



**NORTHERN IRELAND
BRIDGE UNION**



STANDING ORDERS

1 Meetings

- 1.1 The members of the Council of the Northern Ireland Bridge Union [hereinafter called 'the Council'] shall meet within 2 weeks of the Annual General Meeting of Northern Ireland Bridge Union [hereinafter called 'the Union'] at which the members were elected at such time and place as the Chairman of the Union shall decide
- 1.2 The agenda of first meeting of the Council after the Annual General Meeting of the Union shall include the items set out in Appendix One.
 - 1.2.1 Meetings of the Council shall be held on at least three occasions during the term of office of the members elected to Council
 - 1.2.2 The meetings of the Council to be held in or around December and March each year shall be fixed at the first meeting of the Council after the Annual General Meeting and advertised on the website of the Union
 - 1.2.3 Meetings of the Council shall be held at such other times as, in the opinion of four members of the Council, the business for discussion is sufficient to warrant the holding of a meeting
- 1.3.1 Each member of the Council shall be given at least 14 days notice by e-mail of each meeting of the Council together with an agenda for the meeting
- 1.3.2 The notice convening each meeting of the Council and the agenda shall be published on the website of the Union at least 7 days prior to each meeting of the Council
- 1.4.1 No business shall be transacted at any meeting of the Council unless 7 members of the Council are present at the time when the Council proceeds to business
- 1.4.2 In the absence of a quorum within 45 minutes of the time for which a meeting was called, the meeting shall be postponed
- 1.5 The meetings of the Council shall be chaired by the Chairman of the Union and in the absence the chairman the President of the Union, and in the absence of the President the chairman shall be elected by the meeting
- 1.6 At every meeting of the Council [except one called for special purposes] the minutes of the immediately preceding meeting shall be considered, and the business arising out of same shall be first considered unless the chairman directs otherwise
 - 1.7.1 Any resolution put to a vote shall be decided by a show of hands
 - 1.7.2 The chairman of the meeting shall have a casting vote, if necessary
- 1.8 The Secretary of the Union shall attend and take minutes of each meeting of the Council. If, for any reason, the Secretary of the Union is not in attendance the chairman of the Council shall arrange for minutes to be taken

- 1.9.1 The minutes in draft form shall be circulated to each Council member by e-mail and approved by a majority of the Council before being published on the website of the Union
- 1.9.2 The minutes of each meeting shall be published on the website of the Union within 14 days of each meeting

2 Agenda

- 2.1 The agenda of each Council meeting shall contain inter alia the items set out in the Appendix

3 Documents

- 3.1 The reports of the Office Bearers to be considered at each Council meeting shall be circulated to each member of the Council with the agenda for that meeting
- 3.2 Every document submitted by a Standing Committee to the Council for ratification by the Council shall be sent to each member of the Council with the agenda for that meeting and also to the chairman of each other Standing Committee of the Union
- 3.3 Every document submitted by a Standing Committee to the Council for ratification by the Council shall be posted on the website of the Union at least 10 days prior to each meeting of the Council
- 3.4 Prior to ratification of a document by the Council, the Council shall consider such representations relating to such document made by each of the other Standing Committees as are received by the Secretary after the posting of such document on the website of the Union and the meeting of the Council
- 3.5.1 Where a document has been ratified by all members of the Council by e-mail or letter and no objection to ratification is made by any of the other Standing Committees, such document shall be deemed to have been approved by the Council at a meeting of the Council
- 3.5.2 Each document approved under 3.4.1 shall be published on the website of the Union within 7 days of having been approved by all members of the Council

4 Interpretation

In these standing orders

- 4.1 the masculine shall include the feminine and the singular shall include the plural
- 4.2 member shall mean a member of the Northern Ireland Bridge Union
- 4.3 the Secretary shall mean the Secretary of the Northern Ireland Bridge Union