

STANDING ORDERS FOR SWIM IRELAND GENERAL MEETINGS

Ordinary Business and Motions

- 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, as is reasonably possible, 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.

Amending a Motion

- A motion can be withdrawn by the mover only with the consent of the majority of Delegates present. If an amendment has been proposed to the motion, the consent of the proposer and seconder of the amendment to the withdrawal of the motion will first be required.
- A proposed amendment cannot be allowed if it such as to constitute a direct negative of the motion.
- When an amendment is moved it takes priority over the original motion and must be voted upon before the original motion can itself be put to the meeting for a vote.
- An amendment may not be proposed to any motion already passed by the meeting. A person may move only one amendment to each motion. If he/she has previously moved or seconded the motion he/she may not move or second an amendment to it, although he/she can speak on any amendment, which may be moved by another Delegate.
- When amendments have been disposed of, they will, if passed by the meeting, be incorporated in the original motion in the form of a substantive motion and this must then be put to the meeting for a vote.

Procedural Matters

- The Chair is responsible for timekeeping and ensuring that the meeting starts and finishes on time.
- All Delegates who wish to speak **MUST** approach and speak from the podium.
- The period allowed for each speaker on each motion will be 2 minutes subject to the discretion of the Chair who shall be responsible for regulating the time in this regard.
- The Chair will rule on any question relating to procedure.
- All speakers should address the Chair. All other Delegates should remain quiet and points of information will only be allowed at the discretion of the Chair.
- All Delegates should observe the ruling of the Chair on any matter. His/her ruling shall be final in relation to points of order.
- The Delegate raising a point of order should do so by putting a briefly worded question to the Chair.

Adjournment

- The Chair, with the consent of a meeting at which a quorum is present, or if so directed by a majority voting at the meeting, adjourn the meeting from time to time and from place to place.
- A motion for adjournment of the meeting may be moved or seconded by any Delegate who has not hitherto spoken in the debate on the motion then under consideration.
- If seconded, it supersedes the motion or amendment before the meeting and constitutes a new question upon which any Delegate may speak.
- A motion for adjournment may be amended but only as to the time, date and place of the adjourned meeting or debate. A motion for adjournment cannot be moved during the election of the Chair.

Voting

- The Chair shall have a “casting vote” in accordance with the Articles of Association of Swim Ireland. By “casting vote” is meant a second vote exercisable by the Chair of a meeting in addition to his/her own vote as a Delegate.
- Once a motion has been voted upon and has achieved the requisite majority, it becomes a resolution of the meeting. It can be rescinded only by a subsequent resolution of the same body passed at a later duly convened meeting.
- A resolution put to the vote of the meeting should be decided by a show of hands, unless a poll is necessary.
- Voting shall be either by (a) unanimous consent; (b) voice; (c) standing vote (or raising of hands); or (d) voting by ballot.