

## Kent FA's Council Standing Orders

### Proceedings of Council

1. A list of council and standing committee meetings shall be distributed every July. Additional meetings may be called should the chair of council or of the respective standing committee deem such action necessary. The chair of council or of the respective standing committee shall have the power to cancel a meeting should there be insufficient business to hand. A record of members' attendances at meetings shall be kept by the chief executive.
2. Not less than four days' notice of every standing committee meeting together with an agenda of business shall be given. The chair shall control the order in which the agenda will proceed.
3. Minutes of council and committee meetings shall be circulated to members.
4. Fourteen days' notice of intended motions for council meetings shall be given to the chief executive in writing. Notice of motion must be personal to the member concerned and any notice in the name or on behalf of a divisional committee is not permitted.
5. The minutes of the last preceding council meeting shall be confirmed, and reports adopted of all meetings of standing committees, which have taken place since the previous council meeting. A member may then ask the chair of a committee any relevant question. Where the reply to any question cannot be conveniently given orally, it shall be deemed a sufficient reply if the answer is circulated to members of the council with the minutes of the meeting at which the question was asked. No discussion shall be permitted on any such question.
6. Each year the council shall receive from the directors a full statement of accounts to the period ending 30<sup>th</sup> June in the previous year.
7. Members on speaking shall rise, introduce themselves and address the chair and not any other member. Whilst any member is speaking, all other members shall remain seated unless a member rises to make a point of order. Whenever the chair rises to speak no member shall stand or remain standing and a member shall not rise until the chair has been resumed.
8. Right of reply is vested in the mover of every original resolution but not of any amendment (unless it displaces the motion), but no new matter may be introduced in a reply, which shall be strictly confined to the answering of objections raised in the course of the discussion. The question shall then be immediately put from the chair. No other member shall be allowed to speak more than once on the same question, unless given permission to explain or calling the chair's attention to a point of order.
9. When an amendment has been moved, a further amendment shall not be moved or taken into consideration until the first has been disposed of, but any number of amendments may be brought forward in succession. The question must be put in such a manner that if one amendment is negated another may be moved on the original proposition. If an amendment be affirmed it shall form the proposition under consideration and upon this further amendments may be moved. If, after the disposal of an amendment, second or further amendments are not moved, the question must be ultimately put on the original (or amended) proposition to allow it to be passed as a substantive resolution.
10. If discussion arises on an amended proposition the mover of the amendment, which has displaced the original proposition, shall have the right to reply and so, in like manner, with respect to any further displacing amendments.
11. Voting shall be by a show of hands unless a ballot is demanded by three voting members or the chair so decides.
12. The 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.
13. Business under any notice appearing on the agenda shall not (except with the council's consent) proceed in the absence of the member raising it unless that member has given written authority for it to be taken up by another member.
14. Business which is not on the agenda shall not be considered by the council unless, without discussion, 75% of the voting members present by vote consent. A resolution shall not be rescinded either at the council meeting at which it was passed or at any subsequent meeting unless the motion to rescind shall be carried by 75% of the voting members present and voting.

Approved 13<sup>th</sup> July 2022

15. If in the opinion of the chair at any council meeting a motion on the agenda is of an objectionable character they shall put it to a vote, without discussion, whether the same shall be entertained or not. If 75% of the members present decide not to entertain such motion it shall be considered disposed of for that day.
16. For any standing committee, divisional committee, working group, or any other ad-hoc committee the quorum shall be not less than 50% or three members, whichever is the greater. If and when the chair's attention is drawn to the fact that a quorum is not present they, after verifying the statement shall declare the meeting at an end and the names of those present recorded in the minutes.
17. Standing committees shall plan to meet a minimum of three times a year. Each standing committee, at its first meeting following the Kent FA's Annual General Meeting, shall identify and confirm its specific functions and establish the terms of reference and membership of working groups that it requires to address particular areas.
18. No member of council, shall serve on more than three standing committees.
19. A representative of Kent referees and the Kent Schools Football Association appointed in accordance with Article 49 shall be entitled to serve on the referees committee and development committee respectively.
20. Four geographical divisional committees shall operate on behalf of the council within the following terms of reference: divisional committees shall annually elect a chair, vice-chair, secretary and divisional referee officer (collectively known as divisional officers). All will retire annually but will be eligible for re-election. No person may be appointed as a divisional officer if they have reached the age of 72. The primary function of divisional committees is to provide a forum for discussion and resolution of local issues and to provide an essential link between the association and those responsible for grass roots football within their respective geographical areas. Other responsibilities of divisional committees include dealing with matters that may be referred to them by council, the chief executive or their staff; providing a conduit for the two-way dissemination of information between the association and its local membership; and undertaking administrative control of county cup competitions played at divisional level, including the hearing of protests etc., subject to the direction of the competition committee. Divisions may nominate to leagues a member to act in an advisory capacity. Should leagues wish to avail themselves of such the appointee may attend league meetings by invitation but will have no voting rights thereat.
21. The chair of the Association, in their discretion shall have the right to set up a commission of enquiry with such powers as may be deemed necessary and expedient if, in their view, the circumstances appear to justify this procedure, and in nominating the personnel to constitute such commission shall not be restricted in the selection of its members.

