

THE CROQUET ASSOCIATION

Council Standing Orders

Temporary Edition Adopted at March 2020 Meeting of Council

CONTENTS

STANDING ORDERS OF THE COUNCIL.....	2
1 COUNCIL MEETINGS.....	2
2 THE SECRETARY, TREASURER AND MANAGER.....	3
3 THE CHAIRMAN OF THE COUNCIL.....	3
4 NOTICE OF MEETINGS.....	3
5 MINUTES.....	3
6 ORDER OF BUSINESS.....	4
7 TOPICS.....	5
8 VOTING.....	5
9 ELECTRONIC DECISION MAKING.....	5
10 COUNCIL COMMITTEES AND PANELS.....	6
11 CA PRACTICE BOOK AND SIGNIFICANT DECISIONS.....	6
12 GUESTS AT MEETINGS.....	7
13 COUNCIL VACANCIES.....	7
14 CONSTITUTION OF THE ASSOCIATION.....	7
15 INTERPRETATION OF LAWS, RULES AND REGULATIONS.....	7
16 AMENDMENTS TO STANDING ORDERS.....	7
17 SUSPENSION OF STANDING ORDERS.....	7
18 ATTENDANCES.....	7
19 CONFLICTS OF INTEREST.....	8

THE CROQUET ASSOCIATION

STANDING ORDERS OF THE COUNCIL

In this document use of the masculine gender shall be deemed to include the feminine gender

1 COUNCIL MEETINGS

- 1.1 The first ordinary meeting of the Council in each yearly session shall normally be held on the day of the Annual General Meeting of the Association.
- 1.2 Further ordinary meetings of the Council in each yearly session shall be held on such days and at such times as the Council may decide.
- 1.3 A special meeting of the Council may be called by the Chairman or, in his absence, by the Vice-Chairman; or by any three members of the Council on giving written notice to the Secretary of the Association. Fourteen days notice must be given of any special meeting and no business other than that specified in the notice of the meeting may be transacted at that meeting.
- 1.4 Meetings of the Council may take place using any agreed remote-working conferencing platform. They are called by the Secretary and all rules relating to physical meetings apply.
- 1.5 The quorum for any meeting of the Council shall be as specified in Clause 23 of the Constitution of the Association. If within half-an-hour of the time appointed for any meeting to begin a quorum is not present the meeting shall be dissolved.
- 1.6 If, in the opinion of the Chairman of the Council, it is not practicable for the first meeting of the Council in the session to carry out all its business on the day of the Annual General Meeting of the Association, the meeting shall be adjourned to a day as soon as can be arranged thereafter.
- 1.7 The business at this first meeting of Council shall include:
 - 1.7.1 Election of the Chairman and Vice-Chairman of the Council for the forthcoming session in accordance with Clause 22 of the Constitution of the Association. Names of the persons proposed as Chairman and Vice-Chairman of the Council for the forthcoming session shall appear as Motions on the Agenda for the first meeting. Some personal details of any candidates may also be appended. These Motions shall be taken as the first item of business immediately after the composition of Council has been agreed. Candidates for election as Chairman and Vice-Chairman of Council will normally have been designated by Council no later than 31st March in that calendar year, to give them adequate time to prepare and enable them to participate in making decisions about other appointments.
 - 1.7.2 Election of the Chairman and appointment of the members of the Executive Board under clause 12(e) of the Constitution. A candidate for election as Chairman of the Executive Board will normally have been designated by Council no later than 30th April in that calendar year, and candidates for appointment as members of the Executive Board no later than 30th June.
 - 1.7.3 Co-option of any additional non-voting members of Council under clause 12(c)(ii) of the Constitution.
 - 1.7.4 Confirmations of date(s) for further Meeting(s) of the Council in the forthcoming session, and determination of dates for the following session.
- 1.8 Subsequent Council meetings shall normally be held: one in December or January (the winter meeting) and one in March or April (the spring meeting). Additional Council Meetings may be called as required.

2 THE SECRETARY, TREASURER AND MANAGER

- 2.1 The “Secretary” and “Treasurer” in this document are the Honorary Secretary and Honorary Treasurer of the Association appointed under Clause 20 of its Constitution. They are responsible to the Association through Council for providing independent leadership and guidance in matters relating to administration and finance respectively, encouraging the highest standards of integrity, effectiveness and openness, and have a duty to ensure the Association's regulatory compliance. Specific duties for them may be determined by the Council from time to time and recorded in the **CA Practice Book**.
- 2.2 The “Manager” is the Manager of the Association appointed under Clause 21 of its Constitution. The Manager reports to the Chairman of the Executive Board with functional reporting relationships to the Honorary Secretary and Honorary Treasurer and is responsible for the operation of the Association's administrative and commercial activities.

