

# **Dronfield and District u3a**

## **Executive Committee Meetings**

### **Version 2.1**

Date Approved: 24 November 2025

Next Review Date: October 2026

Note: It is recommended that this policy is reviewed annually in October each year.

#### **1. Meetings**

- a. Executive Committee Meetings will be held monthly, with a duration of 2 hours.
- b. Apologies from those unable to attend a meeting should be sent in writing to the Secretary in advance of the meeting.
- c. Meetings will be conducted according to the regulations defined in the u3a's Constitution (paragraph 20 Proceedings of Trustees).

#### **2. Agendas**

- a. Agenda items must be submitted to the Secretary not less than 5 days in advance of the meeting.
- b. When a sub-committee or working party reports back to the Exec Committee on a specific brief, it must send concise papers to the Secretary not less than 5 days before the meeting.
- c. All Committee members with a named responsibility will send a short report "for information or discussion" to the Secretary not less than 5 days before the meeting.
- d. The Chair and Secretary will compile the agenda.
- e. Agendas and papers for the meeting will be sent by the Secretary to all Committee members 3 days in advance of meetings
- f. Each incoming committee will review the process used by its predecessor and amend it if necessary.

#### **3. Conduct of Meetings**

- a. Committee members will endeavour not to interrupt one another and make their points with brevity. Members should be aware of others and their right to make inputs to the discussions.
- b. Emergency items, must be raised at the start of the meeting, and may be discussed at the Committee's discretion.
- c. At the end of discussion any decision relating to each agenda item, should be summarised, Minuted, and added if necessary to the Action Log.
- d. Where a decision is taken that requires an "action", it will be ascribed to a named Committee member who is present, along with a date for completion. Actions cannot be assigned to trustees or members who are not present at the meeting.
- e. The person named for an action in the previous minutes will report on progress.
- f. The Committee will reach decisions through a majority vote. If deemed necessary, items can be discussed again at future meetings.

#### **4. After the meeting**

- a. The Minutes Secretary will circulate the draft minutes to the committee for approval and or

- amendment, within a week of the meeting.
- b. The person responsible for the Action Log will circulate it for approval or amendment, within a week of the meeting.
  - c. The Secretary will be responsible for ensuring the approved minutes from the previous meeting are uploaded to the u3a's secure, centrally shared document storage and published on DDU3a's website.
  - d. It is the responsibility of individual Committee members and Chair to assist the Minutes Secretary in ensuring that the minutes and action log are as accurate as possible.

<b>Document History</b>		
<b>Date</b>	<b>Version Number</b>	<b>Summary of Changes</b>
24 Nov 2025	2.1	Reviewed and approved by the Executive Committee. Reference to Polices page of website removed in introduction.
21-Oct-2024	2.0	Rewritten to simplify wording, remove references to obsolete roles and branding and reflect recent DDU3a practise.
Approved Jan 2019	1	New policy