

Aughton & Ormskirk U3A

PROCEDURES FOR NOMINATIONS AND MOTIONS TO THE Annual General Meeting

The aim of these procedures is a) to inform members of the opportunity for serving on the Executive Committee and/or Trustee body and b) to give clear directions for nomination and the time-table involved.

Official Notification process shall be through the magazine. Information will also be provided to members via our web site, E-News, hard copies at Horizon/notice board.
The Constitution shall be the reference document for all procedures.

Nomination procedure to the Executive Committee

A. Once the date of the AGM has been set, the following time-table will be agreed and maintained.

1. Book the venue.
2. At least 2 months before the event - to fit timings for magazine - notify the membership of the date, time and place of AGM. Invite nominations for Executive/Trustees and clearly give the procedures for obtaining and completing appropriate forms. Invite members to put forward motions for discussion.
3. Closing date for nominations for Trustees or Management committee - 28 days before meeting. Closing date for motions - 28 days before meeting.
4. Nominations and proposals are notified to members by publishing them on the web site 14 days before meeting. Copies will be made available from the Secretary or at the Treasurer's desk at Horizons.

B. The procedure for submitting Nominations

1. Nominations may be made by any member using the form provided. Forms will be made available on the Web Site or from the Secretary or at Treasurer's desk at Horizons and will include the return date.
2. Members of the Executive Committee who are seeking re-election for a second term of three years must follow these procedures.
3. Name and Membership number of the Proposer and Seconder must be given on the form.
4. The Nominee must sign the form to signify acceptance of the nomination and give his/her membership number. A statement of up to 100 words must accompany the form, giving brief details of the background and experience offered by the nominee.
5. The completed form must reach the Secretary within the time limit sek Only hard copies, properly signed, will be accepted.

6. Announcement of nominations received must be given by the date set. This will be done by publishing the names of the Nominees, the names of the Proposers and Seconders, and also the Nominees statements on the web site, not later than 14 days before AGM. A hard copy will be pinned to the Notice Board at Scout & Guide HQ and members may request a personal copy from the Secretary.

C. Procedure for submitting motions for the AGM

1. Motions must have a proposer and a seconder.
2. They must be submitted in writing with the signature of the proposer and seconder and sent to the Secretary to arrive at least 21 days before the AGM.
3. The motions will be reviewed by the Chairman, Vice-Chairman and Secretary, consolidated if appropriate. They will then be made available to members by publishing them on the web site and also be available at Horizons from the secretary not later than 14 days before the AGM. The notification will list the motion, as well as the names of the proposer and seconder.
4. Amendments to motions will be accepted in writing no later than seven clear days before the meeting. They will be announced at the meeting and will be considered and voted upon before each relevant motion. An amendment must not be a direct negative of the relevant motion.
5. If the amendment is passed then that becomes the substantive motion and a vote will then be taken upon it.
6. If the amendment is rejected then the original motion will be discussed and a vote taken on it.
7. A majority vote on a motion at a General Meeting is binding on the Management Committee.
8. Except for changes to the Constitution, which require a two-third majority, all other motions require a simple majority of those present and voting.
9. In the event of a tie, the Chairman has one casting vote.

February 2015