

### **Council's Standing Orders**

1. A list of Council and Standing Committee Meetings shall be approved at the July Meeting of Council. Additional Meetings may be called should the Chairman of Council or of the respective Standing Committee deem such action necessary. The Chairman 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 of The Association. The Chairman and Vice-Chairman of Council shall be elected annually at the July Meeting in accordance with the Articles, and the election of Chairman and Vice-Chairman of each Standing Committee at the first Meeting of the respective Committee following the July Meeting of Council. No Member of Council shall be permitted to be either Chairman or Vice-Chairman of more than one Standing Committee. No Member of Council, except an Executive Officer, shall serve on more than three Standing Committees.
2. The Chief Executive of the Association shall give not less than four days notice of every Standing Committee Meeting together with an agenda of business.
3. 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 a Member concerned and any notice in the name or on behalf of the Divisional Committee is not permissible. Apologies for absence can only be received if tendered prior to the meeting either in writing or verbally.
4. The Minutes of the last preceding Council Meeting shall be confirmed and reports presented of all meetings of Standing Committees, etc., which have taken place since such Council Meeting. A Member may then ask the Chairman of a Committee any question upon the proceedings of the Committee then before the Council. Where the reply to any question cannot be conveniently given orally, it shall be deemed 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. The Chairman shall control the order in which the agenda will proceed.
5. Members on speaking shall rise and address the Chairman 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 Chairman rises to speak no Member shall stand or remain standing and a Member shall not rise until the Chair has been resumed.
6. 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 Chairman's attention to a point of order.
7. 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.

8. 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.

9. Voting shall be by a show of hands unless a formal division is demanded by three voting Members.

10. 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.

11. Business under any notice appearing on the agenda shall not (except with the Council's consent) be proceeded with in the absence of the Member sponsoring same unless the latter has given written authority for it to be taken up by another Member.

12. If in the opinion of the Chairman at any Council Meeting a motion on the Agenda is of an objectionable character he shall put it to a vote, without discussion, whether the same shall be entertained or not. If three-fourths of the Members present decide not to entertain such motion it shall be considered disposed of for that day.

13. For any Standing Committee, Divisional Committee, Disciplinary Panel or any other ad-hoc Committee the quorum shall be not less than half of the membership or three members, whichever is the greater. If and when the Chairman's attention is drawn to the fact that a quorum is not present he, after verifying the statement shall declare the meeting at an end and the names of those who are present shall be recorded in the Minutes.

14. Reports of Committee Business shall be presented to the Council in writing and after adoption a note of their reception shall be entered in the Minutes of the Council.

15. Pursuant to Article 55 of the Articles of Association of the Kent County Football Association Limited the Council shall establish the following Standing Committees to provide advice, guidance and support to the Board of Directors and to the Council:

(a) Referees Committee with responsibility for all matters relating to referees. Members of Council within the FA Promotion Structure or Kent FA Promotion Scheme shall not be eligible to serve on the Committee.

(b) Competitions Committee with responsibility for all matters relating to County Cup Competitions (excluding the appointment of match officials), for youth football and for County representative football.

(c) Governance Committee with responsibility for all relevant regulatory, legal and administrative practices of the Kent FA, affiliated Leagues and Competitions and Clubs, including compliance with the Articles of Association and with FA Rules and Regulations.

(d) Development Committee with responsibility for ensuring that the Kent FA reflects the needs of the football community at all levels and prioritises its resources on those areas of the game that require developing.

(e) Strategy & Partnerships Committee with responsibility for advising the Board of Directors on future strategy for the development of grass roots football in Kent.

Standing Committees shall plan to meet 3 times a year, although additional meetings may be held if required. Each Standing Committee, at its first meeting following the Annual General Meeting of the

Association, 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.

16. The Board of Directors shall establish an Appointments Panel on such basis as they deem appropriate with executive authority to make appointments annually to each Standing Committee and, where considered necessary, to appoint replacements. Membership of Standing Committee Working Groups will be open to non-Council Members.

17. A representative of the Kent Referees Association and of the Kent Schools Football Association appointed in accordance with Article 43 of the Articles of Association of the Kent County Football Association Limited shall be co-opted to serve on the Referees Committee and Development Committee respectively and shall have full speaking and voting rights thereat. The representatives of the Kent FA Youth Council appointed in accordance with Article 43 may be co-opted onto Committees or Working Groups as deemed appropriate by the Board and shall have full speaking and voting rights thereat.

18. The Board shall appoint a Disciplinary Panel whose purpose shall be to provide advice, guidance and support to the Board and Council on all relevant matters to ensure the effectiveness of the Kent FA's disciplinary procedures. The Disciplinary Panel is responsible for ensuring that the Kent FA deals with all disciplinary and misconduct in accordance with FA regulations. The Panel will annually elect a Chairman and Vice Chairman. No person may be appointed as Chairman or Vice Chairman if they have reached the age of 72.

19. Four geographical Divisional Committees operate on behalf of the Council within the following terms of reference:—Divisional Committees shall annually elect a Chairman, Vice-Chairman, 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 his 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.

20. The President shall be an ambassador to promote the corporate identity of the Association and to 'champion' its work. He shall be a sound counsellor at all times and to guide the Association. He shall represent the Association at public functions. He shall safeguard the activities of the Association and ensure its core values and policies are protected. He shall act as a 'civic leader' on ceremonial occasions and functions. He will act as a mediator if there is conflict within Council. The President shall hold no Executive role within the Association.

21. Pursuant to Article 49 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 31<sup>st</sup> March in any year, by the proposer and seconder, for presentation, initially, to the Board and thence to Council.

22. 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 31<sup>st</sup> March in any year, by the proposer and seconder, for presentation, initially, to the Board and thence to Council.

23. Pursuant to Article 51 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.

24. 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 County Football Association Limited, 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.

25. The Chairman of Council, in his discretion shall have the right to set up a Commission of Enquiry with such powers as may be deemed necessary and expedient if, in his 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.

26. Minutes of Council and Committee Meetings shall be circulated to Members.

27. Business which is not on the agenda shall not be considered by the Council unless, without discussion, three fourths 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 three-fourths of the voting Members present and voting.