



U3A-ACT PROCEDURES No PR20141

General Meetings Procedures	
Publication date: 1 May 2018	Applies to: All committee members of the association and all members
Responsible person: President	Scheduled review date: Every three years as determined by the committee
Approved by: Committee meeting 9 April 2018	Author: Secretary

RATIONALE

These procedures are designed to assist members to ensure that all general meetings of U3A-ACT Inc are legally convened and conducted according to the association's Rules. Where there is any conflict between these procedures and the Rules or the ACT Associations Incorporation Act 1991, the Rules and the Act prevail.

The Rules provide for three different types of general meetings:

- Annual General Meetings (AGMs)
- Requisitioned meetings
- General meetings called by the committee.

The Objects and Rules of U3A-ACT are referred to throughout this document as: *The Rules or by numbered rule eg Rule 13*

The ACT Associations Incorporation Act 1991 is referred to throughout this document as: *The Act*

These procedures have three attachments.

Attachment A. Selected support documents for general meeting procedures.

Attachment B. Nomination form for committee and office bearer vacancies.

Attachment C. Registration sheet for meetings.

PROCEDURE

Procedures that apply to all general meetings

Calling and notifying meetings

1. All general meetings must be called by the committee and notified to all members.
2. The Secretary must ensure that members are notified of a general meeting by email or post, of the place, date and time of the meeting, the business to be considered by the meeting, and the type of general meeting being called. (Rule 31(3))
3. The Secretary must indicate in the notice papers if a special resolution is to be considered.
 - a. A special resolution is one that significantly changes something fundamental about the organisation (Practice Manual 10.1)
 - b. A special resolution is required to change the rules or objects of the association (The Act, Section 33), to appeal a resolution of the committee to expel or suspend a member (Rule 13), to disallow a by-law. (Rule 15), or change the name of the association, amalgamate with another association or wind-up the association (Practice Manual 10.1).
 - c. A special resolution must gain support from $\frac{3}{4}$ of the eligible members who attend and vote at the meeting for the proposal to be accepted (Practice Manual 3.2.2).
 - d. A special resolution accepted at a general meeting must be notified to the registrar-general of the ACT within 1 month for it to become effective. (The Act, Sections 30, 31 and 71)
4. 14 days notice of a meeting must be given to members (Rule 33 (1)) unless a special resolution is to be considered.
 - a. If a general meeting contains a special resolution it must be notified to members 21 days before the date set for the meeting (Rule 33 (2))

Business

1. Only business advised to members in the notice convening a general meeting can be discussed at that meeting. (Rule 33 (3))
2. No new motions can be introduced from the floor on the day of the meeting.

Quorum

1. A quorum of at least 50 financial members is required for a general meeting. (Rule 34 (1) and (2))
2. A person must be a registered financial member of U3A-ACT Inc to be able to vote at a general meeting. (Rules 6 (1), 6 (2) and 38 (4)).
3. Members are required to register their attendance at the beginning of a general meeting to enable the requirements of the Rules to be met. A registration sheet is provided at Attachment D.
4. Members are required to present their current U3A-ACT Inc membership card as proof of eligibility to vote when attending a general meeting.
5. If a member is unable to produce a membership card their membership will be verified against the Register of Members kept by the Membership Secretary (see Rule 4(2)).
6. If a quorum is not registered after 30 minutes from the advertised start time of the meeting it will be adjourned to a week later at the same time and place. (Rule 34 (3))
7. At the adjourned meeting if a quorum of 50 is not present 30 minutes after the advertised start time, a quorum of 30 then applies. (Rule 34 (4))

Presiding

1. The President, or in his/her absence a Vice-president, presides over a general meeting. If none of these officers is available the members present at the meeting can appoint someone to conduct the meeting. (Rule 35)

Adjourning a meeting

1. A general meeting with a quorum can be adjourned with the agreement of the meeting.

2. When a meeting is adjourned for 14 days or more the Secretary is required to notify all members of the details for the adjourned meeting as if it were a new meeting. (Rule 36)

Taking Decisions

1. After questions and debate, business at a general meeting is decided by:
 - a. a show of hands; or
 - b. by poll immediately following the show of hands vote, or when called for by the presiding officer or by three members present; or
 - c. by secret ballot when agreed by the meeting; or for elections at an annual general meeting (AGM), or when determining an appeal by a member who has been expelled or suspended. (Rules 13 (3c), 18 and 37)

