

Christchurch U3A Standing Orders

MEETINGS

Revision

September 2016

Ref. Bernard Crowell
Business Secretary

Previous Versions

Feb. 2013.

These standing orders shall apply in respect of:

- A) **Committee Meetings.**
- B) **Annual General Meetings (AGM).**
- C) **Special General Meeting (SGM).**

CHAIR

1 The meeting shall be presided over by the Chair or in his/her absence the Vice Chair. If neither is available the members of the management committee will elect one of their number to preside.

2 The Chair may designate another committee member to preside over a meeting or parts of the meeting.

3 When another member of the committee is acting as Chair, he/she has the same powers and duties as the Chair.

4 The Chair may not participate or influence the outcome of any AGM or SGM meeting debate.

5 The Chair shall direct the discussion, accord the right to speak, put items to the vote and announce decisions.

6 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.

7 The declaration of the Chair that a motion has been carried or defeated shall be conclusive.

8 The ruling of the Chair 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 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 may speak on no more than 4 occasions during a meeting.

MOTIONS

1 Motions should be proposed, seconded, discussed and voted on. The proposer has 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 The Chair can be curtail a discussion on a motion 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.

5 A motion placed before the meeting may only be withdrawn by voting on a motion of withdrawal which has been proposed and seconded.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 paid-up members in attendance shall have a vote.

2 All contested elections will be decided by a simple majority of those present in a secret ballot and the result is to be announced by the Chair at that meeting.

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 the U3A which require a two thirds majority of those present and voting.

4 At AGM's and Special General Meetings there must be a quorum present as defined within the Constitution.

5 In the event of a tie the Chair has the casting vote.

6 Prior to the start of the meeting an adequate number of tellers should be appointed to count votes should that be required.

ELECTIONS

1 The election of the Chair and members of the committee shall be held at the Annual General Meeting of the U3A.

2 Should the nominations to the committee exceed the number of required posts, election to the committee shall be decided by a secret ballot of members present and the Chair shall declare the result at that meeting.

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 Chair 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 Chair who will ask the speaker holding the floor to give way.
