

U3A Chairperson's Meeting guide

(Before the meeting check for any visitors and introduce yourself)

I declare the Meeting open at _____

Welcome and introduce any visitors.

Ask for any **apologies** from the Secretary and then from the members.

Ask the Secretary to read the minutes of the last Committee meeting.

Ask someone to move that the minutes be accepted as a true and correct record of the last meeting and then, ask do we have a seconder. If so proceed

Moved by _____ seconded by _____

All those in favour, - - all those against

Motion Carried / Lost

Is there any business arising out of the minutes? If so deal with that. (See Note *** below)

Ask for Committee Members reports

The President's Report

The Vice President's Report

The Treasurers Report,

The Treasurer will move "That the Treasurer's financial report be endorsed". Ask for a seconder for the motion. Moved by the Treasurer, Seconded by _____

All those in favour, - - all those against

Motion Carried / Lost

The Secretary's Report

Ask the Secretary to read Inwards Correspondence followed by the Outwards Correspondence

Ask someone to move that the inwards correspondence be received and the outwards correspondence be endorsed

Moved by _____ seconded by _____ Motion Carried / Lost

Is there any business arising out of the correspondence? If so deal with that and if a motion is required (See Note *** below)

Moved by _____ seconded by _____

All those in favour, - - all those against

Motion Carried / Lost

Class Co-ordinator's Report

Social Co-ordinator's Report

Other reports?

Ask for a motion from the floor that all reports be received.

Moved by _____ Seconded by _____

All those in favour, - - all those against Motion Carried / Lost

Is there any business arising from the reports, if so deal with that, (See Note *** below)

General Business

Are there any motions on notice, if so deal with them.

Is there any further General business to discuss?

Deal with any general business and any motions that may be proposed, if there is no further general business remind all that the next committee meeting will be held on the 3rd Thursday of the month at Noon unless otherwise advised.

If there is no further business I declare this meeting closed.

Note ***

All motions, questions, statements and comments must be directed through the chair.

Motions

Motions must be moved and seconded before being debated. If a motion is required, have the mover put the motion clearly and the chairperson calls for a seconder. The mover of the motion may then speak in support of the motion. The seconder may speak after the mover but not after a vote has been called. Should there be no seconder, then a motion lapses.

Allow discussion and following any discussion, put the motion.

Amendments

An amendment may be moved by a member who agrees with the motion in principle but wishes to suggest a change in detail, but not if the amendment negates the substance of the motion.

Moved by _____ Seconded by _____

All those in favour, - - all those against Amendment Carried / Lost

When an amendment is carried, the amended motion becomes the motion, subject to further amendments.

If no further amendments are forthcoming, the amendment motion is put to the vote.

All those in favour, - - all those against Amendment Carried / Lost

A Resolution- When a motion is carried it is recorded as a Resolution of the meeting.