

## **STANDING ORDERS**

### **NATIONAL COUNCIL STANDING ORDERS (update 30 July 2015)**

#### **Preamble**

Article 36 defines the role and responsibilities of National Council as follows:-

#### **36 National Council**

*36.1 There shall be a National Council consisting of one National Councillor appointed by each County Association.*

*36.2 The duties of the National Council shall be:*

*36.2.1 to act as a channel of communication between the Board and Affiliated Organisations and Affiliated Members;*

*36.2.2 to consider matters referred to it by the Board, Affiliated Organisations and Affiliated Members;*

*36.2.3 to make recommendations to the Board.*

*36.3 The National Council shall prescribe and regulate its own procedures.*

Regulations C13 and C14 provide for the election of National Councillors and Deputy National Councillors as follows:-

*13 Between 1st May and 15th June each year the managing committee of each County Association may elect an affiliated member as its National Councillor to represent the County from the next ETTA AGM to the following one, after considering all nominations submitted to them by members of that Association.*

*14 A County Association may elect also another affiliated member as its deputy Deputy National Councillor, who shall be entitled to attend and vote at a National Council Meeting in the absence of the National Councillor.*

In accordance with Article 36.3 National Council has prescribed the Standing Orders below which remain in force until amended or rescinded. These Standing Orders shall be read as being consistent with the Articles and Regulations and in the event of any conflict arising the Articles and Regulations shall prevail.

#### **1. Meetings**

1.1 National Council ('Council') shall hold ordinary meetings quarterly.

1.2 The Council Secretary shall, with the agenda for the first meeting after 31 March each year, send each National Councillor ('Councillor') a list of the dates of Council meetings up to and including the day of AGM the following year.

1.3 A special meeting shall be held on receipt by the Council Secretary of a request by the Company Chairman or by 15 Councillors in writing.

#### **2. Council Chairman**

2.1 At its first meeting after the AGM each year Council shall elect (or make arrangements for the appointment of) a Councillor to act as Council Chairman until the following AGM.

2.2 If the person elected as Council Chairman is absent Council shall elect (or make arrangements for the appointment of) another Councillor to be Council Chairman during the absence.

### **3. Council Secretary**

3.1 The CEO shall appoint a senior staff member as Council Secretary.

3.2 The Council Secretary shall support Council working with the Council Chairman.

3.3 The Council Secretary may, with the approval of the CEO, delegate any particular duty to another staff member.

### **4. Other attendees**

4.1 The Directors, Heads of Department, President, Regional Committee Chairmen, Rules Committee Chairman and a representative of each of BTTAD, BUCS, ESTTA and VETTS may attend Council meetings and speak but not to vote.

4.2 Subject to agreement of the Council Chairman the CEO may authorise other members of staff to attend Council meetings.

4.3 The Council Secretary may, with the approval of the Council Chairman, invite any other person to attend a meeting.

### **5. Preparation**

5.1 At least 35 days before an ordinary meeting (the 'reminder date') the Council Secretary shall remind Councillors of anything that must be submitted to him in advance of the meeting and the date by which it must be submitted.

5.2 At least 28 days before an ordinary meeting (the 'submission date') any nominations, written questions, motions, papers, reports or topics for the agenda shall be submitted to the Council Secretary

5.3 At least 14 days before an ordinary or special meeting (the 'circulation date') the Council Secretary shall circulate to those entitled to attend notice of the place, date, time agenda and all papers and other information to be considered at the meeting.

5.4 All communications sent to Councillors shall be copied to others entitled to attend the meeting and to Deputy National Councillors.

5.5 Documents and information shall normally be transmitted electronically. A Councillor without electronic access shall discuss alternative arrangements with the Council Secretary.

5.6 Where it is essential that a particular document is available in hard copy for members during the meeting to aid discussion, it will still only be circulated electronically but the email circulating it to members will advise that it will also be made available in the ante room before the meeting.

## **6 Agenda**

6.1 The Council Secretary shall draft the agenda for approval by the Council Chairman.

6.2 The agenda shall contain indicative timings for each item but the Council Chairman may vary the timings during the meeting.

6.3 If it appears impossible for all business to be considered in the time available the Council Secretary shall list at the end of the agenda items (other than items submitted by a Councillor) to be stood over to the next meeting.

6.4 The agenda may be varied by a majority of the Councillors present and voting.

6.5 In drafting the agenda the Council Secretary shall ensure that BTTAD, BUCS, ESTTA and VETTS each have the opportunity to submit a report or topic paper and have the opportunity to present orally annually.

## **7. Attendance and apologies**

7.1 At every meeting there shall be a register which every person attending (whether or not a member of Council) shall sign.

7.2 A Councillor or other person entitled to attend but unable to do so may request a colleague or the Council Secretary to record apologies against his name in the register. Should a National Councillor be unable to attend an a National Council meeting and wish their Deputy to take their place the General Secretary should be made aware as soon as possible before the meeting.

