

Formby U3A **Annual and General Meetings**

This note describes Formby U3A's processes for Annual and General Meetings

An Annual General Meeting is a constitutional requirement.

The purpose of an AGM is to:

- Keep members informed
- Give members a voice
- Enable elections to take place
- Enable acceptance of the annual report and accounts.

Prior to the AGM

Formby U3A usually holds its AGM at the monthly meeting on the second Wednesday of March. On this basis the programme will be as follows:-

- Notice will be given in the December Newsletter and be put on the website.
- The AGM date will be given in the membership renewal letter.
- Resolutions will be required before deadline for the February Newsletter.
- The February Newsletter will contain the previous year's minutes and the draft Agenda. These documents will go on the website.
- The Annual Report and Accounts will go on the website in mid February.
- Committee nominations will be required one month before the AGM although nominations for vacant posts will be accepted up until the AGM. Nominations shall be proposed and seconded from amongst the membership of The U3A (not being themselves Officers or non- Officer members of the Executive Committee).
- The March Newsletter will contain the previous year's minutes and the draft Agenda

The meeting

Although an AGM is a formal meeting which requires rules and procedures to be adhered to, it should be as friendly and relaxed as possible and members should be encouraged to take an active part in discussions.

The Agenda must include the following items.

- Minutes of the last AGM and matters arising.
- Annual report of U3A activities.
- Financial report and examined accounts for the previous year Appointment of an independent examiner for the following year.
- Election of the committee.
- Any constitutional changes
- Proposed resolutions.

The AGM must be quorate in order to proceed. The required quorum is detailed within the constitution. If the quota is not met, the meeting will be adjourned to another day and time, giving the appropriate notice as required in the constitution.

If there are insufficient candidates standing for the vacancies the Chairman of the meeting may, as a last resort, appeal for any willing member present to agree to stand. A vote must be taken and carried by a simple majority for such an appeal for volunteers at the meeting to be permitted. Any willing candidate may then offer himself and be proposed to the meeting for appointment in accordance with the Constitution.

Standing orders

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

Chair

- The meeting shall be presided over by the Chair or in his/her absence the Vice Chair. If neither are available, the Chair may designate another officer to preside over the meeting or parts of the meeting.
- When another member of the committee is acting as Chair, he/she has the same powers and duties as the Chair.
- The Chair shall direct the discussion, accord the right to speak, put items to the vote and announce decisions.
- 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.
- The declaration of the Chair that a motion has been carried or defeated shall be conclusive.
- The ruling of the Chair shall be final on any question.

Minutes

Questions arising out of the minutes shall be allowed only if they relate to the accuracy or are for the purpose of information.

Reports

The presentation of reports will be agreed in advance and the committee should receive any reports in advance of the meeting. Reports will be presented, discussed and, where appropriate, a proposer and seconder sought for their approval and a vote taken.

Participation at meetings

- Each speaker shall state his/her name.
- No member shall speak twice on any one motion other than a right of reply.
- The time limit are 5 minutes for proposers and 3 minutes for all other speakers.
- The time limit should be adhered to other than where the Chair agrees an extension.
- An individual member may speak on no more than 4 occasions during any Annual or Special General Meeting

Resolutions

- Resolutions should be proposed, seconded, discussed and voted on, the proposer being given the right of reply prior to the vote.
- If there is no speaker against the resolution it shall proceed to a vote without further debate.
- Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
- Where a resolution is agreed the votes on any amendments and the substantive resolution shall follow immediately subject to any right to reply.
- Discussion on a resolution can be curtailed by the Chair if in his/her opinion the conduct of the meeting requires it. The right of reply must then be given to the proposer and a vote taken.
- A resolution listed on the agenda may only be withdrawn following a request by the proposer which must then be put to a vote.

Voting

- All current paid-up members in attendance shall have a vote.
- All contested elections will be decided by a secret ballot.
- All other decisions will be by a show of hands and will normally require a simple majority of those present. However, some resolutions involving constitutional changes or a resolution to dissolve the U3A will require a larger majority as given in the Formby U3A constitution.
- In the event of a tie the Chair has a single casting vote.

- Two tellers should be appointed at the start of the meeting to count votes in the hall should that be required.
- Proxy Voting. Proxy voting may be allowed to any member who cannot attend the a General Meeting on resolutions or contested elections. Requests must be made to the Secretary and Proxy forms must be lodged with the Secretary on or before the date of the AGM, for the counting of the votes at the AGM.

Points of order

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

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.