Casting a vote

1. Each member present at a meeting will have one vote only on each item of business. (Rule 38)
2. No proxy votes will be accepted (Rule 39)
3. The presiding officer may cast an additional vote in the case of a tied outcome. (Rule 29 (2))

In addition to the general rules that apply to all general meetings there are some additional rules that apply to specific meetings as follows:

Variations that apply to an AGM

1. An AGM must be held each year.
2. An AGM must be held by December 30 of each year.
3. The Secretary must call for nominations for all positions for the committee including office bearers and remind members that nominations must be endorsed by two members, signed by the nominee and received 7 days before the AGM.
 - a. Nominations will be submitted using the standard form at Attachment B.
 - b. Nominations will be advised on the U3A-ACT Inc website and describe the basis for the candidacy of each nominee as put forward by the candidate.
 - c. Written information on all candidates will be made available in hard copy at the AGM.
4. The Treasurer must, for the immediately past financial year:
 - a. prepare and present an audited statement of accounts
 - b. table a copy of the auditor's report (The Act Part 5)
5. Minimum business at an AGM:
 - a. confirm the minutes of the last AGM and any general meeting held since the last AGM;
 - b. receive committee reports on activities for the previous 12 months (Rule 31(2)(b));
 - c. table a report for the previous financial year signed by two committee members noting committee members' names (and any changes since); significant activities of the association and any notable changes from the previous year; and the net profit and loss for the association; (The Act Section 73(1) and 74(1))
 - d. elect committee members and office bearers (Rule 18). Resolution of contested committee member or office bearer positions must be determined by secret ballot;
 - e. receive and consider the audited statement of accounts and the auditor's report (Rule 31(2)(d); and
 - f. appoint an auditor (Rule 31(2)(e)). The auditor must not be a member of the Association, must not have been involved in preparing the accounts and must either be an auditor registered under the Corporations Act or a member of one of the following organisations: Institute of Chartered Accountants in Australia, Institute of Public Accountants or the Australian Society of Certified Practising Accountants (Practice Manual 8.7)

Variations that apply to Requisitioned meetings

1. A requisitioned meeting is one where the committee has received a request for a general meeting from at least 50 members who have signed the request, stated the purpose/s of the meeting and lodged the request and any associated documents with the secretary. (Rule 32 (2) and (3)).
2. A requisitioned meeting must be called within 2 months of the receipt of the request. (Rule 32 (4)).

Variations that apply to a general meeting called by the committee.

1. The committee may call a general meeting whenever it thinks fit (Rule 32 (1))

RELATED DOCUMENTS

Australian Capital Territory Associations Incorporation Act 1991
<http://www.legislation.act.gov.au/a/1991-46/default.asp>

The Objects and Rules of U3A-ACT Inc. Part VI – General Meetings. See About us section, Governance page of the U3A website at <https://www.u3acanberra.org.au>

Incorporated Associations in the ACT Guide at

<https://www.accesscanberra.act.gov.au/ci/fattach/get/155992/1499312149/redirect/1/filename/Incorporated+associations+in+the+ACT+guide.pdf>

Robert's Rules for formal meetings

<http://www.robertsrules.com/> <http://www.docstoc.com/docs/71900073/Incorporated-Associations-Practice-Manual>

REFERENCES

[http://www.justice.qld.gov.au/_data/assets/pdf_file/0016/12553/2.4 -
_Procedures_at_general_meetings.pdf](http://www.justice.qld.gov.au/_data/assets/pdf_file/0016/12553/2.4_-_Procedures_at_general_meetings.pdf)

[http://www.commerce.wa.gov.au/associationsguide/Content/06_Meetings/6.2_Meeting_Procedure
s.htm](http://www.commerce.wa.gov.au/associationsguide/Content/06_Meetings/6.2_Meeting_Procedures.htm)

<http://www.pilch.org.au/Assets/Files/Part%206%20-%20Special%20General%20Meetings.pdf>

http://www.companysecretary.com.au/board_briefings/GeneralMeetings_Checklist.pdf

http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=2

<http://yrtgn.files.wordpress.com/2011/08/c2-document-for-agm-checklist-pdf.pdf>

[http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/rsv11667/\\$FILE/preparingforyourannual
generalmeeting.pdf](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/rsv11667/$FILE/preparingforyourannualgeneralmeeting.pdf)

<http://tldevelopment.net/inquireHSbook/pg90> (meeting rules)

http://westsidetoastmasters.com/resources/roberts_rules/chap16.html (meeting rules and strategies for management)

Support documents to assist the smooth running of general meetings

These documents are provided as generic guidance for the conduct of business during a meeting. They are not specific to the U3A-ACT Inc and should be read against the association's Rules. Where there is a difference between the two, the Rules apply.

