

General Committee Provisions and Standing Orders

Contents

1. Committee relationship with the Board.....	2
2. Terms of Reference	3
3. Membership of the Committee.....	3
4. Committee Meetings.....	4
5. Committee Roles	5
6. Decisions of Committees.....	6
7. Sub Committees and Working Groups	6
8. Annual Meeting (AM).....	7
9. Extraordinary Meeting (EM).....	9
10. Disciplinary Matters	9
11. Canoeing Ireland Safeguarding Policy	10
12. Canoeing Ireland Policies	10
13. Commercial Strategy	10
14. Anti-Doping	10

Table of Figures

Table 1 Annual Meeting Timelines.....	7
Table 2 AM Quorum	8
Table 3 Procedure for requesting EM	9

1. Committee relationship with the Board

- 1.1. The Board of Canoeing Ireland have approved these Standing Orders as a standard set of rules and procedures for each Committee to operate to. This ensures best practice and better governance in how we do our business. In preparing these Standing Orders the Board sought external expertise, internal guidance and consulted with each Committee for input prior to approving the Standing Orders.
- 1.2. The Board want each Committee to manage and run the affairs of its own Discipline through its own Committee Structure and with its own Terms of Reference. While doing so the Board requires each Committee to operate to the highest standards of governance and to ensure that each is operating within the overall Canoeing Ireland financial, insurance and governance framework.
- 1.3. If for any reason a committee fails to conduct its business in accordance with its terms of reference, fails to hold an Annual Meeting, fails to elect a committee or fails to carry on the work of the Committee then the Board of Canoeing Ireland reserve the right to constitute the Committee and/or to take on the role and responsibilities of the committee for a specified period until any outstanding matters can be resolved.
- 1.4. Each Committee shall keep minutes of its meetings which shall be made available to the Board as and when required.
- 1.5. The Board shall arrange a Committee forum up to four times per year. Committees shall be invited to attend to present a report on their activities, plans and updates and to share and discuss developments with the Board and other Committee members. Each Committee shall prepare a report and presentation in advance at this meeting.
- 1.6. Each Committee shall work closely with the CEO and Board of Canoeing Ireland on its activities and business. In particular each Committee shall liaise with the finance team of Canoeing Ireland in accordance with clause 4.4 below.

2. Terms of Reference

- 2.1. Each Committee shall have its own Terms of Reference setting out the specific role and remit of the discipline it is responsible for.
- 2.2. The Board of Canoeing Ireland shall approve the Terms of Reference for each Committee.
- 2.3. The Committee shall operate in accordance with their Terms of Reference at all times and these standing orders.

3. Membership of the Committee

- 3.1. The Term of each Committee member shall be for no longer than two years.
- 3.2. The maximum number on each Committee shall be as stated in the committee ToR.
- 3.3. All committee members elected or appointed, as officers are eligible for re-election or reappointment but should not serve for more than four consecutive years in any one position.
- 3.4. All persons going forward for election must be a club or individual member of Canoeing Ireland and must maintain their membership for their full term in office. Committees may include additional criteria such as skill sets requirements or specific involvement in discipline events in their election criteria.
- 3.5. Committee's may appoint non-members to the Committee outside of the election process if particular expertise or skill sets are required. This can be undertaken through a nominations and appointments process. Board approval is required for appointed members.
- 3.6. The Terms of Reference for each Committee shall set out the specific roles available on that Committee for election and/or appointment.
- 3.7. Elections shall take place at the Annual Meeting of the Committee. Non-elected nominations and appointments shall take place once the composition of the elected Committee is known, and an evaluation of skill sets is undertaken.
- 3.8. Committee's may appoint suitable members to fill casual vacancies until the next AM. All committee appointments must be approved by the board.
- 3.9. Committee members shall be covered under Canoeing Ireland's insurance.
- 3.10. All Committee members shall comply with Canoeing Ireland's Safeguarding Policy and those who engage with or have access to children or vulnerable adults shall be Garda vetted.
- 3.11. Each Committee shall appoint a member to act as its Children's Officer for the discipline and its events. This person shall be Garda Vetted and have completed SG1. The Committee Children's Officer shall be responsible for liaising with the National Children's Officer(s) and ensuring adherence to the Canoeing Ireland Safeguarding Policy.

