

## **The Irish Association for Counselling and Psychotherapy (“IACP”)**

### **Standing Orders for General Meetings**

#### **Chair**

1. The Cathaoirleach shall take the chair. In the absence of the Cathaoirleach, the meeting shall elect a Chairperson from among those present.
2. The Chairperson has the responsibility for conducting the meeting in accordance with these Standing Orders and the Association’s Bye Laws and Articles of Association. The Bye Laws and Articles of Association shall take precedence over the Standing Orders in the event of any dispute or inconsistency between same, and the Articles of Association shall take precedence over the Bye Laws in the event of any dispute or inconsistency between same.
3. Motions to challenge the Chairperson’s ruling shall only be deemed carried if supported by two thirds of those present and voting.
4. Items to be raised under Any Other Business (AOB) shall be notified to the Chairperson at least 14 days in advance of the meeting. The Chairperson shall decide whether such item(s) can be discussed at the meeting or whether such item(s) should be an agenda item for discussion at the next/future meeting.

#### **Voting**

5. Members, as defined in the Articles of Association, may vote at General Meetings. Members may vote in person or by proxy.
6. Those Members present shall have their attendance registered/noted.
7. At AGMs, voting may be taken only on the motions that were detailed in the relevant AGM Annual Report, about which the Members have been given due notice as per the Constitution. At EGMs, voting may only be taken on the motions that were detailed in the relevant EGM notice.
8. Decisions shall be taken:
  - a. By assent where there is no contention.
  - b. By a show of hands and counting of proxies when deemed appropriate by the Chairperson or requested by a Member.
  - c. By secret ballot for election of Members to the Board of Directors.
9. Except as otherwise indicated in the Bye Laws and Articles of Association or these Standing Orders, a simple majority on a show of hands / count of proxies shall be deemed sufficient to carry a vote.
10. In the case of a tied vote, the Chairperson, but no other Member, shall have a second, or casting vote.

#### **Speaking to Motions at General Meetings**

11. Members shall where possible stand while speaking and commence by announcing their name. All speakers shall address their remarks to the Chairperson. The Chairperson shall have the right to determine the orders of speakers but shall endeavour to give

precedence in the order that Members have signalled their intention to speak.

12. Proposers of motions or amendments shall be allowed to speak uninterrupted for a maximum of five minutes, and subsequent speakers for up to three minutes each.
13. The Chairperson shall note speaking times and inform each speaker if/when their allocated time has expired.
14. Members speaking in response to proposers of motions can address the following matters only:
  - a. Points of order (relating to alleged breaches of Standing Orders or the Bye Laws or Articles of Association);
  - b. Points of explanation (where speakers who feel they have been misrepresented clarify their views);
  - c. Points of information (requests for specific relevant information);
  - d. Objections to the motion.
15. The Proposer of an original motion shall be allowed a maximum of five minutes to reply to discussion on the motion and on each amendment before votes are taken. No new matter may be introduced during such reply.
16. Apart from proposers of original motions, no Member may speak more than once on a motion or amendment except on a point of order, explanation or information, or by special permission of the Chairperson. The meeting may decide to suspend this Standing Order (i.e. go into Committee) for a stated period of time. Proposals to go into Committee must indicate the duration of suspension desired and shall only be deemed passed if supported by at least two thirds of those present and voting.

#### **Motions and Amendments**

17. No motion or amendment to a motion shall be discussed until it has been proposed and seconded. No further amendment shall be discussed until the prior amendment has been disposed of. Where an amendment is passed, it takes the place of the previous motion or amendment.
18. Every amendment shall be relevant to the motion under consideration.
19. After votes have been taken on each succeeding amendment, the surviving proposition shall be put to the vote as the final motion, and if carried it shall become a resolution of the meeting.
20. Discussion of a proposed amendment to a motion may be terminated as follows: If the Chairperson is of the reasonable opinion that there is no progress or consensus on the item under discussion then he/she can call a vote to determine whether the discussion on said item should continue or be terminated.
21. Speeches on any proposed amendment to a motion must be directly related to it.
22. If the proposed amendment to a motion is carried, the original motion shall be deemed disposed of, and if the proposed amendment is lost, then discussion shall be resumed on the original motion.

8 February 2003 Ronny Swain  
Reviewed March 2010.  
Margaret Chambers, Cathaoirleach  
Shane Kelly, Professional Services Manager

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