1. A simplified set of rules of debate.

These have been synthesised from a range of sources to provide summary guidance only.

1. All motions must be advised in the notice papers before the general meeting. No additional substantive motions can be raised from the floor of a general meeting.
2. At the meeting each motion must be moved and seconded.
3. The member moving the motion has the first right to speak to the motion
4. The seconder is then invited to speak to the motion.
5. Any member can move, before the debate commences, for a specified period of time to be allocated for questions on the motion handed through the chair to the appropriate person for response (optional)
6. The period of question time can be extended by a motion to do so.
7. The chair indicates the end of questions and calls for commencement of debate on the motion.
8. Debate then occurs alternating between a call for 'speaker against the motion' (cons) and 'speaker for the motion' (pros).
9. When the debate is exhausted, the chair announces that the motion will be put and calls the mover "in reply" to make a final statement.
10. The chair asks the secretary to read the final motion (including any amendments passed during the debate).
11. The vote is then put by calling for a show of hands, or other method determined by the meeting.
12. A person may move an amendment to the motion being considered (a change to words or insertion of new ideas) at any time during the debate. An amendment is debated and voted on as it occurs using the above format and then the debate returns to the main motion.

2. Understanding Motions

http://cdaeg.com.au/comm_dev/cd_motions.html

There is a protocol that determines priority of meeting procedures.

Motion	Description	Action
Call for a Quorum	Takes priority over all other business and can be raised at any time during the meeting.	Order a count of voting members present, then give your ruling. No vote required. (The association's Rules state the number of voting members required to form a quorum)
Point of Order	Has priority over all other business except a Call for a Quorum. Must state that the Standing Orders are not being followed.	Ask mover to explain PO, then give your ruling and implement it if necessary. No vote is required. Never ignore a point of order, but make sure it is really a PO.
Dissent from a Chairperson's ruling	Can be moved by anyone present, but must be moved immediately after the ruling has been given.	Ask mover to explain reasons for dissent. Explain your ruling. Call for a seconder. If none, suggest vote will be lost. If seconded, allow brief debate followed by vote. IF CARRIED: Reverse ruling IF LOST: Continue as before.

Motions and How to Handle Them

The Chairperson will be required to deal with two kinds of motions - Substantive and Procedural, and also Amendments to Motions.

Definition	Requirements
A Substantive Motion is a formal proposal put before the meeting for the purpose of eliciting a decision. It is worded by the mover to achieve its purpose in each case, but the chairperson must ensure that the wording is clear before	<ul style="list-style-type: none"> • Must begin " Mr/Ms chairperson, I move" • Must be clearly and unambiguously worded. • Must propose a specific course of action. • The action proposed must be within the jurisdiction of the Club. • Must be handed to the Secretary in writing. • Decide if you will accept - never accept a motion you don't understand. • Allow mover to explain. • Call for Secunder. If none, motion lapses. If

<p>accepting the motion.</p> <p>Once accepted by the chairperson and seconded, a substantive motion becomes the property of the meeting.</p>	<p>seconded, seconder must speak or reserve the right.</p> <ul style="list-style-type: none"> • Call for speaker against motion. If none, put motion. • Alternate speakers. For and against. (No one can Speak twice) • At the end of the debate the mover has 'A Right of Reply " but may not introduce new material. • Have the motion read and take vote. Both 'For" and "Against". (If votes are equal, the motion is lost)
--	---

An Amendment

Once a substantive motion has been accepted by the chairperson and seconded, it becomes the "property of the meeting" and can only be altered by a formal amendment.

