

Washington Village U3A
Standing Orders

These standing orders shall apply in respect of the Annual General meeting or any Special General Meeting. They set out procedures that supplement the U3A's Constitution.

Chairman

1. The meeting shall be presided over by the Chairman, or in his/her absence, the Vice Chairman. If neither is available the members of the Committee will elect one of their number to preside.
2. The Chairman may designate another Officer to preside over a meeting or parts of the meeting.
3. When another member of the Committee is acting as Chairman, he/she has the same powers and duties as the Chairman.
4. The Chairman may not participate in any debate.
5. The Chairman shall direct the discussion, accord the right to speak, put items to the vote and announce decisions.
6. The declaration of the Chairman that a motion has been carried or defeated shall be conclusive.

Minutes

1. Questions arising out of the minutes shall be allowed only if they relate to the accuracy or are for the purpose of information.
2. A proposer and seconder shall be sought for a motion for their approval.

Reports

1. Reports, once presented, shall be open for discussion.
2. A proposer and seconder shall be sought for a motion for their approval.

Nominations for Election to the Committee

1. Nominations require a proposer and seconder on the form provided by the U3A.
2. The forms shall be submitted to the Secretary within the timescale determined by the Secretary.
3. Members will be required to vote should nominations exceed vacancies.

Questions & Discussion

1. Each speaker shall announce his/her name, and address the Chairman.
2. The Chairman shall rule on inappropriate questions or remarks, and length of discussion.

Motions

1. Motions shall be proposed, seconded, discussed and voted on.
2. If there is no speaker against the motion it will proceed to a vote without further debate.
3. A motion placed before the meeting may only be withdrawn by voting on a motion of withdrawal which has been proposed and seconded.

Voting

1. All current members in attendance shall have a vote.
2. Where voting concerns nominations to the Committee, i.e. where nominations exceed vacancies, voting will be by secret ballot.
3. All other decisions will be by a show of hands and will require a simple majority of those present.
4. Any motion involving a change to the constitution or a motion to dissolve the U3A however, requires a two thirds majority of those present and voting.
5. In the event of a tie, the Chairman shall have a casting vote.
6. Two tellers should be appointed at the start of the meeting to count votes 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 Chairman. There shall be no other speech or discussion other than the ruling of the Chairman on the point of order.

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