3 THE CHAIRMAN OF THE COUNCIL

- 3.1 An individual may not hold office as Chairman of the Council for a period exceeding three years in succession but shall be eligible for re-election after an interval of five years from the end of his previous tenure of office.
- 3.2 The chair at all meetings of the Council shall be taken by the Chairman or, in his absence, by the Vice-Chairman; or, if both are absent, by a member of the Council elected for that meeting only.
- 3.3 The duties of the Chairman of Council are set out in clause 4 of the **CA Practice Book**.

4 NOTICE OF MEETINGS

- 4.1 The Notice issued by the Secretary must state the date, time and place of the meeting and the business to be transacted (the Agenda) in the order in which it is to be taken.
- 4.2 The Notice must be posted, emailed or otherwise distributed to each member of the Council at least seven clear days before the date of the meeting.
- 4.3 “Clear days” means days exclusive of the day of the notice and of the day on which the meeting is to be held. For example, when 7 days’ notice is required, the notice for a meeting to be held on a Saturday must be e-mailed or posted no later than the Friday of the preceding week.
- 4.4 The Agenda for the Meeting, and a Report from the Executive Board, accompanied by copies of the minutes of all Executive Board Meetings since the last Council Meeting, shall be sent to each Member of Council with the notice of the Meeting. Any other papers for discussion at a Council Meeting should also accompany the notice of the Meeting.
- 4.5 The Report should list concisely those matters, which require **ratification by Council** and those which are **items for information**.
- 4.6 A paper that has not been sent with the notice of the Meeting may, with the consent of the Chairman of the Council, be tabled at the Meeting. Before being generally discussed, its author or sponsor should summarise its content and purpose.
- 4.7 Unless it is a matter of urgency, it is undesirable for any paper or Motion of real importance to be considered at a Council Meeting if no notice has been given.

5 MINUTES

- 5.1 Minutes of Council meetings shall be made available to all Council members as soon as reasonably practical after each meeting. Proposed corrections should be emailed to all those notified of publication. Further drafts shall include corrections approved by the Chairman or, if not so approved,

by a simple majority of those present at the meeting. A draft is approved if no requests for corrections to it are received by the Chairman within a week of it being published.

- 5.2 Council meeting minutes are not normally confidential but in exceptional circumstances Council may, if it so wishes, decide that the whole or part of any accompanying papers, including committee minutes, is confidential.
- 5.3 The Secretary shall ensure that the approved minutes are published to Members of the Association on the website, together with any reports and agreed policy papers referred to therein, and a copy sent to the CA Office. This should normally be done within 4 weeks of the meeting.

6 ORDER OF BUSINESS

- 6.1 The order of business shall normally be as follows unless otherwise decided by the Chairman:
- a) Apologies for absence
 - b) Matters arising out of the minutes
 - c) Business appointed for the meeting by a resolution of a previous meeting
 - d) Report of the Executive Board and other reports
 - e) Adjourned debates
 - f) Motions for debate (of which proper notice has been given) in the order in which they appear on the agenda paper
 - g) Questions to the Chairman
 - h) Policy matters for consideration at a later meeting
 - i) Any Other Business
 - j) Date of Next Meeting.
- 6.2 Discussion on **Matters arising from the Minutes** should normally be confined to points of information and the Chairman should discourage any debate.
- 6.3 The Report and accompanying papers from the Executive Board must be circulated with the Notice of the Meeting. The Chairman of the Council may call for an oral report from the chairman of the Executive Board if an item is not covered by the written report, and is of urgent import for consideration by Council. Such oral reports should be presented as briefly as possible and confined to essential details.
- 6.4 Each **Item for Ratification** contained within the Report is presumed to be a motion with notice proposed by the presenter of the Report and does not require a seconder. It should be automatically accepted by the Council without a vote unless there is evident dissent and a motion is proposed to reject the Item or to refer it back to the Executive Board.
- 6.5 Discussion of the Executive Board's Report should be confined to those matters which the Executive Board has indicated are matters which concern policy and need therefore to be referred to the Council. Any Council member who wishes to raise a matter, either on the Report itself or connected with the work of a Standing Committee, which has not been indicated by the Executive Board as a matter of policy must, prior to the Council Meeting, have discussed the matter with the appropriate Standing Committee Chairman and/or the Chairman of the Executive Board.
- 6.6 At the Spring Council Meeting, the Chairman of the Executive Board will propose approval of the **Annual Accounts** for submission to the next Annual General Meeting and the **Budget** for the current year will be considered if this has not previously been done.
- 6.7 **Other Reports** may include reports from any Council-appointed body or person, covering matters of importance not covered by any other Committee.
- 6.8 Members are asked to give reasonable notice of any **Questions to the Chairman** they may wish to put, but this is not a requirement. Questions should be confined to matters that cannot properly be raised when any item already on the agenda is being considered. The Chairman may allow a limited amount of discussion arising from questions.

