



Standing Orders AGM/ EGM

Procedural Matters

- The Quorum for the meeting shall be (insert number or %) Delegates entitled to attend and cast votes.
- The Chair is responsible for timekeeping and ensuring that the meeting starts and finishes on time.
- All Delegates who wish to speak MUST approach and speak from the front.
- The period allowed for each speaker on each motion will be 1 minute subject to the discretion of the Chair who shall be responsible for regulating the time in this regard.
- The Chair will rule on any question relating to procedure.
- All speakers should address the Chair. All other Delegates should remain quiet and points of information will only be allowed at the discretion of the Chair.
- All Delegates should observe the ruling of the Chair on any matter. His/her ruling shall be final in relation to points of order.
- Any Delegate raising a point of order should do so by putting a briefly worded question to the Chair.

Ordinary Business and Motions

- No Delegate will be allowed to speak more than once on any motion or item of business until every other Delegate has had an opportunity of speaking, and only then with the permission of the Chair.
- The Chair must, as is reasonably possible, endeavour to ensure that there will be an equal opportunity for Delegates to speak on either side of a motion or with opposing views.
- The Chair may indicate if he/she considers the debate has run its course and other business presses, that he/she will limit the number of further speakers. The mover of the motion will have a right of reply at the end of the debate. He/she should not introduce any new matter.
- If, in the view of the Chair, a speaker introduces a matter which is irrelevant to the motion before the Meeting, or is offensive, the Chair must require the speaker to confine his/her comments to the motion and may at his/her discretion order the speaker to leave the platform.

Voting rights of a motion

- The Chairperson of the club shall have a "casting vote" in accordance with the Articles of Association of Swim Ireland. By "casting vote" is meant a second vote exercisable by the Chairperson of the club in addition to his/her own vote as a Delegate.
- Once a motion has been voted upon and has achieved the requisite majority, it becomes a resolution of the meeting. It can be rescinded only by a subsequent resolution of the same body passed at a later duly convened meeting.
- A resolution put to the vote of the meeting should be decided by a show of hands, unless a poll is necessary.

Voting Rights at General Meetings

- Members who are fully paid up are eligible to vote.
- No voting by proxy is allowed.
- Parents/Guardians shall hold one vote on behalf of their child/children within the club. Only one parent/guardian may exercise this vote and this must be so agreed between the parents/guardians (that is one vote only and not one vote per child). Parents/Guardians who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children



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- Voting shall be conducted via a secret ballot
- No business shall be transacted at a general meeting unless a quorum is present. A quorum of [x] of the eligible voting members is the number required. If this quorum is not fulfilled the General Meeting can be suspended for exactly one week.
- Nominations will be passed at AGM's by simple resolution of [50%] plus one of persons present at the meeting entitled to vote.
- Motions for a change to the Constitution must be passed by a special resolution of 75% of persons present at the meeting entitled to vote.
- The Chairperson of the club will have a casting vote if there is an equality of votes

Adjournment

- The Chair, with the consent of a meeting at which a quorum is present, or if so directed by a majority voting at the meeting, adjourn the meeting from time to time and from place to place.
- A motion for adjournment of the meeting may be moved or seconded by any Delegate who has not hitherto spoken in the debate on the motion then under consideration.
- If seconded, it supersedes the motion or amendment before the meeting and constitutes a new question upon which any Delegate may speak.
- A motion for adjournment may be amended but only as to the time, date and place of the adjourned meeting or debate. A motion for adjournment cannot be moved during the election of the Chair.

Amending a Motion

- A motion can be withdrawn by the mover only with the consent of the majority of Delegates present. If an amendment has been proposed to the motion, the consent of the proposer and seconder of the amendment to the withdrawal of the motion will first be required.
- A proposed amendment cannot be allowed if it such as to constitute a direct negative of the motion.
- When an amendment is moved it takes priority over the original motion and must be voted upon before the original motion can itself be put to the meeting for a vote.
- An amendment may not be proposed to any motion already passed by the meeting. A person may move only one amendment to each motion. If he/she has previously moved or seconded the motion he/she may not move or second an amendment to it, although he/she can speak on any amendment, which may be moved by another Delegate.
- When amendments have been disposed of, they will, if passed by the meeting, be incorporated in the original motion in the form of a substantive motion and this must then be put to the meeting for a vote.