3.12. Committee members will actively engage in the work of the committee within and outside meetings including:

- a) Preparing for meetings by reading papers/material sent in advance.
- b) Abiding by the decisions of the Committee.
- c) Ensuring confidentiality of information provided where specified.
- d) Actively engaging in discussion and decision-making processes.
- e) Discussing and disseminating information
- f) Communicating relevant issues to the Chair for the agenda
- g) Contributing to the development of and providing feedback on documents received.
- h) Engaging with other committees and relevant stakeholders, as and when necessary.
- i) Ensuring that assigned actions are followed through and reported on in the time frame agreed to.
- j) Familiarising themselves with the Constitution, policies, rules and guidelines of Canoeing Ireland and the Terms of Reference, rules and guidelines of the Committee

4. Committee Meetings

4.1 The Committee shall hold no less than 5 meetings in each year.

4.2 The quorum for Committee meetings shall be 50% plus 1.

4.3 Meetings may be held via conference call.

4.4 At least 3 days before a meeting, Committee members will be sent notice of the details of the time and venue of the meeting, the minutes of the preceding meeting, an agenda stating the business to be transacted at the meeting and briefing documents and reports for the agenda items to be transacted at the meeting.

4.5 Unless there are exceptional circumstances, documents and reports to be considered on the agenda shall not be considered at a Committee meeting unless they have been made available to all members in advance in accordance with the above arrangements.

4.6 At the beginning of each meeting, the minutes will be considered and approved by that meeting, with or without amendment. Until approved, no discussion shall be allowed on the minutes except as to their accuracy. The minutes so approved shall then be deemed to be a true record of the proceedings to which they relate. The Secretary shall maintain a register of the approved Committee minutes and a copy provided to the Board of Canoeing Ireland

4.7 Notice of a member's request to have any item included in the agenda for a meeting shall reach the Secretary not less than 5 days prior to the date of the meeting. Requests to include any item for inclusion on the agenda shall be considered at the discretion of the Chair.

4.8 An item on the agenda as sent to the members may not be removed without the consent of the Chair.

4.9 Members shall sign and comply with the code of conduct and register of interests prior to sitting on the Committee.

5. Committee Roles

- 5.1 Each Committee shall clearly set out the role and remit of each member of the Committee in its own Terms of Reference.
- 5.2 As a minimum the Chair shall be responsible for: -
- Chairing all committee meetings.
 - Ensuring that meetings are held as necessary.
 - Implementing policy and ensuring action is taken on committee decisions.
 - Representing the committee at Canoeing Ireland meetings.
 - Exercising a casting vote when required.
 - Such other duties as the Committee may delegate.
- 5.3 As a minimum the Secretary shall be responsible for: -
- Organising meetings and papers for meetings.
 - Handling correspondence in conjunction with the Chair.
 - Notifying all clubs of the date, venue and the time of any general member meetings
 - Recording the minutes and decisions of all meetings and circulating these in advance.
 - Ensuring agenda and papers are circulated to members within 3 days of meetings.
 - Notifying clubs of changes in rules and regulations.
 - The secretary shall chair any meeting in the absence of the Chair.
 - Such other duties as the Committee may delegate.
- 5.4 As a minimum the Treasurer shall be responsible for: -
- Liaising with Canoeing Ireland to operate the Committee bank account including matters relating to expenditure.
 - Forwarding on an annual basis, details of the financial controls in place in respect of the bank account including the 3 named signatories
 - Complying with the Canoeing Ireland financial control policy
 - Updating the Canoeing Ireland CEO with regard to any information required in respect of the Bank account or other financial management information in relation to the operation of the Committee as and when required.
 - The reconciliation of the bank account.
 - Accounting for of all monies collected on behalf of the Committee and ensuring accounting records including income and expenditures are up to date and accurate.
 - Liaising with Canoeing Ireland in respect of grant applications
- 5.5 Other member's roles shall be set out in the Committees Terms of Reference.
- 5.6 CI recognises the importance of diversity for good governance and encourages all Committees to consider diversity when making Committee appointments or when advertising committee vacancies for election. Some committees may also need to consider the role of young people within their discipline and representation of young person's voice on their committee.

