

Standard Procedures for Conduct of Annual General and Special General Meetings.

These standard procedures shall apply in respect of the Annual General or any Special General Meeting.

CHAIR

1. The meeting shall be presided over by the Chair or in his/her absence the Vice Chair of the Executive Committee. If neither are available, the members of the Executive Committee will elect one of their number to preside.
2. The Chair may designate another Officer to preside over a meeting or parts of the meeting.
3. When another member of the committee is acting as Chair, he/she has the same powers and duties as the Chair.
4. The Chair may not participate in any debate.
5. The Chair shall manage the discussion, accord the right to speak, put items to the vote and announce decisions.
6. The Chair shall conduct proceedings in accordance with the standard procedures. If a question arises which is not covered by the procedures, he/she shall rule on it.
7. The declaration of the Chair that a motion has been carried or defeated shall be conclusive.
8. The ruling of the Chair shall be final on any question.

MINUTES

1. Questions arising out of the minutes shall be allowed only if they relate to the accuracy or are for the purpose of information.

REPORTS

1. Reports once presented shall be discussed and where appropriate, a proposer and seconder sought for their approval and a vote taken.

SPEECHES

1. Each speaker shall announce his/her name.
2. No member shall speak twice on any one motion other than a right of reply.
3. The Chair will manage the length of speakers' time.
4. An individual member may speak on no more than 2 occasions during any Annual or Special General Meeting unless permitted by the Chair with the consent of the meeting.

MOTIONS

1. Motions should be proposed, seconded, discussed and voted on, the proposer being given the right of reply prior to the vote.
2. If there is no speaker against the motion it shall proceed to a vote without further debate.
3. Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
4. Discussion on a motion can be curtailed by the Chair if in his/her opinion the conduct of the meeting requires it. The right of reply must then be given to the proposer and a vote taken.
5. A motion listed on the agenda may only be withdrawn following a request by the proposer which must then be put to a vote.

VOTING

1. All current paid-up members in attendance shall have a vote.
2. All contested elections or decisions will be decided by a secret ballot.
3. All other decisions will be by a show of hands and will require a simple majority of those present except any involving a change to the constitution which requires a 67% majority or a motion to dissolve the U3A which requires a 75% majority of those present and voting in favour.
4. In the event of a tie the Chair has a single casting vote.
5. Two tellers should be appointed at the start of the meeting to count votes in the hall should that be required.

POINTS OF ORDER

1. Points of order can be called only in cases of incorrect procedures, irrelevancy or transgression of the standard procedures. They must be raised immediately and addressed to the Chair. There shall be no other speech or discussion other than the ruling of the Chair on the point of order.

POINTS OF INFORMATION

1. Points of information may be raised by any member and may consist of information offered or asked of the speaker. They must be addressed to the Chair who will ask the speaker holding the floor to give way.

Policy approved and adopted at the AGM on 27th March 2018