



## **CARDIGAN U3A STANDING ORDERS**

These standing orders adopted on 22nd May 2017 by the Cardigan U3A Executive Committee shall apply in respect of the Annual General Meeting (AGM) or any Special General Meeting (SGM).

### **Notification and Procedures**

1. The official notification of the Annual General Meeting or Special General Meeting shall be through the Cardigan U3A newsletter. Information will also be provided to members via the Cardigan U3A website.
2. The Cardigan U3A Constitution and Standing Orders shall be the reference documents for all procedures.

### **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 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 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.

### **Motions and Amendments to Motions**

1. Motions and amendments must have a proposer and a seconder who must be members of Cardigan U3A.
2. Motions must be submitted on the Cardigan U3A Motion Proposal Form, available on the website or from the Secretary, and sending this to the Secretary to arrive at least 28 days before the AGM or SGM. Only properly signed hard copies of this form will be accepted.

3. The submitted motions will be reviewed by the Chairman, Vice-Chairman and Secretary and then made available to members either by email or hard copy from the Secretary not later than 21 days before the AGM. The notification will list the motion, as well as the names of the proposer and seconder.
4. Amendments to motions must be submitted on the Cardigan U3A Motion Proposal Form, available on the website or from the Secretary, and sending this to the Secretary to arrive at least 7 days before the AGM or SGM. Only properly signed hard copies of this form will be accepted.
5. The amendments will be reviewed by the Chairman, Vice-Chairman and Secretary and will be announced to members at the meeting and include the names of the proposer and seconder.
6. Amendments to motions will be considered and voted upon before each relevant motion. An amendment must not be a direct negative of the relevant motion.
7. If the amendment is passed then that becomes the substantive motion and a vote will then be taken upon it.
8. If the amendment is rejected then the original motion will be discussed and a vote taken on it.
9. Motions should be proposed, seconded, discussed and voted on, the proposer being given the right of reply prior to the vote.
10. A simple majority vote, by those present and voting, on a motion at an AGM or SGM is binding on the Executive Committee, except for changes to the constitution which require a two thirds majority of those present and voting.
11. In the event of a tie, the Chairman has one casting vote.
12. If there is no speaker against the motion it shall proceed to a vote without further debate.
13. Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
14. Discussion on a motion can be curtailed by the Chairman 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.
15. A motion listed on the agenda may only be withdrawn following a request by the proposer which must then be put to a vote.
16. A passed motion is a resolution, which must be formally documented in the minutes along with the names of the proposer and seconder.

### **Nominations for the Cardigan U3A Executive Committee**

1. Nominations for the Cardigan U3A Executive Committee must have a proposer and a seconder.
2. The nominee, proposer and seconder must all be members of Cardigan U3A.
3. An existing Cardigan U3A Executive Committee member may not propose or second an existing Cardigan U3A Executive Committee member or a general member to the Executive Committee.

4. An existing Cardigan U3A Executive Committee member can only be proposed or seconded by a general member.
5. The nominations must be submitted on the Cardigan U3A Executive Committee Nomination Form, available on the website or from the Secretary, and sending this to the Secretary to arrive at least 28 days before the AGM or SGM. Only properly signed hard copies of this form will be accepted.
6. The nominations will be reviewed by the Chairman, Vice-Chairman and Secretary. The nominations will then be made available to members either by email or hard copy from the Secretary not later than 21 days before the AGM or SGM. The notification will list the nomination, as well as the names of the proposer and seconder.
7. In the event of a contested election for a particular Executive Committee post, a secret ballot of the members present at the AGM will be held.

### **Minutes**

1. Questions arising out of the minutes shall be allowed only if they relate to their accuracy or are for the purpose of information.
2. The Secretary shall ensure that minutes are kept of all Executive Committee, Sub-Committee, Annual General and Special General meetings.

### **Reports**

1. Reports once presented shall be discussed and where appropriate, 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 may speak on no more than 4 occasions during any Annual General Meeting.

### **Voting**

1. All current paid-up members in attendance shall have a vote.
2. All contested elections will be decided by a secret ballot.
3. All other decisions will be by a show of hands and will require a simple majority of those present except any involving a change to the constitution or a motion to dissolve Cardigan U3A which require a two thirds majority of those present and voting.
4. In the event of a proposal to change the constitution or dissolve Cardigan U3A, the numbers of votes for, votes against and abstentions shall be recorded and compared against the total number of members present.

5. In the event of a tie the Chairman has a single casting vote.
6. Tellers shall be appointed at the start of the meeting to count votes in the hall 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.

**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 must be addressed to the Chairman who will ask the speaker holding the floor to give way.

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