

# **CUALA**

**Hurling Football and Camogie Club**



**Annual General Meeting**

## **Standing Orders**

**A Guide for Members**

**Version 1 November 2008**



## **Cuala GAA Club**

### **AGM**

The Annual General Meeting (AGM) is the single most important meeting of the year for all GAA clubs. It is where account is given of the stewardship of the club for the previous year and where tentative plans for the following year are laid out. The AGM is also the meeting where the new Coiste (the executive of the club) is elected and where Motions & Resolutions are debated and voted upon.

### **Constitution**

The Constitution is the overall rulebook for the club. Nothing in these "Standing Orders" can set aside any part of the Constitution.

### **Who can attend?**

Anyone who is a paid up Adult member, regardless of when they paid, is welcome to attend but there are tighter rules on who can vote.

From time to time, Coiste may invite special guests (e.g. public dignitaries, GAA officials etc) to observe or address an AGM. The presence of any Guests will be notified to the membership and Guests cannot vote.

### **Agenda**

The Agenda will be determined by anrunai and notified to members in advance. Whilst the precise running order may vary in any year, in general, the sequence will be

- Registration
- Failte An Cathaoirleach
- Adoption of Standing Orders
- Election of Tellers
- Ballots for Officers, Representatives and Other Coiste Members
- Minutes of Last AGM
- Chairperson's Address
- Secretaries Report
- Treasurers Report
- Games Committees Reports
- Other Reports
- Motions & Resolutions
- Amendments to Byelaws
- Any other Business
- Close



## **Cuala GAA Club**

### **Registration**

The Club Registrar will have a Registration List of the Full Members. On entry, Full Members will be invited to sign-in against the Registration List and they will be given a Voting Card.

Before Counting of Votes begins, the total number of Members registered, adjusted for those who remain absent from the meeting, will be advised to the Tellers.

### **Voting Cards**

Voting cards serve two purposes -

Show of hands voting – members will be invited to hold aloft the Voting Cards

Obtaining Ballot Papers - Tellers will recover Voting Cards in exchange for Blank Ballot Papers. They will re-issue Voting Cards in exchange for completed Ballot Papers in case they are needed later (e.g. further ballots on Motions or Nominations from the floor.)

Any members leaving the meeting, temporarily or permanently, must surrender their Voting Card to the Registrar. Members can rejoin the meeting and their Voting Cards will be restored to them.

### **Who can Vote?**

The Constitution places a strict interpretation on who can enjoy the full privileges of the club, including voting. Only fully paid up adult members who have paid their subscription before 1<sup>st</sup> March can vote at the AGM. If you have paid after this date, you will not be able to vote and you may be directed to sit in a designated section of seating.

### **Tellers**

Tellers are independent Members present at the AGM who have no vested interest in the outcome of votes and who are regarded by those present to be trust-worthy and honest. Tellers are proposed and seconded at the AGM and are responsible for distributing Ballot Papers, counting votes and advising results to the Cathaoirleach

### **Ballot Papers**

Ballot Papers with candidates' names and the roles against which they have been nominated will be prepared in advance of the AGM. These Ballot Papers will be held by the Rúnaí and passed to the Tellers on their election.

### **Voting & Counting Procedures**

The basic rules for the running of the AGM are laid down in the club Constitution but the finer details are decided by the Coiste and are set out in the **Guide to Voting Procedures**.



## **Cuala GAA Club**

### **Unfilled Vacancies**

If a position does not receive formal nominations or if a nominated candidate is rejected by the meeting, the Cathaoirleach will invite Nominations from the floor. If no nominations are forthcoming or if that candidate is also rejected, the vacancy will be referred to the incoming Coiste who will deal with it according to the rules laid out in the Constitution.

### **Motions**

The Proposer of a Motion will be offered the option to stand at the front of the meeting and speak in favour of the motion for up to 5 minutes

10 minutes will be reserved for discussion from the floor with a further 2 minutes for the Proposer to reply. The Cathaoirleach will then call for a vote. Voting will be by "show of hands – in effect, the holding aloft of Voting Cards.

Amendments to a motion may be proposed and seconded – in which event, a vote on the amendment will be taken before any vote is taken on the original/amended motion.

Tellers will count the votes for and the votes against the adoption of the Motion unless, in their opinion, there is clearly a sufficient majority for/against, in which case they will advise the result without a detailed count.

Prior to the announcement of the result of a show of hands ballot, a Secret Ballot can be called

- a) by the Chairperson or
- b) by the meeting itself if it is duly proposed, seconded and voted for.

### **Announcing the result**

Once the results of any ballot have been determined to the satisfaction of the Tellers, one Teller will advise the Cathaoirleach of the result and these will be announced to the Meeting as the earliest opportunity during breaks in proceedings.

The number of votes pertaining to personal elections will not be announced. If any candidate requires information on his/her specific vote, he/she can approach one of the Tellers will advise him/her of that specific number.

### **Recount**

Candidates may request and will be granted a recount. Further recounts may only be requisitioned by a formal motion from the floor duly proposed and seconded and voted upon by those present.

### **Close of the Meeting ,**

When the Cathaoirleach formally closes the meeting, responsibility for the affairs of the Club transfer to the newly elected Coiste.