

# Hovingham Village Hall

## Meetings Policy

1. The Annual General Meeting shall be held in January (from governing document).
2. Committee Meetings shall be held at least 4 times each year.
3. A minimum of seven days notice shall be given for a General Meeting (from governing document. With notice in a conspicuous place or places).
4. Seven days notice shall be given for a Committee Meeting.

## MEETINGS PROCEDURE

### Annual General Meeting

1. The retiring chairman shall conduct the meeting.
2. The order of business shall be:
  - Minutes of the last AGM
  - To receive the Annual Report of the Committee which shall include the statement of accounts referred to below and an account of the work of the Trust and its activities in the preceding year.
  - To receive the Statement of Accounts for the preceding year.
  - Election of Officers (Chairman, Secretary, Treasurer)
  - Election of Committee
  - To receive and note the names of appointed representatives from user groups who will serve on the committee for the ensuing year.
  - To appoint an independent examiner of accounts or auditor as required by the Charities Act 2006
  - Any other business of which due notice has been given.

### Committee Meetings

1. The chairman shall conduct the meeting
2. In the absence of the chairman, the meeting shall elect a member to conduct the meeting
3. One third of members with power to vote shall form a quorum.
4. The order of business shall be decided by the officers and notified to members in the form of a written agenda which shall always include:
  - Apologies for absence
  - Minutes of the previous meeting
  - Business arising from the minutes
  - Treasurer's report including details of income and expenditure since the last meeting
  - Booking Secretary's Report

### Minutes

A record of the minutes will be taken and the secretary shall keep a permanent copy of all proceedings and resolutions.

**Voting**

1. Decisions shall be made by a simple majority of those present and voting.
2. No member shall exercise more than one vote regardless of the number of interests he or she has been appointed to represent
3. The chairman may exercise a second or casting vote if there is an equality of votes cast.