

## Standing Orders

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

### CHAIRMAN

1. The meeting shall be presided over by the Chairman or in his/her absence the Vice Chairman. If neither are 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.

### 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 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 or Special General Meeting.

## MOTIONS

1. Motions should 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 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.
5. A motion listed on the agenda may only be withdrawn following a request by the proposer which must then be put to a vote.

## 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 the U3A which require a 67% majority of those present and voting in favour. However, check your constitution as some state 75%.
4. In the event of a tie the Chairman has a single casting vote.
5. Two tellers should 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.