Definition	Requirement
<p>An amendment is a change to the detail of a motion. It must never negate the motion. Anyone can move an amendment, except the mover and seconder of the original motion, but everyone can speak to the amendment. The mover of an amendment has no right of reply</p>	<ul style="list-style-type: none"> • Decide if you will accept. • Allow mover to explain. • Call for seconder. If none amendment lapses. If seconded, seconder must speak • Call for speaker against. If none, put amendment. • Otherwise as in normal debate. Make sure discussion is focussed on the amendment and not on the original motion, and remember the mover of an amendment has no 'right of reply" • Put amendment to vote, after explaining its effect on the motion. • After vote resume discussion on motion – amended or not.

Procedural Motions

These are working motions that help the processing of substantive motions through the meeting. They have fixed wording and are subject to strict conditions about who can move them and when. They are used to facilitate the business of the meeting. When dealing with them it is important to remember that, as presented, they are only motions and have no validity until a vote has been taken.

A Procedural Motion cannot be moved or seconded by anyone who has moved, seconded or spoken to the substantive motion or amendment which is "the Question before the Chair", so when confronted with a Procedural Motion, ask yourself is this person eligible to move this motion ?

There are many Procedural Motions. Here are some commonly used ones:

Motion	Action	Result
"That the question be put"	Can be moved at any time during a debate, but not by anyone who has moved, seconded or spoken to the motion. No seconder required and no debate permitted. Put vote immediately.	IF CARRIED : Put vote on substantive motion , after giving mover " Right of Reply"
		IF LOST: Proceed with debate.
"That the speaker be no longer heard"	Can be moved at any time by anybody who has not spoken to the motion. If you think motion is reasonable, call for a seconder. If none, motion lapses. If seconded, allow brief debate and put vote.	IF CARRIED: Speaker can take no further part in "Question before the Chair"
		IF LOST: Debate continues.
"That the motion lie on the table"	Can be moved at any time by anyone who has not taken part in the debate, but not interrupting speaker. No seconder required and no debate permitted. Put vote immediately.	IF CARRIED: Debate ceases and motion "Lies on Table" until raised by a subsequent motion.
		IF LOST: Debate continues.
"That the motion be raised from the table"	Cannot be moved by anyone who has moved, seconded or spoken to the substantive motion. No seconder required and no debate permitted. Put vote immediately.	IF CARRIED: Debate on original motion continues from exactly where it was suspended, i.e. No one who has spoken previously can speak again.
		IF LOST: Motion remains on table.
"That Standing Orders be suspended"	When this motion is carried these rules are temporarily suspended and the meeting is dissolved into an open discussion. Decisions made during this period are not binding on the Club. If moved before the debate has begun, can be moved by anyone. If not, rules apply. Call for seconder. If seconded, put vote. No debate.	IF CARRIED: Meeting is dissolved into an "open discussion"
		IF LOST: Standing Orders continue to apply.
"That Standing Orders be resumed"	Can be moved by anyone and must be carried before the meeting can revert to normal procedure. Handle as for previous motion.	

Reference: "Towards Better Meetings" and "Take the Chair" 2000, Rostrum Club.



**U3A-ACT Inc
COMMITTEE NOMINATION FORM**

Nominees are encouraged to access the *Committee Induction Procedures* and the About Us sections of the U3A-ACT Inc. website for more information about Committee roles and responsibilities

We nominate _____
(Name of member being nominated)

to serve on the Committee during (insert year) _____

in the position of _____

Proposer _____ Membership No. _____

Secunder _____ Membership No. _____

Endorsement by nominee:

I (Print name) _____, agree to the above nomination and advise that I am not prohibited from accepting a position on the committee by virtue of the fact that I

- have been convicted of offences in the promotion, formation or management of a body corporate,
- have been convicted of offences involving fraud or dishonesty punishable by imprisonment of three months or more; or
- am insolvent under administration within the meaning of the Corporations Act.

Signature _____

Membership No. _____

Statement by Nominee

Please provide a brief statement (no more than 200 words) regarding your background and experience which is relevant to this position. This statement will be publicised to members with nominations.

NB. Nominations close on _____ and must reach the Secretary, U3A-ACT Inc, Hughes Community Centre, 2 Wisdom Street, Hughes ACT 2605 by that date.
All signatories must be financial members of U3A-ACT Inc



General Meeting Attendance Register

Date of meeting:

Please Note: By placing your name on this register, you are indicating that you are a fully paid up member of U3A-ACT Inc. and are thereby entitled to vote at this meeting.

Tally #	FULL NAME (Please Print)	MEMBER #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Sheet Number	
Total b/f	
Total this sheet	
Total c/f	