

Hertfordshire FA



Council's Standing Orders

COUNCIL

1. All meetings of Council shall be held on dates and at times fixed by Council, except in special circumstances, when the Chief Executive may fix some other hour or day. A record shall be kept of the attendance of members at each meeting.
2. Notes of intended motions by Members of Council must be given in writing to the Chief Executive not less than 14 days prior to the date of the next Council Meeting, and they shall then be placed on the Agenda in the order in which they are received.
3. The Chief Executive shall give at least **seven** days' notice to each member of every meeting of Council, together with an agenda of the business.
4. At all meetings of Council the Chief Executive shall submit the minutes of the last preceding Council Meeting. The reports of Committee Meetings shall next be submitted. Members may then ask questions (through the Chair) which have reference to the minutes or reports. The business on the agenda shall be proceeded with in such order as the Chair may direct.
5. Each member on speaking shall rise and address himself to the Chair, and not to any other member of Council. During the time any member is speaking all the other members shall remain seated. Whenever the Chair rises to speak no one shall continue standing nor shall anyone rise until the Chair has been resumed.
6. All motions, whether original or amendments, shall, if the Chair requires it, be reduced to writing, signed by the mover and handed to the Chief Executive immediately on being moved, and every member proposing such motion or amendment shall read the same before speaking on it.
7. The mover of every original resolution, but not of any amendment (unless it becomes an original motion) shall have the right to reply, not introducing therein any new matter, but confining himself strictly to the answering of previous objections, immediately after which the question shall be put from the Chair. No other member shall be allowed to speak more than once on the same question, unless permission is given to explain, or the attention of the Chair be called to a point of order.
8. When an amendment is moved upon a proposition, no further amendment shall be moved or taken into consideration until the first is disposed of, but any number of amendments may be brought forward in succession, and the question must be put in such a manner that if one amendment be negatived another may be moved upon the original proposition, but if an amendment be affirmed it shall form the proposition under consideration whereupon further amendments may be moved, and if after the disposal of an amendment no second or further amendments may be moved, the question must ultimately be put on the original or amended proposition, as the case may be, in order to its being passed as a resolution.

9. When discussion arises upon an amended proposition, the mover of the amendment, which has displaced the original proposition, may speak in reply, and so in like manner with respect to any further and displacing amendments.
10. All questions shall be determined by show of hands, unless afterwards a formal division be demanded or the votes ordered to be recorded which shall be done at the request of any member supported by no fewer than two others, and in this case the names for and against shall be taken down by the Chief Executive and entered in the Minutes.
11. Council may by vote resolve itself into a Committee of the whole Council, and whilst in Committee there shall be no restriction as to the number of times a member may speak to the question.
12. The business under any notice upon the agenda shall not (except by consent of Council) be proceeded with in the absence of the member of Council in whose name it stands, unless the member shall have given written authority for it to be taken up by some other member.
13. If the Chair at any Council meeting shall be of the opinion that any motion proposed to be made thereat is of an objectionable character the Chair shall be authorised, either before or after the same is brought forward, to put it to the vote (on which no discussion shall be allowed) whether the same shall be entertained or not, and if three-fourths of the members present decide not to entertain such motion, the same shall be considered as disposed of for the day.
14. Whenever during the transaction of the business it is stated to the Chair that a quorum (15 members) is not present the Chair shall declare the meeting at an end, and the names of those who are present shall be recorded in the minutes.
15. A matter, which is not on the agenda paper, shall not be considered by Council unless, without discussion, a majority of three-fourths of the members present consents.
16. All reports presented to Council shall be printed. Council shall have power, where an appeal be lodged or not, to amend or revoke any decision of any Committee. A member of a Competition or Club shall not sit upon, nor attend except as a witness, any Committee Meeting during the determination of any matter with which their Competition or Club is directly concerned.
17. A resolution shall not be rescinded at the meeting of Council at which it has been passed unless the motion to rescind shall be carried by three-fourths of the members present and voting. No matter which has been discussed by Council, and on which a resolution has been passed, may be brought again for discussion within a period of twelve months from the date on which the resolution was passed unless the motion to discuss shall be carried by a majority of three-quarters of the members present and voting.
18. Members of Council shall observe such rules, regulations and codes of conduct as they considered necessary to ensure that members of council conduct themselves at all times in a manner which is in the best interests of the Association and does not bring the name of the Association into disrepute. Notwithstanding the provisions of Article [48] the Council shall establish such procedures, as it considers necessary to deal with any Council Member (including Nominated Representative) whose actions or activities may prejudice the good name and reputation of the Association.

COMMITTEES

19. The Council shall establish such Standing Committees, **other Committees, and Working Groups**, as it considers appropriate for the effective governance of football. Each such Committee shall operate within the terms of reference, powers and duties as shall be determined each year by Council.
20. Members of Council shall serve on not more than one Standing Committees. Committees shall be entitled to co-opt any person or persons **who are not members of Council** they considered would be beneficial to the operation of that Committee save that not more than two co-opted members may serve on **any Standing Committee unless so agreed by Council**. Co-opted members shall be entitled to speak but not vote.
21. **Appropriate staff undertaking work complimentary to and supporting the role of the Committees shall be entitled to attend and participate in the deliberations and decisions of that Committee. The appropriate staff member(s) will be identified by Senior Managers and shall be entitled to vote on all relevant matters other than the appointment of the Chair and Vice Chair. Not more than two staff members will be entitled to vote at a Committee.**

The CEO & Senior Managers shall have the ability to attend any Committee acting in a similar way as ex-officio members.
22. Each Committee shall, after the allocation of members by the Council **and as soon as possible thereafter** appoint its own Chair and, if considered necessary, its Vice Chair. A member may be appointed as a chair or as a vice-chair to one standing committee only unless Council specifically approves the appointment.
23. Four council members shall constitute a quorum for each Standing Committee. NB. The Disciplinary Panel is not regarded as a Standing Committee and the Rules of the FA shall apply to the size and conduct of such Disciplinary Panels.
24. In the event of any Committee not having a quorum and, other members of Council being available, these shall be co-opted for the transaction of business at that particular meeting.