

Irish Canoe Union t/a Canoeing Ireland
Standing Orders for the 57th Annual General Meeting

1. No business will be transacted at an annual general meeting other than that specified on the agenda of that annual delegate meeting.
2. Matters which the Irish Canoe Union Board of Management consider to be urgent and which arose too late for inclusion on the agenda of an annual general meeting may be brought before an annual general meeting with the consent of the majority of the members present and eligible to vote at that annual general meeting.
3. No motion of which notice appears on the agenda of an annual general meeting will proceed in the absence of least one of the members who proposed the motion and a delegate of the club which seconded the same motion. Motions proposed by the Irish Canoe Union Board of Management will not require a seconder.
4. No motion which has been duly proposed, seconded and circulated in accordance with the Irish Canoe Union Constitution and Rules may be amended other than by procedures specified in the Irish Canoe Union Constitution and Rules or in these Standing Orders.
5. Motions duly proposed, seconded and circulated in accordance with Irish Canoe Union Constitution and Rules will be liable for amendment at an annual general meeting as follows:
 - An amendment cannot be a direct negative of a motion. It must be relevant and within the scope of the motion being considered;
 - No member will move more than two amendments upon any motion;
 - All amendments must be dealt with separately. When an amendment is proposed and seconded, discussion must be confined to that amendment and a vote taken. If carried, the original motion is then put to the meeting in its amended form, when it is then open for discussion and possible further amendment. If lost, the original motion stands and discussion proceeds;
 - If an amendment to an amendment is moved, the amendment proposed to be altered stands for the time being only in the position of an original motion. Other amendments to the amendments may be moved in succession. The maximum number of amendments permitted to the amendment to a motion is six. On the sixth amendment to an amendment being reached, or should the meeting have no further amendments which it wishes to put to an amendment, the amendments will be put to the meeting by the Chairperson in the reverse order in which they were originally put;
 - It should be clearly understood that such amendments to amendments apply only to the amendment and not to the original motion itself. Each amended amendment, therefore, must be voted in reverse order as previously defined.
6. During debate, speakers must announce their name and the club/group they represent after they have addressed the Chairperson.

7. The Chairperson will have the power to adjourn the meeting or to settle points of discussion not otherwise dealt in the Irish Canoe Union Constitution and Rules or these Standing Orders.
8. On any question of procedure or interpretation of Standing Orders, the ruling of the Chairperson will be considered final.
9. It will be appropriate for any member to move without comment "that the motion be now put". If such a move is seconded and supported by the majority of those eligible to vote, the Chairperson will call upon the proposer to make a reply and the motion will be put forthwith without further delay.
10. A person will be considered guilty of a breach of Standing Orders who:
 - uses objectionable words and refuses to withdraw them or offer a satisfactory apology;
 - uses offensive words in respect of another person;
 - wilfully disturbs the orderly conduct of business;
 - disobeys a lawful order of the Chairperson.
11. Any person who commits a breach of Standing Orders may, on being declared by the Chairperson to be guilty of a breach of Standing Orders, be penalised, with the agreement of the Meeting by;
 - being ejected from the Meeting;
 - or being suspended for a fixed period from attending meetings.

In the case of a person being declared guilty of a breach of Standing Orders, the breach of the Standing Orders will be distinctly stated. The person so charged will then be allowed to provide an explanation before any action is taken. Having provided an explanation or on refusing to do so, the offending person will be requested to retire from the meeting room and await the result of the Meeting's discussion in relation to the charge.

12. The proposer of a motion or an amendment to it may speak for 5 minutes but not more than 5 minutes.
13. Members speaking on a motion or an amendment to it may not speak for more than 2 minutes.
14. The proposer of a motion or an amendment to it may speak a second time for 2 minutes immediately before a vote is taken, but other members may not speak a second time to the same motion.
15. When the Chairperson considers that matter has been sufficiently discussed, the proposer may be called upon for a reply and when this has been done a vote must be taken.
16. Members will be issued with voting cards, which must be displayed when voting by a show of hands.
17. At any general meeting a motion will be decided on a show of hands unless a poll is demanded.

18. In the case of equality of votes on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a casting vote in addition to any other vote s/he may have.
19. Elections will be conducted by secret ballot. Ballot papers listing the names of candidates will be distributed to delegates. To preserve the secrecy of the ballot, the name of the club / member exercising the vote will not be placed on the ballot paper.
20. In the case of the election in an uneven year the Canoeing Ireland President's position, that of the Honorary Treasurer, one of the two General Executive Members, the Non-Olympic Discipline Representative, the Dublin Representative and Muster Representative will be elected together with any further positions required to fill the Board vacancies.
21. In the case of the election in an even year the Honorary Secretary, the remaining member of the Executive, the Olympic Discipline Representative, the Training, Coaching and Accreditation Representative, the Leinster Representative and the Connaught / Ulster Representative will be elected together with any further positions required to fill the Board vacancies.
22. Elections will take place in the following order:
 - President;
 - Honorary Secretary;
 - Honorary Treasurer;
 - General Executive Member(s)
 - Dublin Representative;
 - Leinster Representative;
 - Munster Representative;
 - Connaught / Ulster Representative;
 - Olympic Discipline Representative;
 - Non-Olympic Representative;
 - Training, Coaching and Accreditation Representative.
23. Positions will be filled by separate ballots except where there are two General Executive Members positions to be filled, in which case only one ballot will be conducted and the top two candidates receiving the most votes will be deemed elected.
24. In the case where only one candidate has been proposed for a position, then they will be declared duly elected on receiving a vote of the majority of those voting.
25. In the event of their being more than one candidate for any office a vote shall be taken by those present at the meeting, and the candidate receiving an absolute majority of votes, after an elimination process if necessary, shall be declared elected.
26. An elimination process will be conducted on a single ballot paper where more than two candidates are proposed for one position, or where more than three candidates are proposed for two General Executive positions. In such cases, voters will be asked to indicate their numerical preference for all candidates listed in the order of their preference. After each round of voting, the candidate with the fewest first place votes will be eliminated and a new

round of voting is done with the remaining candidates. When only two candidates remain in a round, the candidate with the most votes wins the election. In the case of an election for the two General Executive positions, when only three candidates remain in a round, the two candidates with the most votes win the election.

27. In the case of equality of votes in the final round of an elimination process, the name / names of successful candidates will be that / those drawn first from a box containing the names of the candidates remaining.
28. The meeting will appoint two tellers who will collect and count the votes.