### **Elections & Positions on Council**

22. The election of the chair and vice-chair of each standing committee shall take place at the first meeting of each committee following the July meeting of council. No member of council shall be permitted to be either chair or vice-chair of more than one standing committee.
23. Pursuant to Article 13 the vice-chair of the Association will be elected at the July council meeting. Only current council elected directors are eligible for self-nomination. Self-nominations for vice-chair should be made in writing to the chief executive by the 1st June with a CV detailing their career in football and business. This CV will be published in the council pack. The elected vice chair will serve for three years and then will automatically become eligible for re-election without nomination should their director maximum term of office allow. A vice-chair seeking re-election, or a director being nominated, may speak at the council meeting, or they may nominate someone to speak on their behalf before the vote takes place. Should the vice-chair cease to be a director or their directors term of office expire they will also cease to be vice-chair. (Note: This will not come into effect until July 2023)
23. Pursuant to Article 48 a nomination for divisional representatives should be made in writing to the chief executive by 1<sup>st</sup> June with a CV detailing their career in football and/or business. This CV will be published in the AGM pack.
24. The president shall be an ambassador to promote the corporate identity of the association and to promote its work. They shall be a sound counsellor at all times to guide the association. They shall represent the association at public functions. They shall safeguard the activities of the association and ensure its core values and policies are protected. They shall act as a 'civic leader' on ceremonial occasions and functions. They will act as a mediator if there is conflict within council. The president shall hold no executive role within the association.

- 25 Pursuant to Article 50 nominations for honorary vice-presidents are made by council and appointed by members at the annual general meeting. In order for council to consider, a nomination should be made in writing to the chief executive by 1<sup>st</sup> April in any year, by the proposer and seconder, for presentation, initially, to the board and thence to council.
- 26 Pursuant to Article 50 nominations for vice-presidents are made by council and appointed by members at the annual general meeting. In order for council to consider, a nomination should be made in writing to the chief executive by 1<sup>st</sup> April in any year, by the proposer and seconder, for presentation, initially, to the board and thence to council.
- 27 Pursuant to Article 50 council may appoint life members at any time. In order for council to consider, a nomination should be made in writing to the chief executive, by the proposer and seconder, for presentation, initially, to the board and thence to council.
- 28 Pursuant to Article 51 self-nominations for the FA representative should be made in writing to the chief executive by the 1<sup>st</sup> April in the year in which an election is due with a CV detailing their career in football and business. This CV will be published in the April council pack.  
The FA representative will serve for three years and then will automatically become eligible for re-election without nomination. The position is subject to term limits applied by The FA.  
The FA representative will be elected at the April council meeting. An FA representative seeking re-election, or a member being nominated, may speak at the council meeting, or they may nominate someone to speak on their behalf before the vote takes place. A newly elected FA representative does not take up office until the next formulation of FA Council.
- 29 Pursuant to Article 13 nominations for chair of the Association should be made in writing to the chief executive by the 1<sup>st</sup> June with a CV detailing their career in football and business. This CV will be published in the council pack. The elected chair will serve for three years and then will automatically become eligible for re-election without nomination should their director maximum term of office allow.  
The chair will be elected at the July council meeting. A chair seeking re-election, or a member being nominated, may speak at the council meeting, or they may nominate someone to speak on their behalf before the vote takes place. Should the chair cease to be a director or their directors term of office expire they will also cease to be chair.
- 30 Pursuant to Article 69 nominations for a council elected director should be made in writing to the chief executive by the 1<sup>st</sup> June with a CV detailing their career in football and/or business. This CV will be published in the council pack.  
Current directors will serve for three years and then will automatically become eligible for re-election without nomination should their director maximum term of office allow.  
The directors will be elected at the July council meeting. A director seeking re-election, or a member being nominated, may speak at the council meeting, or they may nominate someone to speak on their behalf before the vote takes place.
- 31 On retirement from council persons may be appointed as holders of the association's order of merit. Nominations for the award are to be made in writing to the chief executive, by the proposer and seconder for presentation, initially, to the board and thence to council. Holders of the order of merit are entitled to receive minutes of all council and standing committee meetings of the Kent FA, and to attend, as observer, the annual general meeting or any extraordinary meeting of the association. Holders of the order of merit shall have such additional rights and privileges as the council shall from time to time prescribe.
- 32 Where there are more than two candidates for any elected position a ballot shall take place. Where any candidate fails to achieve more than 50% of the votes cast, the candidate receiving the least number of votes shall withdraw. If there is more than one candidate who receives the lowest number of votes, there shall be a ballot to determine who should withdraw and a further ballot(s) be taken until a candidate is elected.