6. Decisions of Committees

- 6.1 The normal practice shall be to record only key discussions and Committee decisions in the minutes. Committee members' names shall not be recorded in the minutes unless by special request.
- 6.2 A Member should absent himself/herself when the Committee is deliberating or deciding on matters in which that member (other than in his/her capacity as a member of the Committee) or a person or body connected with the member has an interest or conflict of loyalties.
- 6.3 Where a question arises as to whether or not a case relates to the interests of a member, or a person or body connected with that Member the Chair of the Committee should determine the question.
- 6.4 Should a matter relating to the interests of the Chair arise, he/she should depute another Member to chair the Committee meeting and should absent himself/herself when the Committee is deliberating or deciding on a matter which the Chair, or a person or body connected with the Chair, has an interest.
- 6.5 Where a decision has been taken, and a member or members wish to have the matter reconsidered at a subsequent Committee meeting then, either:
 - a) There shall be present to discuss the matter at least 75% of those in favour of the original decision; or
 - b) A motion proposed by the member or members requesting reconsideration shall have been circulated at least 15 days before the meeting takes place: or
 - c) Material information is made available that was not known to Committee members originally. The Chair will make the decision as to whether the information is material or not. Where the Chair determines the information as material, the information can only be considered if the procedures under either of (a) or (b) have been satisfied.
- 6.6 The Committee shall normally make all decisions in session at its meetings, but the Committee may authorise certain decisions can be made outside of meetings.

7. Sub Committees and Working Groups

- 7.1 The Committee may appoint sub-committees or working groups for particular purposes.
- 7.2 A terms of reference shall be agreed to set out the role and purpose of the sub-committee.
- 7.3 The Committee shall approve the composition of each sub-committee or working group.

8. Annual Meeting (AM)

8.1 Business of AM shall be to.

- a) Approve the minutes of the previous annual meeting.
- b) Receive the committee's annual report.
- c) Review the annual accounts as presented by the Treasurer.
- d) To elect or approve committee members.
- e) Determine policies and objectives for the coming year.
- f) Discuss any correctly submitted motions, policy or other matters correctly set on the agenda.

8.2 Notices /Agenda

- a) An AM shall be held every year but no later than 15 months shall lapse between meetings. Committees may determine the date of their AM.
- b) The agenda shall be set by the Committee but any member who wishes to raise a matter for consideration or motion shall contact the Secretary per the timeline in Figure 1. The Committee shall consider if the matter is appropriate for the business of the AM.
- c) The notice and agenda shall be posted on the Canoeing Ireland website and social media platforms and the website and social media pages of the hosting discipline if they exist per the timeline in Table 1, specifying the place, day and time of the meeting.
- d) The accidental omission to give notice of a meeting to, or the non-receipt of such notice, or the agenda, by, any person entitled to receive such notice or agenda shall not invalidate any resolutions passed or proceeding at any meeting.

Committee	Committee Publish Notice, Agenda, Registration Instruction, nomination instruction & Financial Statements	Final date for receipt of Motions, Nominations & Questions on financial statements	Committee Publish Final Agenda, Motions & Nominations
Freestyle	28	14	7
Marathon	14	7	3
Paddlesurf	28	14	7
Polo	21	7	3
Slalom	28	14	7
Sprint	28	14	7
TDU	28	14	7
Wildwater	28	14	7

Table 1 Annual Meeting Timelines

8.3 Attendance and Eligibility to Vote

- a) Members who wish to attend and vote shall be required to pre-register for the AM by completing a registration instruction issued by the Committee.
- b) Only those members who have pre-registered shall be entitled to vote on the day.
- c) The Secretary shall be responsible for correct pre-registration of those entitled to vote in accordance with proof of CI membership on the members database.

- d) One vote per member (club or individual CI member).
- e) Membership is determined in accordance with the rules set out by the Committee and no person or club shall be entered on the CI database unless the member is in compliance with such rules.
- f) The Committee may allow members to attend the meeting who have not pre-registered in accordance with the notice but shall not allow these members vote.
- g) All attendees shall sign the supervised register of attendance on arrival and if eligible to vote will be issued with distinctive voting cards by reference to the pre-registration process.
- h) In the event that the AM is held via an online conferencing facility a voting procedure, approved by the board, will be communicated to the attendees.
- i) The registry of members shall be made available at the meeting if requested.
- j) In general, only members over the age of 18 shall be allowed to vote. Due to the membership base of some committees, they may need to consider allowing young person's 16-18 to vote at the AM but such voting shall be limited by the Committee and clearly set out in their Terms of Reference and agreed with CI.

