

BUDE & DISTRICT U3A - STANDING ORDERS

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

Notice of Agenda (AGM only)

1. A *Draft Agenda* will be issued to all members by its inclusion in the August Newsletter.
2. If the Committee requires any motions to be considered at the AGM, these will be included in this Draft Agenda, together with any motions submitted by members received by the cut-off date for receipt of contributions to the August Newsletter.
3. The *Final Agenda* will be published on our website, 14 days prior to the date of the AGM.
4. This *Final Agenda* will include motions submitted by members up to 28 days prior to the date of the AGM.

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 Executive Committee shall 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 shall 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 Chairman 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 that a motion has been carried or defeated shall be conclusive.
8. The ruling of the Chairman shall be final on any question.

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.

Reports

1. Reports once presented shall be discussed and then 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 Chairman may with the consent of the meeting permit an extension to any speaker's time.
5. An individual member shall speak on no more than 4 occasions during any Annual or Special General Meeting.

Motions

1. Motions shall 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.
3. Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
4. Discussion on a motion may be curtailed by the Chairman if in his/her opinion the conduct of the meeting requires it. The right of reply shall then be given to the proposer and a vote taken.
5. A motion placed before the meeting shall only be withdrawn by voting on a motion of withdrawal which has been proposed and seconded.

Voting

1. All current paid-up members in attendance shall have a vote.
2. Voting cards shall be given to members on their arrival at the Meeting.
3. All decisions shall be by show of voting cards.
4. Decisions involving a change to the Constitution or a motion to dissolve the U3A shall require the consent of at least two-thirds of those present and voting. All other decisions shall be by a simple majority.
5. In the event of a tie the Chairman has a casting vote.
6. Two tellers shall be appointed at the start of the Meeting to count votes if necessary.

Points of Order

1. Points of order may 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.

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 shall be addressed to the Chairman who shall ask the speaker holding the floor to give way.