



HHD Policy Guide 9

Executive Committee Meetings

This version approved by the Executive Committee on **25-06-2025**

1. General:

- a. The Executive Committee (EC) consists of Committee Members and Officers as laid down in the HHD u3a Constitution and elected at an Annual General Meeting (AGM). These members shall be Trustees.
- b. If vacancies exist, additional members may be elected by the EC to serve on the EC as Casual members until the next AGM when they may be formally nominated.
- c. If there is no vacancy and the EC wish to have a member join the EC to either:
 - “shadow” an existing EC Member who is to retire
 - or for a specific purpose having appropriate knowledge or experiencethen they will become Co-opted members of the EC up to the next AGM when they may be formerly nominated as full EC members and trustees.
- d. All EC members should be Trustees. However, the EC may use some discretion if the Casual appointment is only a short period away from the next AGM.
- e. All decisions made by the EC should be the subject of a formal vote except where the Chair judges that the item requires no vote. However, a vote must be taken if two EC members request one.
- f. If an EC member wishes his/her vote to be specifically recorded, the Minutes Secretary must be informed at the time of the vote being taken.

2. Agenda:

- a. The agenda for each EC Meeting be agreed between the Chair for the meeting and the Minutes Secretary.
- b. Any EC Member may request an item for inclusion in the next EC Meeting, provided that the Minutes Secretary receives the written

- request at least 5 days prior to the date of the EC meeting. The requested item will be reviewed for inclusion as per 2 a. above.
- c. If an agenda item relates to a specific role or interest of a particular member and that member is not able to attend the meeting, the member or the Chair may request that the item be deferred to the next EC meeting. If the EC support the deferral, the decision will be recorded.
 - d. Item 1 shall always be “Conflicts of Interest”. See Policy Guide 12.
 - e. The agenda with attachments should be circulated to all EC members at least two days before the meeting.
 - f. Last minute requests for Agenda items may be included under “Any Other Business” if the Chair agrees. Failing that, the item may be deferred until the next EC Meeting.

3. Sub-Committee Business:

- a. The EC may appoint sub-committees and delegate some decision making to them.
- b. In accordance with the constitution, the EC must appoint at least one serving EC member to each sub-committee. Sub-committees should report on their activities to each EC Meeting and if appropriate devise a Forward Plan.
- c. Reports or notes from sub-committees to the EC should ideally be sent out with the Agenda. Exceptionally, feedback can be given verbally at the EC meeting.
- d. If a sub-committee wishes the EC to make a decision relating to sub-committee business, then a written proposal should normally be submitted to the EC.
- e. If the Sub-Committee wishes to incur expenditure which is not pre-authorised, it shall submit a request to the EC for consideration.
- f. All appointments to sub-committees must be agreed in advance by the EC.

4. Visitors to an EC Meeting:

- a. Members of HHD u3a who are not on the EC may attend a meeting of the Committee by prior agreement with the Chair or other officer chairing the meeting. Their role will be that of observation only with no right to vote. However, they may be invited to speak or comment at the Chair’s discretion. They will be asked to leave if matters of a confidential nature are to be discussed.
- b. The Chair may on behalf of the EC invite a person, who may or may not be a member of HHD u3a, to address the EC on a specific issue on which they have knowledge or expertise and to answer questions on the topic. Their contribution would normally be an early item on the Agenda, after which they would leave the meeting.

- c. To encourage members to learn more about the work of the EC, and to allow potential recruits to the EC as Casual or Co-opted members, the EC may invite such members to join EC Meetings as in 4a above.

5. Minutes

- a. A record of the meeting and any actions agreed, shall be taken by the Minutes Secretary, or in his/her absence by a delegated EC member.
- b. The Minutes will be prepared as soon as possible after the meeting, but always within one week of the meeting.
- c. The draft Minutes will be sent to the Chair (of the meeting) for any amendments and approval.
- d. On receipt of approval from the Chair, the Minutes Secretary will distribute to all members of the EC.
- e. The Minutes Secretary may produce an Action List chart for distribution, if it is felt of use to the Secretary and or the EC Members.
- f. EC members should review the Minutes and notify the Minutes Secretary if they believe an entry is incorrect, or that there is an omission. The Minutes Secretary will then revise the document, gain the Chair's approval and re-issue to the EC. If the revision is not agreed, the EC member will be notified by the Minutes Secretary. The EC member involved, may then raise the issue under "Approval of the Minutes" at the next EC meeting.
- g. Exceptionally, corrections may be requested at the next EC meeting, under "Approval of the Minutes"
- h. Non-EC members may be given copies of a set of Minutes if requested. Any confidential matter regarding a member, or any other item as judged by the Chair to be confidential, must be redacted before issue. The EC may approve that the Chair of a Sub-Committee may receive a copy of the Minutes or a section of the Minutes as deemed appropriate.
- i. The Chair of the next EC meeting will sign off the minutes as a true record if approved by the EC meeting.