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**Supporting the “demand” side – Taking off**

**Tips for voting: timeline**

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*Prepared by Maastricht University – Deliverable DT2.2.1 bis*

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| Who is this tool for? | Project team  Condominium manager (syndique)  Condominium Board |
| What is the purpose of this tool? | This tool will help to prepare for the important General Assembly where co-owners vote for the energy retrofit. |
| How to use this tool? | After some general information you will see the important steps to prepare for the general assembly. Make sure to look at your national legislation! |
| Next steps | Once this formal hurdle has been taken, the project can start. A project management plan needs to be developed and communication plans for the next phase must be prepared. |

Before starting a retrofit project, the co-owners must first agree that the project can start. In most countries an official meeting of the legal body (e.g. association of co-owners) is needed. In some countries these meetings are held only once a year. In order for your voting procedure to be successful, and not to incur unnecessary delays, make sure that all owners are well-informed prior to the meeting!

Previous information meetings need to be held by the [project team](#more_information) (i.e. the people from among the co-owners who will support and supervise the project). Also make sure to know the [legal obligations](#IMPORTANT_DOCUMENTS) about quorums needed and voting procedures, these are often case specific and can also differ per region. Furthermore, it is also a good idea to get the [team charter](#more_information) agreed upon in this meeting.

**Timeline**

**It is of critical importance to get in contact with local authorities well before planning of the meeting, so that you are informed about the regulations applicable to your project and to prevent delays in a later stage of the preparation.** [**See also the overview of important documents.**](#IMPORTANT_DOCUMENTS)

**TIP: your condominium manager or municipality can offer help in this process!**

**Click on an arrow on the left to go to the corresponding explanation**

**General tips for voting**

**Before the meeting:**

* Get in contact with the local authorities, long before the setting up the voting-meeting, to find out the [legal requirements](#IMPORTANT_DOCUMENTS) for the voting procedure and start of the project (this is case specific and also differs per country, so this is essential for the success of the voting procedure).
  + The meeting needs to be arranged in accordance with any relevant legal regulations and internal statutes of the building (**clarify upfront!)**
* Residents should be made familiar with the details of the voting decision, prepared in an understandable language
* All the points to be decided must be included in the agenda, along with the supporting documents (detailed specifications, plans, duration of works, etc.).
  + Prepare information on (best in an understandable document, including graphs and images):
    - How much energy and money can the block save?
    - What is the investment required from each apartment?
    - What is the payback period of the investment?
    - What kind of subsidies and financing instruments can the building apply for?
    - How will the works affect the residents (before, during and after)?
    - Effect on comfort, property value, noise, etc.
* Give residents the opportunity to meet with experts or the committee upfront to answer questions
* Give residents the opportunity to provide agenda points long before the proposal of the date of the meeting
* Inform residents and provide an agenda with the to-be-discussed points 21 days before the meeting. The invitation needs to mention whether voting decisions will take place and should contain additional information, including a proposal of the to be voted measure
* Make sure the meeting has legal decision power (at least xx % of owners are present).

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**During the meeting:**

* Present the measure to be voted on, including a discussion about implications, costs, and benefits. Based on the documents provided to the residents well before the start of the meeting.
* Make sure an expert or members of the committee are present to answer questions during a discussion
* Vote on the explicit measure as presented
  + Make sure the voting decisions result in clear responsibilities for the follow up activities/tasks
* Count of the votes by the chair and announcing the result (accepted or rejected)

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**After the meeting**

* Prepare minutes of the meeting including a description of the discussed measure and the voting result
* Minutes need to be signed by the chair, at least one owner and the head of the association (or representative)
* Add the voting decision to the ledger of votes (collection of all votes of the owners’ association)

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**IMPORTANT DOCUMENTS**

The voting timeline provided in this document gives an overview of what to do before, during and after the voting-meeting. This overview is applicable to all countries; however, it is necessary to always get in contact with the local authorities to ensure you are in line with legal regulations. It is advised to follow the guidelines provided in this document to ensure a professional process in which all residents are sufficiently informed and that a well-grounded basis for the start of the project is in place.

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| Country | Important documents | | | | | |  |
| France | **[Download from cloud](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0ahUKEwjXpLfYrJfcA-hUJK1AKHbxlA1QQFgg0MAE&url=https://paris.coachcopro.com/media/download/1315&usg=AOvVaw01hhr1pIvhKNf-bh7OWAZq)** | | **[Internet](http://www3.ademe.fr/maintenance/page-maintenance.html)** | | **[Download from cloud](http://www.lowenergyapartments.eu/wp-content/uploads/2016/04/LEAF_Engagement_Toolkit_French_D4.1.pdf)** | | |
| Germany | **[Internet](https://dejure.org/gesetze/WEG/23.html)** | **[Internet](https://dejure.org/gesetze/WEG/24.html)** | | **[Internet](https://dejure.org/gesetze/WEG/25.html)** | | **[Download from cloud](http://www.lowenergyapartments.eu/wp-content/uploads/2015/04/LEAF_Engagement_Toolkit_German_version_Feb_2015.pdf)** | |
| England | **[Download from cloud](http://www.lowenergyapartments.eu/wp-content/uploads/2016/02/WP4_Engagement_Toolkit_UK-version_Final.pdf)** | | | | | | |
| The Netherlands | **[Download from cloud](http://www.lowenergyapartments.eu/wp-content/uploads/2015/11/LEAF_Engagement_Toolkit_EU_version.pdf)** | | | | | | |
| Belgium | **[Internet](https://www.easycopro.be/index.php/en/)** | | | **[Download from cloud](http://www.lowenergyapartments.eu/wp-content/uploads/2015/11/LEAF_Engagement_Toolkit_EU_version.pdf)** | | | |

*Click on the icons to go to detailed documents*

In France and Germany an official meeting with the legal body (e.g. association of co-owners) is needed and legal steps have to be followed for the result to be valid by law. Above are some important documents provided which assist in organizing the meeting and assist in following the legal steps.

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**More information on setting up a project team can be found in:**

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