



## COUNCIL STANDING ORDERS

1. The Council, at its first meeting after the Annual General Meeting, shall determine the date, time and place of all meetings of the Council. Each Standing Committee shall similarly determine the dates, times and places of its meetings.
  2. The Chairman or Secretary of each Standing Committee shall have the power to call an emergency meeting of that Committee. Minutes of the meeting shall be kept and presented to the next full meeting of the Committee.
  3. A Member of Council wishing to speak on any matter shall be entitled to do so only at the invitation of the Chairman. A Member of Council who is invited to speak shall address the Chairman.
  4. A Member of Council may at any time raise a point of order. Such shall be dealt with by the Chairman in such manner as he considers appropriate.
  5. A member of the Council may submit a motion for consideration of the Council provided it is received by the Secretary at least 14 days prior to the date of the meeting they would like the item discussed.
  6. However, a Member of Council may submit a motion for consideration by a meeting at the meeting provided that a copy thereof has been supplied to the Chairman of the meeting before discussion has commenced and that a motion to allow consideration has been approved by 75% or more of the members present.
  7. No resolution shall be rescinded at the meeting of the Council at which it has been passed, unless the motion to rescind shall be carried by 75% or more of the members present.
  8. Proposals to rescind resolutions passed at a previous meeting shall not be accepted unless three days' notice in writing has been given to the County Secretary.
  9. That business under any notice upon the Agenda shall not (except by consent of the Council) be processed in the absence of the Member of the Council in whose name it stands, unless he has given written authority for it to be taken up by some other Member.
  10. That a record of attendance of members at all Council and Standing Committee meetings (except The Annual General Meeting or Extraordinary General Meetings) be entered in the minutes for each meeting. Any member unable to attend a meeting shall tender his apologies to the Secretary prior to the meeting.
  11. The Secretary of the Association shall send to every member of the relevant standing Committees the agenda, reports and minutes at least 5 days prior to any meeting.
  12. All Council and Committee meetings if not concluded earlier shall terminate at 10pm unless the members present by resolution agree to extend the meeting. No
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contentious business shall be considered during any extension and any items remaining unconsidered at the termination shall be dealt with at the next ordinary meeting or a special meeting called for the purpose.

13. When an item of the agenda for any meeting of the Council or a Committee relates to an association, Competition or Club and a member of the Council or of the Committee is or has been a member of the organisation, the member shall as soon as the item is called by the Chairman of the meeting, declare his interest and shall not take part in the discussion or any decision unless invited by the Chairman of the meeting.

The Chairman if requested by a majority of members present shall ensure the member leaves the meeting room for the duration of the item(s).

14. Dress Code for Council Meetings – Members shall be required to wear a collar and tie, blazer or lounge suit. Jackets may be removed with the permission of the Chairman.

15. The business of ordinary meetings shall proceed in the following order:-

- (a) Apologies for Absence.
- (b) The Minutes of the previous ordinary meeting and of any special meetings held subsequently shall be submitted. Subject to any amendments the Minutes shall be signed by the Chairman. Any matters arising from the Minutes shall then be considered.
- (c) Reports and Minutes of Standing Committees shall be submitted. All reports and minutes shall be in writing and be presented by the Chairman of Committees. If a report or minutes have not been sent to every member of the Council prior to the meeting, they may be submitted if the Council, by resolution, so decides. Reports and minutes may be considered in sections or in their entirety at the discretion of the Council. Reports shall then be adopted, with or without amendments. Minutes of Committees shall be received and noted. Reports and minutes shall be entered fully in the minutes of the Council Meeting.
- (d) Correspondence with the Association since the previous ordinary meeting shall be submitted followed by reports from Officers of the Association. Any necessary orders thereon shall be given.
- (e) Motions received shall then be submitted.
- (f) Any other competent and urgent business shall then be considered.

16. Other than with the express permission of the Chairman, all mobile telephones and pagers shall remain off during all Association Meetings.

17. All minutes of Council and Standing Committees shall be kept on file unless authorised for removal by Council.