

## STANDING ORDERS FOR SWIM IRELAND GENERAL MEETINGS

### *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.