

The Harrow U 3 A Constitution rule 8 (viii) states:-

“The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents (including but not limited to, the use of electronic communications). No rule may be made which is inconsistent with this Constitution.”

The arrangements for the quorum, calling of meetings and circulation of motions to meetings are as given in the Constitution of the Harrow U 3 A.

(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 decide on the duration of the meeting. The competent business of the meeting will be the matters stated in the agenda circulated to members in accordance with the Constitution.

(b) Chairing

The Chairman, or another Executive Committee member as appointed by the Executive Committee, will chair the meeting. In the event of a conflict of interest the Chairman shall temporarily vacate the chair.

(c) 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, or represented by a proxy, and voting at the meeting, an abstention not being regarded as a vote for this purpose.

(d) Minutes

Minutes will be kept of all Executive Committee 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.

(e) Voting

Voting will be by show of hands, unless the Chairman directs otherwise. A Committee member may nominate a fellow committee member to be their proxy. Decisions will be taken by a simple majority of those present, or represented by a proxy, 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.

(f) Points of order

Any member may, at any time, raise a point of order.

(g) Points of information

Any member may, with the leave of the Chairman, raise a point of information.

(h) Withdrawal of propositions

Permission to withdraw any proposition that is before the Executive Committee meeting may be granted by a simple majority of those present and voting at the meeting, an abstention not being regarded as a vote for this purpose.

(i) Suspension of standing orders

Any of the above standing orders will be suspended by the meeting for a specified purpose if a motion to that effect is moved, seconded and supported by two-thirds of those present and voting, an abstention not being regarded as a vote for this purpose. Standing orders will again apply as soon as the specified issue has been concluded.

(j) Alteration of standing orders

These standing orders may be altered by a resolution of the Executive Committee of the Harrow University of the Third Age, provided that notice of any proposed amendment is received by Executive Committee members not later than the day that is 14 days before the day on which that Executive Committee takes place. Such a resolution requires the support of two thirds of the Executive Committee members present, or represented by a proxy, and voting, an abstention not being regarded as a vote for this purpose.