman may also handle the following duties, or specific persons can be assigned for the following:

Secretary

- Takes meeting minutes at committee meetings and delivers attendance requests, agendas, and copies of the approved minutes to the property manager.

Treasurer

- Handles financial issues for the committee and drafts the required reports.

Each tenant committee may assign its members other duties and tasks as they see fit. For instance, persons responsible for clubrooms and provisions are commonly chosen. These people will oversee the use of the area's clubrooms and the food or drinks served during events.

4. Meetings

The joint management of rental housing hold three kinds of meetings. These are: **tenant meetings**, **tenant committee meetings**, and **chairman meetings**.

4.1 Tenant meeting

- Tenant committees agree on common issues in tenant meetings that take place at least once every calendar year. Each tenant committee shall arrange their own meeting in their individual operational area. This meeting is to be arranged also when a minimum of one tenth of the area's tenants so request for a specified issue. The meeting is called by the tenant committee.
- Free-form meeting attendance requests are delivered to each apartment and posted on the building notice boards at least one week prior to the meeting. The request must include the agenda, the time, and the place for the meeting.
- All tenants who are of age and have moved in no later than on the first day of the month that precedes the meeting are entitled to vote. In addition, owners of any business or office premises in the building have the vote so that each has one vote per premises. The meeting has quorum if a minimum of one person entitled to vote is present at the meeting.

Tenant meeting duties

1. Selecting a tenant committee

- Tenants shall elect committee members among themselves for a maximum of two years. The length of active duty is jointly agreed on in a tenant meeting.

2. Selecting tenant representatives for

PSOAS board

- The tenants shall nominate the persons among themselves to be included in the PSOAS board consisting of 13 members. The active duty period for a board member is three years. The board's tenant representatives shall participate in the work groups named by the PSOAS board. The meeting language used is Finnish so the candidate should be fluent in Finnish.
- Description of the selection process as stated in the PSOAS rules and regulations:

"Members to PSOAS board shall be elected as follows:

- The Student Union of The University of Oulu: 7 members
- The board itself: 2 members from the candidates chosen by the tenant meetings (tenant representatives)
- City of Oulu: 2 members
- University of Oulu and The Student Union of Oulu University of Applied Sciences: 1 member each

Two or three members (depending on the year) chosen by The Student Union of The University of Oulu have their turn to resign at the same time. Also, the members chosen by the University of Oulu and The Student Union of Oulu University of Applied Sciences have their turn to resign at the same time which will be different from the time when the members chosen by the City of Oulu and tenant representatives resign. The two members chosen by the City of Oulu will resign in different years. Also tenant representatives will resign in different years."

PSOAS-asunnot Oy company board of directors

- The tenants shall nominate the persons among themselves to be included in the PSOAS-asunnot Oy board. The active duty period for a board member is about one year. The meeting language used is Finnish so the candidate should be fluent in Finnish.
- From the articles of association of PSOAS-asunnot Oy:

" 5 § Board

The company has a board with four effective members. In the general meeting, three shareholder representatives and one tenant representative as suggested in the tenant meetings shall be selected as board members. The board members' active duty period shall end at the annual general meeting that first follows the election. The board shall select among themselves a shareholder representative to act as chairman of the board and his/her substitute. The board shall meet at the chairman's request as often as required by company issues."

3. Overseer selection

- The tenants may select an overseer to monitor and inspect the handling of financial and administrative matters. The overseer has the same right for financial and administrative information as the auditor. This is why the overseer must have sufficient professional abilities to perform the duties. The overseer's active duty period is one calendar year. If the tenant committees have appointed more than one overseer, one of these persons shall be nominated as the overseer in a chairman meeting.

4.2 Tenant committee meeting

- The meeting shall select a chairman and other possible titles unless these positions are already filled in the tenant meeting.
- The meeting is called by the chairman. A meeting shall be called also if a minimum of two tenant committee members so request from the chairman. Requests to attend are to be sent to committee members and posted on the building notice boards a minimum of three business days prior to the meeting.
- The tenant committee meeting has quorum if at least half of the committee members, in addition to the chairman, are present at the meeting. Majority vote decides which suggestions are put into effect. If the vote is fifty-fifty, lots are drawn and the chairman also has final say.
- The meetings decide on the use of tenant committee allowance. All meeting minutes and receipts related to acquisitions must be approved by the chairman and consequently delivered to the location's property manager. All acquisitions must be available to all the location's tenants and be of use to the highest possible majority of tenants. No allowance left unused during the operating period may be transferred over to the next operating period.
- The tenant committee or a committee member can be dismissed during the operating period should a minimum of half of all tenants in the location in question thus demand.

4.3 Chairman meeting

- In the meeting, the tenant committees and PSOAS shall collaborate to handle all housing and living related issues, particularly matters of rent and living comfort. The meeting can produce initiatives for the PSOAS board, whose chairman shall decide on accepting these initiatives to be added to the agenda.

- The meeting is called by the PSOAS Service Manager. The aim is to hold chairman meetings four times per year, or more often if so required.
- These meetings are attended by the chairmen of the tenant committees, the tenant representatives of the PSOAS board as selected by the PSOAS executive committee, and any required PSOAS officials. One of the tenant committee representatives present at the meeting shall be elected to chair the meeting.
- The meeting has quorum if a minimum of half of the members are present in addition to the chairman. All the tenant committee chairmen and their possible substitutes are entitled to vote.