

**Newent & District U3A**  
**Policy Document No. 2 – Issue 1 (5<sup>th</sup> August 2019)**  
**Standing Orders for Annual General and Special General Meetings**

**Introduction**

1. These Standing Orders shall apply in respect of an Annual General Meeting (AGM) or any Special General Meeting (SGM).
2. In the event of a conflict between the interpretation of these Standing Orders and the Newent and District U3A Constitution the provisions of the Constitution will take precedence.
3. No AGM or SGM may proceed unless there is a quorum as per the Constitution. In the event of a meeting subsequently becoming inquorate then the provisions of the Constitution will apply.

**Chairman**

4. The meeting shall be presided over by the Chairman or, in their absence, the Vice Chairman, if one has been appointed. If neither is available, the Management Committee will elect one of their numbers to preside.
5. The Chairman may designate another Officer to preside over parts of the meeting.
6. If the Chairman is seeking re-election at a meeting they will have to appoint, from the meeting attendees, a member to preside for that part of the agenda that deals with the appointment of the Chairman.
7. When a member of the Management Committee is acting as Chairman, they will have the same powers and duties as the Chairman.
8. The Chairman shall direct the discussion, accord the right to speak, put items to the vote and announce voting outcomes.
9. The Chairman shall conduct proceedings in accordance with these Standing Orders. If a question arises which is not covered by these Standing Orders, the Chairman shall rule on it.
10. The announcement, by the Chairman, that a motion has been carried or defeated shall be final.
11. The ruling of the Chairman shall be final on any question.

**Minutes**

12. Questions arising from discussion of Meeting Minutes shall only be allowed if they relate to accuracy or are for the purposes of information.

**Reports**

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

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**Presentations / Speeches / Discussion**

14. Each speaker shall announce his/her name.
15. No member shall speak more than twice on an individual motion other than for a right of reply.
16. Time limits are 5 minutes for proposers, and 3 minutes for all other speakers.
17. The Chairman may, with the consent of the meeting, permit an extension to any speaker's time.
18. An individual member may speak on no more than 2 occasions during the discussion on an individual agenda item.

**Management Committee Appointments**

19. In instances of a contested election for an appointment to the Management Committee, questions to be addressed by the candidates will only be accepted by the Chairman if they have been submitted in advance. Questions have to be submitted, in writing, to the Management Committee Secretary to ensure they are received within 7 calendar days of the AGM agenda having been issued.
20. Nominations to the Management Committee will be presented to the meeting. A proposer and seconder will be sought for each individual nomination and a vote taken.
21. Any contested elections to the Management Committee will be decided by a secret ballot.

**Motions**

22. Only motions submitted and circulated in advance with the agenda shall be discussed at the meeting.
23. Motions should be proposed, seconded, discussed and voted on. The proposer will have the right of reply prior to the vote being taken.
24. If there is no speaker against a motion the meeting shall proceed to a vote without further debate.
25. Discussion on a motion can be curtailed by the Chairman if, in their opinion, the conduct of the meeting requires it. A right of reply must then be given to the proposer before a vote is taken.
26. Where there are instances of a proposal to amend a motion then the proposed amendment to the motion will have to be proposed, seconded, discussed and voted on. If the vote on an amendment to a motion is carried then the resulting amended motion becomes the substantive motion that will have to be proposed, seconded, discussed and voted on.

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27. A motion appearing on the agenda may only be withdrawn following a request by the proposer. This request must then be put to a vote.

**Voting On Motions**

28. The outcome of a vote on any motion will be determined in accordance with the provisions in the Constitution

29. All current paid-up members in attendance shall have one a vote each.

30. Two tellers should be appointed, at the start of the meeting, to count votes, should that be required.

31. If the vote on a motion is carried then there will be no further debate on the resulting resolution.

32. In the event of a tied vote the Chairman has a single casting vote.

**Points of Order**

33. Points of order can only be raised in instances of incorrect procedures, irrelevancy or transgression of these Standing Orders.

34. Points of order must be raised immediately and addressed to the Chairman.

35. There shall be no other discussion other than the ruling of the Chairman on the point of order.

**Points of Information**

36. 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 Chairman who will ask the speaker holding the floor to give way.

**Approved by the Management Committee**  
**5<sup>th</sup> August 2019**