

# Garforth, Kippax and District U3A

## Committee Nomination Policy

### Policy statement

The GK&D U3A's current Constitution states that all committee members (trustees) must step down at the end of the AGM. Following a nomination process that takes place in the weeks before the AGM, new members and/or current members are elected at the AGM based on a clear majority vote.

There must be a minimum of 8 and a maximum of 12 committee members elected at the AGM. The committee can further co-opt an additional 3 members during the year, if deemed appropriate to do so. Committee members are either Officer roles (Chair, Vice Chair, Secretary and Treasurer) or Ordinary Non-Officer roles.

### Procedure

All nominations for committee members must be received prior to the AGM. Notice of the AGM and nomination form will be issued to all members of GK&D u3a via email at least 28 clear days ahead of the AGM and election. The closing date for the receipt of nominations shall be at least 21 clear days after this notice is given. In practice this means that nominations should be received 7 days prior to the AGM.

Nomination forms must be completed for each person that is seeking to become a member of the committee, and can either be handed to the Secretary or sent via email to [secretary@gaforthkippaxu3a.org.uk](mailto:secretary@gaforthkippaxu3a.org.uk)

Notwithstanding para 17 of the Constitution, the following nomination process and criteria must be adhered to:

- a) Only current paid-up full or associate members of GK&D u3a can apply to become a committee member.
- b) Nominations forms must be fully completed and signed, indicating whether the applicant is seeking an Officer or Non-Officer role. Role specific titles should be clearly stated.
- c) A nominator and a seconder must provide their details, including membership number and sign the form.
- d) Neither the nominator or seconder should be closely related to the nominee nor should they be a full or co-opted member of the outgoing committee.
- e) Where forms are completed electronically and emailed to the secretary, then further checks will be undertaken to confirm that the nominator and seconder have agreed to support the nomination of the individual.

Once the Secretary is satisfied that the nomination process has been followed, they will provide confirmation to the nominee and include details of the nomination form to the Chair ahead of the AGM.

### Related Documents:

GK&D U3A Constitution

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Policy amended & Re-issued:

Policy review date: April 2026

Policy review date: