

STANDING ORDERS OF THE FOOTBALL ASSOCIATION OF WALES LIMITED

Council

1. (a) Meetings of the Council shall be held at bi-monthly intervals and always in Wales. They should rotate in turn between South and North Wales. The Officers of the Council (as defined in Article 52(1) of the Articles of The Football Association of Wales Limited) may arrange additional meetings or cancel a meeting of the Council at their discretion.
- (b) Special meetings of the Council may be convened by the Officers to consider matters of urgency. Any notice convening such a meeting shall state the particular business to be transacted and no other business shall be transacted at that meeting.
- (c) Seven clear days at least before a meeting of the Council, a notice to attend the meeting, specifying the business proposed to be transacted thereat, and signed by the Secretary of the Association shall be left at or sent by post to the usual place of residence of every member of the Council.

Chairman

2. (a) The President of the Association for the time being shall be the Chairman of the Council and shall preside over all meetings of the Council. In the absence of the President then one of the Vice-Presidents of the Association, if present shall preside, if both the President and the Vice-Presidents of the Association are absent from the meeting of the Council, such member of the Council as the Members of the Council shall choose shall preside.
- (b) Any power or duty of the Chairman in relation to the conduct of the meeting may be exercised by the person presiding at the meeting.

Quorum

3. If during any meeting of the Council, the Chairman after counting the number of members present declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chairman at the time the meeting is adjourned or if he does not fix a time to the next ordinary meeting of the Council.

Order of Business

4. The order of business at every meeting of the Council shall be:-
 - (a) To choose a person to preside if the President and Vice-President are absent.
 - (b) To read and sign as a correct record the minutes of the last meeting of the Council, if approved.

- (c) To dispose of business (if any) remaining from the last meeting.
- (d) To receive and consider reports of Committees which shall be moved by the respective Chairmen or Deputies of each Committee.
- (e) To consider motions in the order in which notice has been received.
- (f) The Chairman shall have the power at any time to vary the foregoing order of business.

Notices of Motion

- 5. (a) Notice of every intended motion shall be given in writing, signed by the member giving notice and delivered at least fourteen clear days before the next meeting of the Council to the office of the Secretary of the Association by whom it shall be dated and numbered in the order in which it is received.
- (b) The Secretary shall set out in the notice of every meeting of the Council all motions of which notice has been duly received in the order in which they have been received unless the member giving such notice has since withdrawn it in writing.
- (c) No motion of which notice has not been given in accordance with Clause 5(a) above shall be considered unless it is certified as being a matter of urgency by the Chairman and the consent of two-thirds of the members present at the meeting is first obtained.

Minutes

- 6. (a) The Chairman shall put the question that the minutes of the previous meeting of the Council be signed as a true record.
- (b) No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion (of which previous notice need not be given). If no such question is raised or if it is raised, then as soon as it has been disposed of the Chairman shall sign the minutes as a correct record.
- (c) The Chairman of each Committee (or in his absence another person appointed by the Committee) shall move the reception of the report of his Committee.
- (d) The minutes of all Council and Committee meetings shall be sent to each member together with the notice calling the next meeting of the Council.

Rules of Debate

- 7. (a) *Motions and Amendments*
A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 5 it shall, if required by the Chairman, be put into writing and handed to the Chairman before it is further discussed or put to the meeting.

(b) *Secunder's Speech*

A member when seconding a motion or amendment may, if he then declares his intention to do so, reserve his speech until a later period in the debate.

(c) *Only one member to stand at a time*

A member when speaking shall stand and address the Chairman. If two or more Members rise, the Chairman shall call on one to speak; the other or others shall sit. (While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation).

(d) *Content and length of speeches*

A member shall direct his speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

(e) *When a member may speak again*

A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:—

- (i) to speak once on an amendment moved by another member;
- (ii) if the motion has been amended since he last spoke, to move a further amendment;
- (iii) if his first speech on an amendment moved by another member, to speak on the main issue, whether or not the amendment on which he spoke was carried;
- (iv) in exercise of a right of reply given by paragraph (l) or (n) of this Standing Order;
- (v) on a point of order;
- (vi) by way of personal explanation.

(f) *Amendments to motions*

An amendment shall be relevant to the motion and shall be either:—

- (i) to refer the subject of debate to a committee for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others;
- (iv) to insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.

(g) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.

(Provided that the Chairman may permit two or more amendments to be discussed [but not voted on] together if circumstances suggest that this course would facilitate the proper conduct of the Council's business).

(h) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall

become the motion upon which any further amendment may be moved.

(j) Alteration of motion

A member may with the consent of the Council signified without discussion:

- (i) alter a motion of which he has given notice, or
- (ii) with the further consent of his seconder alter a motion which he has moved.

if (in either case) the alteration is one which could be made as an amendment thereto.

(k) Withdrawal of motion

A motion or amendment may be withdrawn by the mover with the consent of his seconder and of the Council, which shall be signified without discussion, and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

(l) Right of Reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have the right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. A member exercising his right of reply shall not introduce a new matter. After every reply to which this paragraph refers a decision shall be taken without further discussion.

(m) Motions which may be moved during debate

When a motion is under debate no other motion shall be moved except the following:

- (i) to amend the motion;
- (ii) to adjourn the meeting;
- (iii) to adjourn the debate;
- (iv) to proceed to the next business;
- (v) that the question be now put;
- (vi) that a member be not further heard.

