



SAFA REGULATIONS

STANDING ORDERS

FOR SAFA MEETINGS

Approved by the SAFA National
Executive Committee

19 July 2013



STANDING ORDERS FOR THE CONDUCT OF BUSINESS AT MEETINGS OF CONGRESS, THE NEC AND OTHER COMMITTEES OF THE ASSOCIATION, ADOPTED BY THE NEC ON 19 JULY 2013 (“THE STANDING ORDERS”) AND BY THE SAFA CONGRESS ON 28 SEPTEMBER 2013

1. MOTIVATION

- 1.1 These Standing Orders are referenced in Articles 20.3, 22.1, 27.7.1.14, 29.1, 29.6, 29.7 of the *SAFA Statutes as Approved by the SAFA Congress on 10 September 2011* and seeks to entrench the FIFA Fair Play principles in the conduct of meetings within the South African Football Association by promoting free and fair debate and clarifying rules of procedure in meetings.¹

2. APPLICABILITY

- 2.1 These Standing Orders shall be applicable to all the Congress meetings, NEC Meetings, committee meetings and, as far as appropriate, to meetings of sub-committees, and shall be construed subject to the SAFA Statutes.

3. GENERAL

- 3.1 The powers and duties of Council shall be as stated in the Articles of Association (“the Articles”) of The Football Association Limited (“The Association” or “the Company”), the Rules of The Association and these Standing Orders.
- 3.2 The Parliamentary Authority of SAFA shall be the *Robert’s Rules of Order* as revised from time to time.

4. MEETINGS OF CONGRESS

- 4.1 There shall generally be not more than 2 meetings of Congress in any period in any given year.

5. NOTICE AND BUSINESS OF NEC MEETINGS

- 5.1 No less than 7 days before a meeting of the NEC, each Member of the NEC shall receive an agenda of the business to be conducted. A matter which is not on the agenda shall not be considered at a meeting of the NEC unless accepted as an extraordinary item by a majority of 75% or more of the Members of the NEC present at the meeting.
- 5.1 A Member of the NEC may propose that a matter be an item on the agenda of a meeting of the NEC by giving no less than 14 days’ written notice before the proposed date of the meeting. A matter which is proposed in compliance with this Standing Order shall be an agenda item.

¹ These Standing Orders are modelled on the *Guide for Meetings and Organisations* by N E Renton, *The FA Standing Orders for Council* and the *FIFA Standing Orders for Congress*.

- 5.3 The accidental omission to give notice of an NEC meeting (or any committee meeting) to, or the non-receipt of notice of a meeting by, any Member of the NEC shall not invalidate any resolution passed or the proceedings at such meetings.

6. TIME AND LENGTH OF MEETING

- 6.1 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.

7. QUORUM

- 7.1 If no quorum is present within 60 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the CEO, in consultation with the President, shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.

8. CONDUCT OF MEETINGS OF CONGRESS

8.1 Chair

- 8.1.1 The President shall chair the Congress. If the President is unable to attend, a Vice-President available shall deputise. If none of the Vice-Presidents is present, the Congress shall elect a member of the National Executive Committee as chairman.
- 8.1.2 The chair shall ensure that the Congress is conducted in strict compliance with these Standing Orders, open and close the Congress and debates, and, unless the Congress decides otherwise, grant delegates permission to speak and conduct all discussions.
- 8.1.3 The chair shall be responsible for maintaining order during debates. He may take the following action against any Congress participant who disturbs the debates:
- a) a call to order;
 - b) a reprimand;
 - c) exclusion from one or more sessions or the Congress as a whole

8.2 The Right to Speak

- 8.2.1 Any Delegate desiring to speak at Congress or in the Committee of the Whole shall do so seated or rise in his or her place and when called upon by the Chair shall address the Chair. If two or more Delegate rise simultaneously, the Chair shall call upon the Delegate who first caught the eye of the Chair.

- 8.2.2 When the Chair rises to speak any Delegate standing shall sit down.
- 8.2.3 A Delegate wishing to speak on any matter shall be entitled to do so only at the invitation of the chairman of the meeting. A Delegate who is invited to speak shall rise and address the chairman of the meeting. All Delegates other than the one speaking shall remain seated unless raising a point of order. Whenever the chairman of the meeting speaks, no other Delegate may rise.
- 8.2.4 A Delegate may at any time raise a point of order. Such shall be dealt with by the chairman of the meeting in such manner as he considers appropriate.
- 8.2.5 Except in committee, no Delegate other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
- 8.2.6 Except in committee, no Delegate shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
- 8.2.7 A Delegate moving a motion or amendment shall be deemed to have spoken to it. A Delegate seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- 8.2.8 The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no Delegate wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
- 8.2.9 A Delegate may at any time move that a matter be voted upon. If the chairman of the meeting requires, such motion shall be put in writing and signed by the mover. Such written motion shall be handed to the chairman of the meeting. Any such motion shall be read out by the mover before he speaks on it. A Delegate may speak on a motion. A Delegate shall be entitled to speak only once on the same motion unless permitted by the chairman of the meeting to speak more than once. The mover of a motion shall be entitled to reply to any point made. The mover may only answer points made by other Delegates and may not make additional points.
- 8.2.10 A Delegate may at any time move an amendment to a motion. Any such motion to amend shall be put in writing if required by the chairman of the meeting as if an original motion. Any number of motions to amend may be considered in relation to any motion. If any motion to amend is voted upon and carried, it shall form the motion to be considered by the meeting. Motions to amend this motion may then be considered as if it were the original motion. The mover of a motion to amend which is carried shall be entitled to reply to points made in relation to the motion.

