

charitable institution or institutions having objects similar to those of the U3A as the U3A shall decide.

END OF CONSTITUTION

STANDING ORDERS

These Standing Orders are made under the provisions of Clause 6 (iv) of the Constitution of the Malvern U3A. They shall apply at all Annual and Special General Meetings of the U3A held after November 28th 2012.

1. **THE CHAIR:** The Chair of the U3A shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both, the members present shall elect one of their number as Acting Chair, so as to enable the meeting to proceed with its agenda.

2. **VOTING:** If any matter is the subject of a vote, only current members who are present in person or by proxy may vote. A proxy vote must be advised to the Chair at the start of the meeting and must be in writing and signed and dated by the member eligible to vote. A proxy must clearly state which way to vote on a specific motion or amendment, or may vest the decision on how to vote with another member present at the meeting.

3. **MOTIONS AND PROPOSALS:** Save as hereinafter provided, no motion or proposal and no amendment to a motion or proposal may be put to the meeting unless it has been placed on the agenda and distributed in advance of the meeting.

4. **ORDER OF MOTIONS AND AMENDMENTS:** When a motion has been proposed and seconded, the Chair shall call on the proposer and seconder of the first amendment (if any) to move the amendment, following which the amendment shall be debated. The proposer of the motion shall have the right of reply at the conclusion of the debate, following which the amendment shall be put to a vote, the outcome of which shall be decided by a simple majority of the members present. If there is an equality of votes, the Chair shall have a second or casting vote. If the amendment is carried, it shall be incorporated into the substantive motion. Any second or subsequent amendment shall be dealt with in the same way. After all amendments have been disposed of, the Chair shall put the amended (or unamended) motion to the meeting as the substantive motion, on which the meeting shall then vote. Once a vote has been taken, there shall be no further discussion on that point.

5. **BUSINESS OF ANNUAL GENERAL MEETINGS:** The business of every AGM shall commence with the matters set out in Clause 6(i) paragraphs (a) to (g) inclusive of the Constitution. The meeting may then consider the future activities of the U3A and make recommendations thereon for decision by the Committee.

6. **BUSINESS OF SPECIAL GENERAL MEETINGS:** The business of any SGM shall be to deal with the matters set out in the notice convening the meeting.

7. BUSINESS OF GENERAL MEETINGS: With the permission of the Chair, any member may raise for discussion any topic or matter which is likely to interest the membership or any part of it. Such discussion shall take place after the completion of the published business of the meeting.

8. TIME LIMITS: At AGMs and SGMs proposers of motions may speak for up to five (5) minutes. Other speakers may speak for up to three (3) minutes.

9. NEXT BUSINESS: At any AGM or SGM a motion to proceed to next business may at the discretion of the Chair be moved at any time by any member present. If it is then seconded, it shall immediately (i.e. without debate) be put to a vote which shall be declared carried if it is supported by a simple majority of members present. If it is carried, the meeting shall proceed directly to the next item on its agenda.

10. SUSPENSION OF STANDING ORDERS: In the event of a matter of urgency or emergency, the Chair may accept a motion for the suspension of Standing Orders. Acting on behalf of and with the approval of a majority of the Committee members present, the Chair may propose the suspension of Standing Orders. Anyone moving or proposing the suspension shall state clearly the nature and urgency of the business. To be carried, a motion for the suspension of Standing Orders shall require a simple majority of the members present.

END OF STANDING ORDERS

Revision 1.1

- Paragraph numbering corrected
- Logo added

November 2014