

## Men's Shed Llandudno Executive Rules

1. The Executive shall consist of the Chair-person, Vice-Chair, Secretary and Treasurer.
2. The Committee shall consist of the Executive, fund-raising officer, and 1 lead from each project group.
3. Each member of the committee shall have ideally one and only one role.
4. Exceptions to rule 3 are possible if this is not practical due to lack of numbers.
5. All committee meetings are open to all bona\_fide members, unless it is a closed meeting.
6. Closed meetings are permitted where a majority of the committee vote for it.
7. Agendas are to be prepared in advance by the Chair-person and circulated to all committee members, three days prior to the meeting.
8. Any member can propose items to be placed on the agenda prior to the agenda being circulated or in the 'Items for next agenda' section of the prior meeting.
9. There will be no items discussed that are not on the agenda unless it is an emergency.
10. Minutes will be taken at all meetings and will be ratified at the next meeting as the first order of business.
11. Minutes will be kept and made available to any member on request.
12. No meetings will take place unless notified to all committee members and a quorum is maintained.
13. A quorum shall be 3 members of the executive.
14. In the event of a tied vote the Chair-person shall have the option to give a deciding vote or resubmit the item to the next meeting.
15. The above rules to be read in conjunction with the Code of Conduct.