FOOTBALL SUPPORTERS' ASSOCIATION

STANDING ORDERS FOR FSA MEETINGS

AGM and other General Meetings

1. The Company Secretary, on behalf of the Board, shall publish an agenda and papers, which shall include

- Minutes of the previous general meeting

- Matters arising from the minutes of the previous general meeting

- Minutes of the proceedings of the previous AGM (*)

- Matters arising from the minutes of the previous AGM (*)

- The annual report (*)

- Annual accounts and appointment of auditors (*)

- Elections of officers and network representatives (*)

- Motions, including any proposed amendments and alterations to the constitution, rules and standing orders.

- Topics for debate tabled by the Board or National Council

Those items marked (*) are only applicable to AGMs.

Chair

2. The FSA chair shall chair the AGM and all general meetings. In his/her absence, or for any matter dealing with his/her own position, the vice-chair shall chair.

3. The ruling of the chair on any question of procedure arising shall be final and can only be challenged as allowed for in Standing Order 24.

Voting

4. Voting shall be by show of appropriate voting cards or by ballot. The Company Secretary shall appoint persons to count votes and organise any ballots required.

5. Voting shall be restricted to accredited delegates, and shall be in accordance with the rules and bye-laws of the Association. In the event of any dispute the Company Secretary shall decide on eligibility.

6. Decisions shall be made by simple majority, except where stated to the contrary elsewhere in the rules or constitution of the Association.

7. The Chair shall have a casting vote

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Motions and Debate

8. A validly formulated motion which is published in the agenda can only be withdrawn with the consent of the proposer.

9. Motions shall be moved by the delegate in whose name they stand, or their nominated representative.

10. Speakers shall state their name (and the organisation they represent, where appropriate) before addressing the AGM.

11. The maximum time allowed for the moving of a motion or an amendment shall be five minutes. All other speeches shall have a maximum time of three minutes except at the discretion of the chair. The mover of the motion is entitled to a right of reply, also with a maximum time of three minutes, after which the motion shall be put to the vote without further debate, except in the case of procedural motions. The mover of an amendment does not have the right of reply.

12. A delegate shall not speak more than once to the same motion except with the permission of the chair.

13. If two or more delegates wish to speak at the same time the Chair shall decide to whom priority shall be given.

14. Should the Chair call for "Order" during a debate, the delegate speaking shall immediately sit down and neither he/she, nor any other delegate, shall speak until the chair invites them to do so.

15. The Chair shall ensure that debates are conducted in a spirit of mutual respect. Any delegate disobeying, or attempting to defy, the ruling of the Chair may be suspended for the remainder of the meeting. The Chair shall call attention to continued irrelevance, repetition, unbecoming language or any breach of order on the part of a member and direct such member to discontinue their speech.

16. Any delegate may raise a point of order but must confine this to the subject before the meeting at the time.

17. Any motion received after the closing date for submission of motions, which shall be determined by the Board shall be reported to the meeting by the Company Secretary. Motions received after the closing date must relate to a matter which has arisen after the closing date for motions, or which requires urgent attention. The chair will make a ruling on this point.

Procedural Motions

18. The following procedural motions may be moved at any time without previous notice:

- That the motion or an amendment be withdrawn (can only be moved by the proposer of the motion or amendment)

- That the motion be referred to the Board or National Council for consideration

- That the chair's ruling be challenged

- That the AGM be adjourned

- That persons present who are not members of the FSA leave the AGM for a specified period.

- That the question be now put (*)

- That the meeting proceeds to the next business (*)

- That the speaker shall no longer be heard (*)

- That the debate be adjourned (*)

None of the procedural motions marked (*) can be moved by a delegate who has already addressed the meeting on the motion or amendment under debate. Any procedural motion shall be immediately put to the vote after one speech in favour of the motion and one against. No amendment shall be allowed.

Business Not Taken

19. Any business not taken at the meeting due to lack of time shall be referred to the National Council or Board, as appropriate to its content, as determined by the Company Secretary.

Suspension of Standing Orders

20. Any standing order may be suspended by a motion to the meeting provided that at least two-thirds of the delegates voting vote in favour