

ANNUAL GENERAL MEETING

The Thirtieth Annual General Meeting of the Harrow University of the Third Age will be held at 10.00am on Tuesday 8th March 2022 in the Elliott Hall at Harrow Arts Centre, Uxbridge Road, Hatch End, for the purpose of transacting the following business.

Depending on Government guidelines, the meeting may be conducted via Zoom, or as a hybrid meeting.

AGENDA

- 1 Apologies for Absence
- 2 Approving the Minutes of the Annual General Meeting held on 8th June 2021
- 3 Matters Arising from the Minutes
- 4 Receiving and approving the Accountant's Report and Examined Accounts for the year ended 30th September 2021. 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 2022/23
- 8 Election of Officers
- 9 Voting on submitted Resolutions
- 10 Any other business

NOTES:

- 1. Please note that admission to the AGM is restricted to paid up Members only.**
- 2. Membership cards will be checked at the entrance to the hall.**
- 3. The Accounts for 2021/22 and the Minutes of the 2021 AGM will be distributed to the members during week commencing 24 January 2022.**
- 4. Members wishing to present a Resolution to the AGM must ensure that the Resolution, with explanatory notes, complete with names of proposer and seconder, together with their membership numbers, must be submitted to the Hon. Secretary to arrive, at the latest, by 12 noon on 18 January 2022 for distribution to the members with the Accounts and Minutes of the last AGM.**

Annual General Meeting

Tuesday 8th March 2022

NOTES

The Minutes of the 2021 Annual General Meeting and copies of the Accounts for 2020/21 will be issued by e-mail in January 2022. Only Members registered with the Beacon system will receive this e-mail, so please ensure that you are registered. 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

Nominations are invited for the following positions:

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

Chairman, Vice Chairman, Hon. Treasurer, Study Group Co-ordinator, *Hon Secretary, *Premises Officer,
*Membership Team (2 posts), *Speaker Secretary, *Diary Administrator

Officers marked with * are willing to stand again, However, this does not preclude further nominations.

Due to: ratifying position of co-opted member:

Webmaster

Due to: vacant position:

Publicity Officer

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 2022/23 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

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 18 January 2022

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 2022

Nominations are requested for the following positions:

Chairman, Vice Chairman, Hon. Treasurer, Hon Secretary, Study Group Co-ordinator, Premises Officer,
Membership Team (2 posts), Speaker Secretary, Diary Administrator, Publicity 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

NOMINATION FORM - AGM 2022

Nominations are requested for the following positions:

Chairman, Vice Chairman, Hon. Treasurer, Hon Secretary, Study Group Co-ordinator, Premises Officer,
Membership Team (2 posts), Speaker Secretary, Diary Administrator, Publicity 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