

<b>u3a Oldham</b>	<b>Doc.Ref. OLD -005 issue 1</b>
<b>COMMITTEE PROCEDURES AND PROTOCOL</b>	<b>04/04/2021</b>

**Related Third age trust documents.**

Chair role description	U3A – KMS -DOC-064
Vice Chair role	U3A - KMS- DOC -067

**Roles and responsibilities**

- 1.1 The agenda for Committee meeting follows a basic structure.**
- 1.2 Committee Members should bring all paperwork to meetings. (agenda, copy of the previous month's minutes and any other relevant items received after the last meeting.)**
- 1.3 An agenda will be forwarded to committee members no less than a week before the scheduled meeting to enable members the opportunity to suggest additions and deletions. The amended agenda to be circulated prior to the meeting.**
- 1.4 The agenda is worked through, as agreed, within an agreed time for conclusion. Normally no more than 2 hours.**
- 1.5 All members questions/comments must go through the chair, showing their intent by raising their hand. It is the chair's responsibility that all members have this opportunity.**
- 1.6 Decisions are made by proposing and seconding through the chair and a vote being taken. The majority vote accepted. Any decision stands and can only be changed by a further agenda item. For this to happen the meeting must be quorate which is one third of the committee.**
- 1.7 Everything discussed at all committee meetings stays confidential until the minutes appear on the Oldham & District website and in the file accessible to all members at general meetings.**
- 1.8 Every member of the committee should be treated with respect.**
- 1.9 On receipt of receiving an email from a committee member it is respectful to respond.**