

# Northumbria Region u3a (NRUEA) Policies 2023

## Standing Orders

1. These standing orders shall apply in respect of the Annual General or any Special General Meeting.

### Chairman

1. The meeting shall be presided over by the Chair or in his/her absence the Vice Chairman. If neither is 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 direct 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 Standing Orders. If a question arises which is not covered by the order, he/she shall rule on it.
7. The declaration of the Chairman shall be final on any question.
8. No business shall be transacted at any general meeting unless a quorum is present.  
A quorum is:
  - a) 5 authorised representatives of member u3as present in person or by proxy who are entitled to vote upon the business to be conducted at the meeting: or
  - b) Twenty five per cent of the total number of member u3as at the time, whichever is the greater.
9. If a quorum is not present within half an hour of the time appointed for the meeting: or during a meeting a quorum ceases to be present, the meeting shall be adjourned to such time and place as the trustees shall determine.

### Minutes

1. Questions arising out 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 time limits are 5 minutes for proposers and 3 minutes for all other speakers.
4. The Chair may, with the consent of the meeting, permit an extension to any speaker's time.
5. An individual member may speak on no more than 4 occasions during any Annual or Special General 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.

## Voting

1. Only designated voting representatives of current paid-up member u3as in attendance shall have a vote.
2. Proxies
  - (1) Proxies may only be validly appointed by notice in writing (a Proxy Notice) which:
    - (a) states the name and address of the member appointing the proxy;
    - (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
    - (c) is signed by the member appointing the proxy, or is authenticated in such manner as the trustees may determine; and
    - (d) is delivered to the charity either in writing or using electronic communications
  - (2) The trustees may from time to time determine the form in which Proxy Notices should be submitted to the charity in advance of any general meeting.
3. All contested elections will be decided by a secret ballot.
4. All other decisions will be by a show of hands and will require a simple majority of those present with voting rights.
5. In the event of a tie the Chair has a single casting vote.
6. Where there is a vote to be taken involving a change to the constitution or a vote on a motion to dissolve NRu3a, it will require a two-thirds majority of the designated voting members present.
7. 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 standing orders. 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.
2. Where the committee determines that a general meeting is to held by electronic means only such determination shall be set out in the notice of general meeting sent to members, along with an explanation of the exceptional circumstances which require the general meeting to be held by electronic means only.
3. Proceedings at a general meeting held by electronic means or a physical meeting at which procedures are put in place to allow members to attend electronically will not be invalidated due to technical issues which prohibit members from joining such meetings electronically, so long as a sufficient number of member u3as to form a quorum is able to join the meeting successfully.