

- (1) No business shall be conducted at an adjourned meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- (2) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date time and place of the meeting.

15. Votes

- (1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.
- (2) A resolution in writing signed by each member who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective. It may comprise several copies each signed by or on behalf of one or more members.

16. Officers and trustees

- (1) The charity and its property shall be managed and administered by a committee comprising the officers and other members elected in accordance with this constitution. The officers and other members of the committee shall be the trustees of the charity and in this constitution are together called 'the trustees'.
- (2) The charity should have the following officers:
 - (a) a chair,
 - (b) a vice chair,
 - (c) a secretary, and (d) a treasurer.
- (3) Every trustee must be a paid-up member of the charity.
- (4) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 19.
- (5) The number of trustees shall be not less than 5 and not more than 15
- (6) Transitional arrangements for election or selection of trustees.
 - (a) The first trustees of a new U3A (including officers) shall be those persons acting as a steering group at the conclusion of the meeting at which this constitution is adopted. At any time up till the first annual general meeting the existing trustees may co-opt additional trustees up to the maximum number specified in sub-clause 16(5). The first trustees will serve until the first annual general meeting when all will retire but be eligible for nomination and subsequent election.
 - (b) Upon adoption of this constitution the charity will continue with the terms of membership for those trustees eligible to continue as trustees under the charity's previous constitution with the proviso that all and any transitional arrangements end before the third annual general meeting after this constitution is adopted.
- (7) The maximum total period of service of any trustee shall be 9 years in any combination of roles whether or not the periods of service are contiguous.
- (8) Trustees are limited to a maximum of 6 consecutive years service. The following table sets out the terms of tenure for service on the committee.

Committee Position	First term	Consecutive term	
Chair	3 years	<in exceptional circumstances an additional 3 years	
Officer	3 years	Treasurer	< 2 single year terms (max 5 years)
		Officer	< 3 years in a different Officer role
Member	3 years		< 3 years in an Officer role
			< 3 years in a Member role

- (9) All trustees shall be elected annually but may be re-elected subject to the provisions in sections (7) to (8) of this clause.