- 6.9 **Policy matters for consideration at a later meeting.** A limited time, decided by the Chairman, will be allowed for matters to be introduced and discussed. They will then be referred to the appropriate committee for consideration and the member who raised the matter should be invited to take part in committee discussions. Such matters will come forward to Council again via an Executive Board report.
- 6.10 **Any Other Business.** Topics for discussion will be determined by the Chairman on merit and as time permits.
- 6.11 The Chairman may propose that the lack of notice or of a paper for discussion shall not prevent the Council from discussing an urgent matter. If the Chairman's motion is carried (by a simple majority of those present and voting) the matter may then be dealt with accordingly.
- 6.12 Matters relating to appointments and awards not within the remit of standing committees nor covered under 1.7 should be reviewed at least annually and any recommendations for election as President, Vice President or Honorary Individual Member, or award of the Council Medal, should normally be the business of a spring Council meeting. The recommendations will be made by group(s) appointed by Council to do so: the group to make recommendations concerning the award of the Council Medal will consist of the President, Hon. Secretary and one or more current holders..

7 TOPICS

- 7.1 Matters for discussion and decision shall be organised into topics.
- 7.2 Any member of Council may at any time start a topic by sending to all Council members an email with a distinctive subject line and with the addresses visible.
- 7.3 The email's subject line should start with a unique "Topic Code", being "CAC" (meaning CA Council) followed by the initials of the topic's originator and a three digit serial number (e.g. CACXYZ012 Which biscuits to buy?). Council members are responsible for allocating their own serial numbers. Topics may be sub-divided, by appending a decimal number, if the discussion widens.
- 7.4 Email chains that start without a code must adopt one as soon as the originator wishes to formally introduce the topic. The message introducing the code should contain a summary of the discussion so far. Each topic should cover a single subject.
- 7.5 The Secretary shall maintain a list of topics. Topics remain open until a decision is reached on them or it is agreed to close them without a decision being made.

8 VOTING

- 8.1 Decisions are made by the Chairman perceiving the consensus of voters present or, if requested by anyone present, by a show of hands.
- 8.2 A simple majority of those present and voting will decide the issue providing that at least five votes are cast. An abstention does not count as a vote. The Chairman is entitled to vote and in the case of an equal division of votes shall have a second or casting vote, which shall be given in favour of the status quo.

9 ELECTRONIC DECISION MAKING

- 9.1 The Chairman may ask all voting members of Council to vote electronically by specified means on any matter not contentious enough to justify waiting for a meeting. Such an invitation must include any relevant Topic Codes and the Voting Period.
- 9.2 Such votes shall be cast by communicating them to the Secretary, or, if unavailable, the Chairman, by specified electronic means within the Voting Period

- 9.3 The Voting Period shall be at least 10 days except for urgent matters. For those, any period of 24 hours or more may be specified and the Voting Period may be ended and the issue decided as soon as more than half of the possible votes have been cast in one direction.
- 9.4 During the Voting Period, Council members are encouraged to exchange emails on the topic, with copies to all Council members, and votes may be changed or withdrawn.
- 9.5 During the Voting Period, any member of Council may request that the Voting Period be extended, the vote abandoned, or the matter discussed further, including at a meeting. The request is implemented if a second member of Council agrees.
- 9.6 At the end of the Voting Period, the issue shall be decided as specified in 8.2, treating all voters as having been present. The decision shall be announced to Council members by the person receiving the votes.

