

## **ANNUAL GENERAL MEETING**

**The Twenty-eighth Annual General Meeting of the Harrow University of the Third Age will be held at 10.00am on Tuesday 3rd March 2020 in the Elliott Hall at Harrow Arts Centre, Uxbridge Road, Hatch End, for the purpose of transacting the following business.**

### **AGENDA**

- 1 Apologies for Absence
- 2 Approving the Minutes of the Annual General Meeting held on 5th March 2019
- 3 Matters Arising from the Minutes
- 4 Receiving and approving the Accountant's Report and Examined Accounts for the year ended 30<sup>th</sup> September 2019. Jeremy Harrod, Independent Accounts Examiner, will be attending the meeting.
- 5 Receiving and approving the Chairman's Annual Report
- 6 Receiving Report & Accounts from Tours & Visits Committee
- 7 Appointing an Independent Accounts Examiner for the financial year 2020/21
- 8 Election of Officers
- 9 Any other business

**Please note that admission to the AGM is restricted to paid up Members only.  
Membership cards will be checked at the entrance to the hall.**

Harrow U3A is a Registered Charity (No. 10098720) and a member of the Third Age Trust. We receive no money from central or local government and are financially independent. Group Leaders and administrative staff give their services free.

# Annual General Meeting Tuesday 3<sup>rd</sup> March 2020

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## NOTES

The Minutes of the 2019 Annual General Meeting and copies of the Accounts for 2018/19 will be issued by e-mail in January 2020. Only Members registered with either the Yahoo Group Mailing List or who receive U3A emails via the Beacon system will receive this e-mail, so please ensure that you are registered with one list or the other. A small number of copies of the Minutes and Accounts will be available at the AGM.

## 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 Management 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 by show of hands, unless the Chairman directs otherwise. Tellers will, if required, be appointed at the beginning of the meeting. 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

The following positions will be up for election:

Due to expiry of term of office, or current holder standing down:

Chairman, Vice Chairman, Hon. Treasurer, Hon. Secretary, \*Diary Administrator, \*Speakers' Secretary,  
Membership Secretaries (2 posts)

Due to ratifying position of co-opted member:

\*Premises Officer

Due to vacancy:

Publicity Officer

Nominations are required for all these posts. Nominations have been received for the posts of Chairman and Vice Chairman, and those marked with an asterisk are willing to stand again but this does not preclude further nominations.

All other members of the Committee were elected last year for a two year term.

### HOW TO NOMINATE A CANDIDATE

Please use the form on the reverse of this sheet for nomination(s) of member(s) to serve in any function on the 2020/21 Management 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 Management 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](mailto: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 25<sup>th</sup> January 2020**

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 2020

Nominations are requested for the following positions:

Chairman, Vice Chairman, Hon. Treasurer, Hon. Secretary, Membership Secretaries (2 posts),  
Diary Administrator, Speakers' Secretary, Publicity Officer, Premises Officer.

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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