7.3 The names of those attending and those submitting apologies shall be stated in the minutes.

7.4 Apologies will not be on the agenda but the Secretary to the meeting will record this.

## **8. Reports**

8.1 The Council Chairman shall give an oral introduction to the meeting and shall have the option to submit a written report by the submission date. The Company Chairman shall with the oral or written report table the minutes of Board meetings held since the previous Council.

8.2 The Table Tennis England Chairman, CEO and Heads of Departments shall submit written reports by the submission date.

8.3 Any financial content in a Head of Department's report shall be subject to the approval of the Treasurer.

8.4 A Councillor or other person entitled to attend may submit a written report for the information of Councillors by the submission date. Such a report shall be circulated with the Council papers but shall not normally be presented orally.

## **9. Questions**

9.1 A Councillor may ask the Company Chairman a question immediately after the oral introduction.

9.2 A Councillor may ask a person submitting a written report an oral question on their report or concerning their area of responsibility.

9.3 A Councillor may ask a person submitting a written report a written question at any time before or on the day of the meeting and the question and a written answer shall be included in the minutes.

9.4 The CEO shall answer or arrange for another person to answer any question to a Head of Department who is absent.

9.5 The Treasurer shall have the option to respond to any question on a financial matter.

## **10. Motions and topics for the agenda**

10.1 A Councillor may, by the submission date, submit a motion for the agenda together, if desired, with a supporting paper for circulation with the Council papers.

10.2 A Councillor may formally propose that any part of a report which has been submitted should be reconsidered

10.3 Any person entitled to attend the meeting may by the submission date submit a topic for debate together, if desired, with a supporting paper for circulation with the Council papers. The Council Chairman shall determine which topics shall be included as agenda items.

## **11. Quorum**

11.1 No formal resolution shall be passed by Council unless a quorum of 15 voting members is present but the absence of a quorum shall not prevent the rest of a meeting proceeding.

## **12 Order of debate**

12.1 A person may address the meeting only after being invited to do so by the Council Chairman.

12.2 Every speaker (except the Council Chairman or a speaker physically unable to do so) shall stand and state his name and county or other status.

12.3 When the Council Chairman speaks those present shall resume their seats and be silent.

12.4 A point of order shall take precedence over other business.

12.5 The Council Chairman's decision on a point of order shall be final.

12.6 Unless specifically permitted by the Council Chairman a member shall not speak more than once on a motion, except that the proposer of a motion shall have the right of reply before it is put to the vote.

12.7 A motion or amendment, unless proposed by the Council Chairman, shall be proposed and seconded before being open for debate.

12.8 Only one amendment shall be taken at a time. If an amendment is agreed it becomes the substantive motion, to which further amendments may be proposed; if it is not agreed, other amendments may be proposed. When all amendments have been disposed of the substantive motion shall be debated and a vote taken.

### **13 Financial interests**

13.1 A person present who has (or whose spouse, domestic partner, child, parent or sibling has) a financial interest in a subject under discussion shall immediately declare that interest and withdraw from the meeting and shall not return until discussion of that item is completed.

### **14. Subjects not for debate**

14.1 Council shall not discuss the evidence heard by the Disciplinary Committee or a panel of the Board of Appeal in a hearing, nor its findings, nor the penalty imposed in any particular case.

14.2 A Councillor wishing to express dissatisfaction with the conduct or performance of a member of staff shall not raise the matter in Council but shall send details in writing to the CEO, who shall investigate the complaint, take any appropriate action and respond to the complainant.

### **15 Sub-groups**

15.1 It shall be competent for the agenda to specify that Council will divide into several smaller groups to discuss a particular item.

### **16 Voting**

16.1 Every question at a meeting of Council shall be determined by a simple majority of voting members on a show of hands. If there is an equality of votes the Council Chairman shall have a second or casting vote.

16.2 If requested by the Council Chairman or two or more Councillors the voting figures shall be recorded.

## **17 Council minutes**

17.1 The Council Secretary shall ensure Council minutes are taken and circulated in draft to Councillors within 14 days of the meeting.

17.2 A Councillor who considers that a draft Council minute is inaccurate shall inform the Council Secretary in writing within 14 days of receipt of the draft stating the precise rewording requested. All additions will appear in italics and deletions will be struck through. If the Council Chairman agrees with the request the Council Secretary shall incorporate the rewording in the final draft which shall to be circulated as soon as possible thereafter. The final draft shall indicate any amendment made.

17.3 At the following meeting Council shall be asked to approve that the Council Chairman sign the Council minutes as a true record.

17.4 A Councillor whose proposed rewording is not incorporated in the final draft may move it as a formal amendment to the proposal that the Council minutes be signed as a true record.

## **18 Other papers**

18.1 The Council Secretary shall circulate electronically to Councillors and Deputy National Councillors all non-confidential Board and committee minutes and other relevant documents as soon as they are available but such minutes and papers shall not in themselves be agenda items. Issues relating to them shall be raised directly with the relevant department head by direct contact or if relevant, under the relevant department head report.

18.2 As far as reasonably practical the Council Secretary shall on request supply a Councillor with an electronic copy of any other non-confidential information or document which he needs to carry out his responsibilities