

# Standing Orders for General Meeting

## Notice of Meetings

- All clubs shall be given at least 21 clear days' notice in advance of a general meeting.
- Where motions are sought for discussion, procedures for bringing motions should be clearly outlined in the notice and said motions should be notified to the Secretary of the organising committee at least 7 days in advance of the meeting
- Where nominations are sought for elected positions all clubs eligible to vote must be notified in advance and the election process should be clearly outlined in the notice.
- Where regional nominees are sought for national committees, all clubs within that region must be notified by the region and given an opportunity to put forward candidates from the region in a clear and transparent manner
- Candidates wishing to stand for election to any position must receive the nomination of at least two (2) clubs in their region
- An agenda should be issued 7 days in advance of the meeting and shall detail any items for discussion and the procedures for any elections that are due to take place
- Clubs should notify the Secretary of the organising committee in advance of the delegates who are nominated to vote on behalf of the club. Said delegates must be Swim Ireland members and be members of the club on whose behalf they have been delegated to vote

## Ordinary Business and Motions

- Only one Delegate appointed by a Club or Affiliated Body may speak on each motion or item of business.
- 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 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.

## 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- A motion can be withdrawn by the mover only with the consent of the majority of Delegates present.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

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original motion in the form of a substantive motion and this must then be put to the meeting for a vote.

## Procedural Matters

- The Quorum for a meeting shall be 50% plus one of Delegates entitled to attend and cast votes.
- In the case of an Annual Conference, the quorum shall be 50% plus one of the number of clubs entitled to vote
- All voting delegates must be registered members of a club and may only exercise a vote on behalf of the club of which they are a member. For the sake of clarity, in the case of Annual Regional Conferences, voting is limited to clubs who, in the case of regions are located within the region or in the case of water polo are registered as water polo clubs with Swim Ireland. Proxy voting is not allowed.
- A Parent or guardian of Club Members who are under the age of eighteen and who are not Club Members in their own right may represent his/her child/children (one parent only) at general meetings and may cast one vote only (regardless of the number of his/her children who are Club Members).
- 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 podium.
- The period allowed for each speaker on each motion will be 2 minutes 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.
- The Delegate raising a point of order should do so by putting a briefly worded question to the Chair.

## 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.
- No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting. In any other case at least seven (7) Clear Days notice shall be given specifying the time and place at which the poll is to be taken.

## Voting

- In the case of an equality of votes the Chair 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 Chair of a meeting 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

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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. All voting delegates must be registered members of a club and may only exercise a vote on behalf of the club of which they are a member. For the sake of clarity, in the case of Annual Regional Conferences, voting is limited to clubs who, in the case of regions are located within the region or in the case of water polo are registered as water polo clubs with Swim Ireland. Proxy voting is not allowed
- Two club delegates may be nominated to speak on motions or vote on behalf of the club. Such delegates must be agreed at a meeting of the club committee and must be notified to the Secretary of the organizing committee in advance of the meeting
- A Parent or guardian of Club Members who are under the age of eighteen and who are not Club Members in their own right may represent his/her child/children (one parent only) at general meetings of the Club and may cast one vote only (regardless of the number of his/her children who are Club Members).
- A Parent or guardian of Club Members who are under the age of eighteen and are not Club Members in their own right may be appointed as a club delegate
- Where an election to any position is required, voting shall be by way of closed ballot. Ballot papers should be prepared in advance of the meeting and an independent person should be appointed to count the ballots
- Only Delegates duly appointed by Clubs on behalf of Club Members shall have the right to vote at general meetings of the Company.
- No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected is to be tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairperson of the meeting whose decision shall be final and conclusive.