

## Dronfield and District U3A

### Executive Committee Meetings Version 1

This document is available on the Policies, Protocols and Guidelines page of the DDU3A website.

Document owner: Business Secretary

Date Approved: January 2019

Next Review Date: November 2019

Document checked by: Document Coordinator

Document History		
Date	Version Number	Summary of Changes
Approved Jan 2019	1	New policy

### Meetings

1. Executive Committee Meetings will usually be held monthly, with a duration normally of 2 hours maximum, but no longer than 2½ hours if deemed necessary by the Chair.
2. Apologies from those unable to attend a meeting should be sent to the Business Secretary in advance of the meeting.
3. There shall be a quorum when at least one-third of the number of members of the Executive Committee or three members of the Executive Committee, whichever is the greater, are present at the meeting.

### Agendas

4. Agenda items must be submitted to the Business Secretary not later than 10 days in advance of the meeting.
5. When a sub-committee or working party intends reporting back on its specific brief, it must agenda its intention and circulate concise papers to Committee members no less than 5 days before the meeting and relate its report to the agenda item number.
6. All Committee members with a named responsibility will normally circulate a short report "for information" to Committee members not less than 5 days before each meeting.
7. The agenda will have the following structure:
  - Apologies
  - Declarations of conflicts of interests
  - Requests for emergency items to be added to the agenda
  - Approval and signing off of the previous minutes with agreed amendments
  - Matters arising
  - Reports of relevant actions from the "Actions" Table (not appearing later in the agenda)
  - Agenda items including information reports from Committee members, sub-committees

- and working parties (not usually for discussion)
  - Reports for decisions and/or discussion
  - Items for the agendas of future meetings, including calendared events
  - Date/time of next meeting
  - Meeting closes
8. The Chair and Business Secretary will together agree and prioritise the order of the agenda to agree which items are dealt with first.
  9. Each agenda item will be numbered separately with no sub-categories.
  10. Agendas will be sent by the Business Secretary to all Committee members at least 7 days in advance of meetings.

### **Conduct of meetings**

11. Emergency items, raised at the start of Committee meetings by individual Committee members, may be added to the agenda at the Committee's discretion.
12. During **all** discussions, Committee members will endeavour not to interrupt one another and make their points with brevity through the Chair. Committee members should be aware of others and their right to make inputs to the discussions.
13. At the end of the discussion and decision relating to each agenda item, the Chair can briefly summarise the discussion to be minuted, any "Action" to be noted and related information for the benefit of the Minutes Secretary.
14. The person named for an action in the previous minutes (or their nominee) will report on progress along with future plans.
15. Where a decision is taken that requires an "action", it will be ascribed to a named Committee member who is present at the meeting, along with a date for completion.
16. The "action" and related details will must be recorded in the minutes and in the Executive Committee "Actions" Table.
17. The Committee will reach decisions through a majority vote. At the Chair's discretion and if deemed necessary, items can discussed again at future meetings.

### **After the meeting**

18. The Business Secretary will ensure the approved minutes from the previous meeting are published on the DDU3A website.
19. It is the responsibility of individual Committee members and Chair to assist the Minutes Secretary in ensuring that the minutes are as accurate as possible.
20. Draft minutes will normally be circulated to all Committee members within a week of the meeting.