

STANDING ORDERS OF THE
WORLD CROQUET FEDERATION

1. The agenda for each General Meeting of the Council shall be prepared by the Chairman of the Committee of Management and the General secretary.
2. The President shall take the Chair at General Meetings of the Council, but he may in his discretion appoint a delegate to assist him to conduct the proceedings or request the meeting to appoint a Chairman in his place. Upon such a request, or in the event of the President being unable to attend, the first business at a General Meeting of the Council shall be to elect a Chairman, and in such case, the General Secretary shall ask a delegate present to nominate a delegate to take the Chair and a Chairman shall then be elected, each delegate present having one vote for this purpose.
3. The Committee of Management shall assist the Chairman in taking charge of the proceedings and the general secretary shall act as Secretary of the Meeting with such assistance as the Committee of Management may think necessary.
4. The Chairman shall conduct the proceedings at the meeting and shall have power to interrupt the reading of any document or a speaker. Any delegate disobeying the ruling of the Chairman may be suspended by ordinary resolution of the meeting.
5. Every resolution and every amendment to a resolution shall be proposed by a delegate and seconded by a delegate before the same can be discussed by the meeting.
6. In the event of there being more than one amendment to any resolution, the last amendment shall be first voted upon, and if carried shall become a substantive resolution. If an amendment is not carried, the amendment (if any) immediately preceding it shall be next voted upon, and if carried shall become a substantive resolution. In the event of no amendment being carried the original resolution shall be voted upon.
7. Except as herein otherwise provided, all questions shall be decided by a bare majority of the votes cast in respect of the same.
8. In all questions to be decided by a bare majority of votes of the delegates present, in the case of equality of votes, the motion shall be declared defeated.
9. A vote may be taken by a show of hands, unless one delegate requests that there be a roll call.
10. If a roll call is taken, countries shall be called in alphabetical order.
11. A secret ballot shall be held if the Chairman so decides, or if one delegate so requests, or if required under the Rules or Standing Orders of the Federation.
12. When calculating the number of votes required to obtain a majority neither abstentions nor soiled ballot papers shall be taken into consideration.

13. Decisions taken at a General Meeting, other than amendments to the Rules of the Federation unless otherwise decided shall become operative forthwith.

14. The speech of the proposer of a motion shall not exceed five minutes and that of each subsequent speaker thereon three minutes, without the consent of the meeting. The consent shall be ascertained without debate and where such extension of time is allowed it shall not be for more than three minutes at a time.

15. No delegate shall address the meeting more than once on any motion or amendment, but if directed by the Chairman the delegate may reply to questions or give further information. The proposer of an original motion may, however, speak for five minutes in reply. Except by leave of the Chair, the right of reply shall not extend to the proposer of an amendment which, having been carried, has become the substantive motion. After the reply, the question shall be put forthwith.

16. Any delegate may move without debate at the close of the speech of any other delegate that the question may be now put, and the motion, if seconded by a delegate of another Association, shall unless the Chairman rule otherwise be put forthwith.

17. Any delegate may move without debate at the close of the speech of any delegate that the meeting proceed to the next business, and if the motion is seconded by a delegate of another Association it shall be put forthwith. When a motion is carried that the meeting do proceed to the next business, the question under discussion shall be considered as dropped. During the same debate a second motion that the meeting proceed to the next business shall not be made within half an hour.

18. The quorum shall be at least one half of the affiliated Associations, but a vote may be taken even if at any time some of the delegates of those Associations have left the conference hall.

19. A General Meeting may be adjourned (recessed) if a resolution to that effect is carried by a majority of two-thirds of the votes recorded in respect of the same.

20. The procedure for nomination and election of the Committee of Management shall be as follows:—

- (a) Nominations for the Committee shall be accepted only by those who expect to be able to be able to attend with reasonable regularity.
- (b) Once seconded the candidates will be elected by a bare majority.

21. All matters of procedure not prescribed by the Rules of the Federation or by these Standing Orders shall be decided by the Chairman of the meeting.

MEETINGS OF THE COMMITTEE OF MANAGEMENT

21. The General Secretary shall issue notices of meetings of the Committee thirty days before the respective dates for such meetings, except in the case of emergency when shorter notice can be given

22. Resolutions brought before the Committee of Management shall be decided by a majority of votes, and in case of an equality of votes

the Chairman shall have the casting vote.

The quorum shall not be fewer than three members.

23. The Chairman of the Committee of Management shall convene a meeting of the Committee whenever in his opinion the importance of the business makes it necessary, and he shall convene a meeting of the Committee on the demand of any two members of the Committee.

Routine Matters

24. Matters of routine shall be dealt with by the General Secretary who shall advise the Chairman of the Committee of Management of the same.

25. The General Secretary shall refer to the Chairman of the Committee of Management all matters which in his opinion cannot properly be dealt with by him.

26. The Chairman of the Committee of Management shall consult his colleagues by letter whenever he thinks it necessary.

Amendment and Suspension of Standing Orders

27. These Standing Orders may be altered at a General Meeting of the Council provided due notice of the resolution is given and carried at the meeting by a majority of two-thirds of the votes recorded in respect of the same.

28. These Standing Orders may be suspended without previous notice if a motion to that effect be carried at the meeting by a majority of two-thirds of the votes recorded in respect of the same.