(n) Closure motions

A member may move without comment at the conclusion of a speech of another member. 'That the question be now put', 'that the debate be now adjourned', or 'That the Council do now adjourn', on the seconding of which the Chairman shall proceed as follows:-

- (i) on a motion to proceed to next business; unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business;
- (ii) on a motion that the question be now put: unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original

motion his right of reply under paragraph (l) of this Standing Order before putting his motion to the vote;

- (iii) on a motion to adjourn the debate or the meeting: if in his opinion the matter before the meeting has not been sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.

(o) *Points of Order*

- (i) A member may rise on a point of order in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the way in which he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him which may appear to have been misunderstood in the present debate.
- (ii) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

(p) *Respect for the Chair*

Whenever the Chairman rises during a debate a member then standing shall resume his seat and the Council shall be silent.

Voting

- 8. The mode of voting at meetings of the Council shall be by show of hands but on the requisition of any member of the Council the voting on any question shall be by ballot. Co-opted Members shall not have the right to Vote or to move or second a motion.

Disorderly Conduct

- 9. It shall be the duty of the Chairman to preserve order at the meeting and if any member of the Council in the opinion of the Chairman notified to the Council misconducts himself by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively or by wilfully obstructing the business of the Council, the Chairman or any other member may move 'The member named be not further heard' and the motion if seconded shall be put and determined without discussion.

Rescission of Preceding Resolution

- 10. No motion to alter or rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof, given in pursuance of Standing Order 5 bears the names of at least two-thirds of the members of the Council. When any such motion or amendment has been disposed of by the Council, it shall not be open to any member to propose a similar motion within a further period of six months.

Quorum

11. In accordance with the provisions of Rule 11 of the Rules of The Association the quorum for any meeting of the Council shall be seven.

Suspension of Standing Orders

12. Any motion for the suspension of Standing Orders shall not be carried unless supported by a two-thirds majority of the members present and voting.

Standing Committees

13. The Standing Committees of the Association shall be:–

1. Officers
2. Board
3. International Football
4. Domestic

The Council may from time to time set up special standing Committees or Panels.

14. Each Standing Committee shall be composed of the President and those members elected by Council as below.
15. Each Standing Committee shall have full powers in their own sphere subject to the overriding approval of their minutes by Council.
16. Each Committee shall appoint its own Chairman and Deputy Chairman for the triennial. The Chairman of the Committee, who in the case of an equality of votes, shall be entitled to a second or casting vote.
17. Three members of the Committee shall form a quorum.
18. The President, shall be entitled to vote in standing committee.
19. The committees shall meet as and when requested by the Chairman of the Committee and Secretary General.

Power and Duties of Standing Committees

20. Officers Committee
 - i. The Committee will comprise the President, two Vice-President and Treasurer.
 - ii. To have full plenary powers to take emergency decisions.
 - iii. To deal with all matters relating to Council Members.
 - iv. To deal with all matters relating to staff.
 - v. To deal with all matters relating to FAW Code of Ethics..
 - vi. To deal with all matters relating to FIFA, UEFA IFAB, and the Four British Associations.

- vii. To deal with all matters of a political nature..

21. Board

- i. The Board to comprise of the following members: -2 External members (No Voting Powers) (1 Marketing Qualified and 1 Legally Qualified), the Officers of the Association, 1 North and 1 South from Area Associations to be selected by Council by ballot, 2 North and 2 South from Leagues to be selected by Council by Ballot, 1 League of Wales Representative.
- ii. To advise Council and make decisions regarding the general policy of the Association.
- iii. To deal with all financial matters.
- iv. To consider and report on proposals referred by Council involving alterations to Rule, Regulations, Byelaws and Orders of the Football Association of Wales.
- v. To deal with all matters and outside bodies which do not come within the remit of any other Standing Committee or Panel.
- vi. To consider recommendations from other committees including the agreement of budgets with other committees.
- vii. To deal with all matters relating to the Welsh Assembly.
- viii. To deal with all matters relating to the Sports Council for Wales.
- ix. To have full plenary powers.

22. International Football Committee

- i. The Committee to comprise, 1 North and 1 South from area associations to be selected by Council by ballot, 2 North and 2 South from Leagues to be selected by Council by ballot, 2 Life Vice Presidents to be selected by Council by ballot.
- ii. To be responsible for all matters relating to all International Teams, excluding matters of finance.
- iii. Control of all expenditure within the annual budget set for the committee by the Board.

23. Domestic Committee

- i. The Committee to comprise, 1 North and 1 South from area Associations being members not allocated to either the Board or International Committee, 2 North and 2 South from Leagues being members not allocated to either Board or International Committee, 1 Welsh Schools FA Member, 3 Life Vice Presidents being members not allocated to the International Committee.
- ii. To advise Council with regard to all Leagues and Clubs.
- iii. To advise Council on the Registration of all players in Wales
- iv. To organise and control the Welsh Football Pyramid.

- v. To be responsible for all FAW Competitions.
- vi. To advise Council on the developments of all players.
- vii To liase with The Welsh Football Trust through the FAW representatives on that body.
- vii. To be responsible for the development of all coaching systems.
- ix. Control of all expenditure within the annual budget set for the committee by the Board.