

Appendix A : Meeting procedure for U3A Committee meetings

All U3A Management Committee meetings should adopt as much as possible the following meeting procedures:

Meeting agenda

The Secretary will call for agenda items and reports 10 days prior to the scheduled meeting.

All standard agenda items (such as Treasurer's report and Course Coordinator's report) are to be addressed by means of a written report. All sub-committees to be asked to provide a report on their meetings / discussions at each management committee meeting (nil reports acceptable where no action has taken place).

These reports are to be circulated to all committee members no less than 5 days prior to the scheduled meeting.

All new agenda items (for which there is no previous record of discussion) are to include a supporting statement or explanatory note that outlines the issue to be discussed.

All agenda items and discussion papers are to be provided to the Secretary no less than 5 days prior to the scheduled meeting.

In consultation with the President, the final agenda with discussion papers attached will be circulated to Committee members no less than 3 days prior to the scheduled meeting.

Each agenda item will identify the person who raised the issue and who is to speak to the item at the meeting. If appropriate, a time limit will be designated with the agenda item.

Meeting procedure

All reports previously circulated to committee members are to be taken as read and tabled at the meeting. Discussion is to be confined to business arising from the report.

New business not included in the agenda will only be accepted if agreed formally by the committee at the meeting. It is anticipated that such business will have a time imperative about it that means that it cannot easily be held over to a following meeting.

All business will be dealt with in accordance with the Standing Orders for U3A NR meetings (see Appendix B).

Minutes of the meeting

The draft set of the Minutes of the meeting will be written up and circulated to committee members and any formal visitors at the meeting within 5 days of the meeting.

All meeting attendees have the right to note possible amendments to the Minutes. These should be referred to the Minute Secretary with a cc to the President (or Chair if the President was absent) within 3 days of the draft Minutes being circulated.

A final version of the Minutes is to be circulated to all members and meeting attendees within 10 days of the meeting, this to be ratified at the next full committee meeting.

If a committee meeting is adjourned for any reason, these timings take effect from the date at which the reconvened meeting is completed.