8.4 Elections

- a) Members who wish to put themselves forward for election shall complete an election nomination form which shall be issued by the Committee.
- b) The nomination form must be completed by the candidate who shall be proposed by two members entitled to vote. The Committee shall put their own administrative procedures in place for receipt of such nomination forms.
- c) The Committee shall advise members of those persons putting themselves forward for election in advance of the meeting per the timeline in table 1.

8.5 Procedures at the AM.

- a) Only the business notified in the agenda shall be transacted.
- b) No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business.
- c) The quorum shall be as specified in table 2.

Committee	Quorum (Must be entitled to vote)
Freestyle	20
Marathon	20
Paddlesurf	10
Polo	15
Slalom	15
Sprint	15
TDU	15
Wildwater	10

Table 2 AM Quorum.

- d) In order for the meeting to take place 1/2 of the outgoing Committee must be present.
- e) If within half an hour of the time appointed for the holding of a general meeting a quorum is not present the meeting shall stand adjourned until a time and place to be fixed by the

Committee.

- f) The Chair of the Committee shall preside as Chair at every annual meeting, but if the Chair is not present within 15 minutes of the time appointed for holding the meeting, or if s/he is unwilling to preside, the Committee members present shall choose another member of the Committee or if no such person is present, or if all the members Committee present are unwilling to preside, shall choose one of their members present to preside.
- g) Decisions shall be taken by a simple majority.
- h) The Chair shall not vote, except that in the case of equality of votes the Chair shall be entitled to a casting vote.
- i) The Returning officers, if required shall be appointed by the outgoing Chairman, or may be agreed by the voting majority.
- j) Proxy voting is not permitted.
- k) Voting will normally take place in two rounds. The two candidates with the highest number of votes will go forward to the second round, which will elect the position with a majority show of hands. (In the event that candidates tie for second in the first round, one of those candidates should be chosen to go forward to the second round with a majority).
- l) Any change to this voting methodology which may be passed at an AM shall not have effect unless approved subsequently by the Board of CI.
- m) Committees are subject to Board approval.

9. Extraordinary Meeting (EM)

- a) An EM may be called at any time by the Committee or within 14 days of the receipt by the Committee Chairperson or the Committee Secretary of a requisition signed as outlined in Table 3 and stating reason for the request/ in the form of a motion the business to be transacted.
- b) All the rules and procedures which apply to the AM shall also apply to any ECM.

Committee	Requirements to request an ECM
Freestyle	3 Officers or 15 Members
Marathon	20 Marathon Paddlers
Paddlesurf	10 Members
Polo	35 Members
Slalom	10 Members
Sprint	5 clubs or 15 Members
TDU	25 Members or 2/3 of the Committee
Wildwater	10 embers

Table 3 Procedure for requesting EM.

10. Disciplinary Matters

- 10.1 Each Committee shall establish their own process and procured for breaches of competition rules.
- 10.2 All other disciplinary matters or complaints shall be lodged with Chair of the Committee and an assessment shall be carried out to establish if the complaint can validly be dealt with under these Canoeing Ireland Disciplinary Policy. Matters which are more appropriate for the Canoeing Ireland Safeguarding Policy shall be further referred under that policy.
- 10.3 The committee will comply and work with the Complaints and Disciplinary Rules and Procedures of Canoeing Ireland when needed.

11. Canoeing Ireland Safeguarding Policy

The Committee will follow the Canoeing Ireland Safeguarding Policy.

12. Canoeing Ireland Policies

The Committee shall comply with all Canoeing Ireland policies.

13. Commercial Strategy

The Committee shall follow the Canoeing Ireland commercial strategy and brand guidelines at all times consulting with Canoeing Ireland on potential commercial partnerships, sponsorships, or fundraising activities in advance.

14. Anti-Doping

All Committees shall ensure Athletes adhere to Sport Ireland Anti-Doping Rules.

Date	Version	Amendments	Approved
09/08/2021	1	New Doc	Board
29/03/2023	1.1	Polo, Quorum and Notice Timeline	Board