

ANNUAL GENERAL MEETING

**The Twenty-ninth Annual General Meeting of the Harrow University of the Third Age
will be held at 10.00am on 8 June 2021 via Zoom,
for the purpose of transacting the following business:**

AGENDA

1. Special Resolution for the acceptance of postal votes from Members for this meeting only.
2. Apologies for Absence
3. Approving the Minutes of the Annual General Meeting held on 3 March 2020
4. Matters Arising from the Minutes
5. Receiving and approving the Accountant's Report and Examined Accounts for the year ended 30 September 2020. Jeremy Harrod, Independent Accounts Examiner, will be attending the meeting.
6. Receiving and approving the Chairman's Annual Report
7. Receiving Report & Accounts from Tours & Visits Committee
8. Appointing an Independent Accounts Examiner for the financial year 2021/22
9. Resolution for ratifying the membership fees for year commencing 1 October 2020.
10. Resolution for setting the membership fees for year commencing 1 October 2021.
11. Election of Officers
12. Any other business

Please note that admission to the AGM is restricted to paid up Members only.

A G M STANDING ORDERS

Rule 14 of the Constitution sets out details for the operational procedures at Annual or Special General Meetings of the U3A.

The notes below clarify items in Rule 14

(a) Business of the meeting:

In advance of the meeting, the Chairman and Secretary will determine the Agenda and prepare recommendations as to the order in which the business is to be conducted. The Executive Committee will confirm agreement and the Agenda will be circulated to members in accordance with the Constitution.

(b) Conduct of meetings

The conduct of meetings will be the responsibility of the Chairman. The Chairman will have power to lay down time limits for the discussion of items on the Agenda. The Chairman will rule on any question under the standing orders, or on points of order or information. A challenge to a ruling by the Chairman must be moved and formally seconded. The challenger may make one speech in favour of the motion of challenge and the Chairman may make one speech in favour of the ruling. The motion should be put to the vote without further debate. In a vote, such a challenge will require the support of two-thirds of the members present and voting at the meeting, an abstention not being regarded as a vote for this purpose.

(c) Minutes

Minutes will be kept of all general meetings. The minutes of the previous meeting having already been circulated, the Chairman will call for any questions regarding their accuracy. When there are no further questions the Chairman will declare them (as amended, if necessary) confirmed. Members will then be at liberty to raise points arising out of the minutes, except on matters appearing elsewhere on the agenda.

(d) Voting

Voting will be conducted via the Zoom voting platform. Details of how to do this will be explained prior to the start of the AGM.. Decisions will be taken by a simple majority of those present and voting (an abstention not being regarded as a vote for this purpose), unless otherwise directed by these standing orders or the constitutional rules of the Harrow University of the Third Age.

ELECTION OF OFFICERS

INFORMATION ABOUT THE ELECTION

Committee positions up for election are: Study Group Co-ordinator; Enquiries Officer; Member's Liaison Officer, all of whom are willing to stand again but this does not preclude further nominations.

A new post of Assistant Treasurer is being created to support the Treasurer and nominations are required for this post.

HOW TO NOMINATE A CANDIDATE

Please use the form on the reverse of this sheet for nomination(s) of member(s) to serve on the 2021/22 Executive Committee, ensuring that all the required names, numbers and signatures are completed, and the function for which the member is being nominated is designated.

Any paid-up Member is eligible to stand for election, or to propose or second a Nomination. An information sheet describing the scope of duties for each role is available from the Hon. Secretary.

Members of the Executive Committee are also Trustees of the Charity. Information on Trustee status is available from the Hon. Secretary.

Further Nomination forms may be requested by emailing *secretary.hu3a@yahoo.co.uk*

The completed Nomination forms must be sent to:

**Lynne Dorff (Honorary Secretary, Harrow U3A)
5 Furham Feild
Hatch End
Middx. HA5 4DX**

to arrive, at the latest, by 12 noon on Monday 10 May 2021

If more than one person is nominated for a vacant position, a ballot by show of hands will take place at the AGM.

NOMINATION FORM - AGM 2021

For further information refer to page AGM-3

PLEASE COMPLETE IN **BLOCK CAPITALS**

Candidate's name Membership No.....

Post

Candidate's Declaration *If elected I am willing to undertake the post for which I am being nominated
and to accept Trusteeship of the Charity*

Candidate's Signature

Proposer's Name Membership No.....

Proposer's Signature

Seconder's Name Membership No.....

Seconder's Signature

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