

# **Grange and District U3A Committee**

## **Standing orders for the conduct of meetings**

The following rules and guidelines have been adopted to ensure that all the Committee's business is transacted in accordance with our constitution, Charity Commission guidelines and Third Age Trust good practice recommendations. All members of the Committee share responsibility to ensure that they are followed.

1. If the committee cannot reach a consensus on any issue under discussion, matters shall be decided by a majority vote of those members present. In the event of a tie, the chairman shall have a second (casting) vote.
2. The quorum for committee meetings is defined in our constitution as three, or at least 1/3 of the current members, whichever is greater. At the time of adoption of these standing orders our quorum was therefore three.
3. Any conflicts of interest must be declared at the start of any meeting.
4. The chairman must conduct the meeting in an impartial manner, allowing all points of view to get a fair hearing and ensuring that proper procedures are followed at all times.
5. The chairman and secretary need to ensure that all issues under discussion are thoroughly explored, and that all decisions taken are properly agreed, documented and followed up.
6. Where a committee decision is required on any issue, the member responsible for bringing that issue to the committee should submit a written report in advance of the meeting, preferably through the Secretary. This is to ensure that all members are adequately briefed.
7. Committee members must maintain confidentiality about the discussions within committee meetings. The agreed minutes of the meetings are the sole public record of such discussions.
8. Once a decision has been taken by majority voting, all members of the committee must accept and support this decision. As trustees, all committee members are equally responsible for its decisions.
9. Decisions can be taken only on issues raised under specific agenda items. If a decision is required on any issue raised under "any other business", it must be ratified at the following meeting. If the matter is urgent, it may be necessary to organize an extra meeting of the committee.
10. Decisions taken by the committee cannot be reversed by a second vote until period of six months has elapsed, unless the situation has significantly changed.

Date of adoption: 13/7/18

Date of last amendment: 17/6/18