10 COUNCIL COMMITTEES AND PANELS

- 10.1 Under Clause 25 of the Constitution of the Association the Council may
- 10.1.1 Appoint such Standing Committees with such terms of reference and powers to act as may be necessary or convenient for the purposes for which the committee is appointed. Members of such committees shall have no significant conflict of interest with the purpose of the committee and need not be members of Council if specific expertise is needed.
 - 10.1.2 Appoint members of Council and other Individual Members to the pool of people available to serve on Disciplinary Panels.
 - 10.1.3 Appoint current and past Presidents, Vice-Presidents, Chairmen of the Association and if necessary other Individual Members to the pool of people available to serve on Appeals Panels. A member of an Appeals Panel must not consider an appeal against a decision of a Disciplinary Panel of which he was a member.
 - 10.1.4 No member of a Disciplinary or an Appeals Panel may adjudicate on a matter concerning a member of a club, or the club itself, of which he is a current or former member.
- 10.2 The composition, manner of conducting business, duties and powers to act of the Standing Committees and the Disciplinary and Appeals Panels as determined from time to time shall be recorded in the **CA Practice Book** maintained as provided under Standing Order 11.1 below.

11 CA PRACTICE BOOK AND SIGNIFICANT DECISIONS

- 11.1 Document(s) shall be kept by the Secretary and published to all members of the Association on its website for the purpose of recording:-
- a) Council Resolutions concerning the composition, manner of conducting business, duties and powers of the Executive Board, other Standing Committees and Disciplinary and Appeals Panels of the Council as required by Standing Order 10.2 above.
 - b) Council resolutions affecting the application of the Standing Orders of the Council.
 - c) Other Resolutions of Council which are regarded as significant and of continuing import.
- 11.2 The Document(s) may also contain such administrative detail appertaining to the conduct of Council business as the Secretary may deem appropriate but such material shall not have any continuing authority unless so resolved by the Council.

12 GUESTS AT MEETINGS

- 12.1 The Chairman or, in his absence, the Vice-Chairman may invite a person or persons who are not members of Council to attend any meeting of Council if he considers that person's attendance would be in the interests of the Association. Such persons shall be entitled to speak but not to vote or be counted in the quorum for the meeting.

13 COUNCIL VACANCIES

- 13.1 Members of Council wishing to retire at the end of the session or who are retiring by rotation and not intending to seek re-election should inform the Secretary before the Spring meeting of the Council. The Secretary shall inform the Electoral Commission of the number of vacancies for membership of Council for the next session and the number of members of Council who, although retiring by rotation, are seeking re-election.

14 CONSTITUTION OF THE ASSOCIATION

- 14.1 Any motion on matters affecting the Constitution of the Association must first be passed by a majority of at least three fifths of the members of the Council present and voting and is then submitted as a Motion of the Council to a General Meeting of the Association for ratification.

15 INTERPRETATION OF LAWS, RULES AND REGULATIONS

- 15.1 The Chairman of the Association Croquet Laws Committee may, subject to the provisions of Clause 27(c) of the Constitution of the Association, issue rulings on questions arising from the interpretation of the *Laws of Association Croquet* and the *Regulations for Tournaments* or the Instruction to Referees and Examining Referees without confirmation from the Executive Board or the Council. The chairman of the Golf Croquet Rules sub-committee has equivalent powers with regard to Golf Croquet.

16 AMENDMENTS TO STANDING ORDERS

- 16.1 These Standing Orders may be amended at any meeting of the Council by a motion (either with or without notice) which is passed by a majority of three fifths of the members present and voting. The changes then have immediate effect but if they are to remain in permanent force they must be confirmed at the next following ordinary meeting and again passed by a three fifths majority of the members present and voting.

17 SUSPENSION OF STANDING ORDERS

- 17.1 These Standing Orders may be suspended at any meeting of the Council by a motion (either with or without notice) which is passed by a three fifths majority of the members present and voting. The member moving the suspension must clearly state the nature and urgency of his business, the numbers of the Standing Orders affected and the length of time (not exceeding 30 minutes) he desires suspension to last. At the option of the meeting a further extension of time may be allowed.

18 ATTENDANCES

- 18.1 A table showing the attendance of each member at Council meetings shall be prepared by the Secretary.

19 CONFLICTS OF INTEREST

- 19.1 A register showing the commercial interests of all current Council, Executive Board and Committee members and their families shall be maintained by the Secretary. All such members are obliged to provide this information to the Secretary and to ensure that the information is at all times up-to-date.
- 19.2 Where a member of the Council, the Executive Board, or a member of any Committee has a significant financial or commercial interest in an item for discussion and/or decision at a meeting he must either withdraw from the meeting while the matter is discussed and/or decided; or, if he remains in the meeting, he must declare his interest in the matter and not contribute to the discussion or vote on the matter unless invited to do by the Chairman. The same principle applies to electronic discussion or decision making.
- 19.3 If any contracts are let out on a regular basis the Executive Board must decide whether to appoint a commercial panel to undertake routine negotiations on its behalf. This panel will exclude any members who may have a significant conflict of interest.