8.2.11 Congress may by vote resolve itself into a committee of the whole Congress, and whilst in committee, there shall be no restriction as to the number of times a Delegate of Congress may speak on a motion.

8.3 Scrutineers

8.3.1 At the beginning of the first session, the Congress shall appoint an adequate number of scrutineers to count the votes and to assist the General Secretary in distributing and counting voting papers issued for the elections. The Electoral Committee, alternatively the National Executive Committee, may decide to use electronic equipment to determine the results of a vote.

8.4 Interpreters

8.4.1 Where necessary, official interpreters shall be appointed to translate into the official languages of the Congress. They shall be appointed by the General Secretary.

8.5 Withdrawing a Motion

8.5.1 A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.

8.6 Amending a Motion

8.6.1 If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.

8.6.2 A motion or amendment before the chair may be reworded by the mover subject to leave of the meeting.

8.6.3 When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.

8.7 Points of Order

8.7.1 A point of Order may be raised following an infraction of the rules or improper decorum in speaking. Any Delegate may raise a point of order, which shall take precedence over all other business, and shall be dealt with at the absolute discretion of the Chair. The point must be raised immediately after the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.

8.8 *Points of Privilege*

8.8.1 A point of Privilege may be raised if it pertains to noise or personal discomfort and may interrupt the speaker, if necessary.

8.9 *Closing the Debate*

8.9.1 A Delegate who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also without returning a motion put the question if the Chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.

8.9.2 A Delegate may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.

8.9.3 During the discussion of a motion (but not of an amendment), a Delegate who has not already participated in the debate on the motion may move: "That the question be not now put." This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put till all amendments have been disposed of.

8.10 *Motion to Adjourn*

8.10.1 A Delegate may move: "That the debate *or meeting* be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations.

8.11 *Resolving into a Committee of the Whole*

8.11.1 A meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.

8.12 *Reflecting on a Vote or a Motion*

- 8.12.1 No Delegate shall reflect on the vote of a meeting. No Delegate shall reflect on a clause of the constitution or a standing order, except on a motion (for which due notice was given).

9. HONORARY MEMBERS

- 9.1 Congress shall have the power to appoint and remove Honorary Members. The criteria for appointment to the position of Honorary Member shall be determined from time to time by the National Executive Committee, and as a minimum such persons will have made a significant contribution to football and may include retiring Members of the National Executive Committee who have served 10 or more years. Such person, if appointed, shall not be entitled to notice of nor to attend nor to vote at meetings of Congress or the National Executive Committee.

10. INTERESTS

- 10.1 Provided that he has previously disclosed to the Chief Executive Officer or committee meeting (as applicable) the nature and extent of any interest, a Delegate not may be a party to, or otherwise interested in, any decision or arrangement which directly relates to that interest.
- 10.2 A Delegate shall not attend or vote at a meeting of Congress or of a Committee of Congress (or any part thereof) on any matter in which he has, directly or indirectly, a material conflicting interest or duty save where authorised by a resolution passed by Congress or the committee (other than the Delegate so interested). A Delegate may not be counted in the quorum in relation to a resolution on which he is not entitled to vote.
- 10.3 If a question arises at a meeting of Congress or of a Committee of Congress as to the right of a Delegate to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any Delegate other than himself shall be final and conclusive. An issue in relation to the chairman of the meeting shall be determined by the meeting itself.

11. VALIDATING OF CONGRESS DECISIONS

- 11.1 No alteration of the SAFA Statutes and no decision of Congress in general meeting shall invalidate any prior act of Congress which would have been valid if that alteration had not been made or that decision or direction had not been taken. A meeting of Congress at which a quorum is present may exercise all powers exercisable by Congress.

12. MINUTES

- 12.1 Minutes of all meetings of Congress, and of all Committees of Congress as well as any Sub-committees and commissions, shall be kept, to include the names of all present at each meeting.

- 12.2 All resolutions and proceedings of Congress and Committees of Congress in meetings or otherwise, and the names of those present at any meeting, shall be minuted and be submitted to Congress and shall be subject to the approval of Congress (save where expressly stated in the Rules or Standing Orders to the contrary).
- 12.3 The minutes of a meeting of a Committee of Congress if signed by the chairman of such meeting or by the chairman of the next succeeding meeting, shall be conclusive evidence of the matters stated in such minutes.
- 12.4 The minutes of all committee meetings shall be printed and a copy sent with the notice calling the next meeting of Congress.

13. STANDING ORDERS (Interpretation and Amendment)

- 13.1 In these Standing Orders, and unless otherwise expressed, defined terms shall have the same meanings as set out in the Articles and in the event of any conflict between these Standing Orders and the Articles, the provisions of the Articles shall prevail.
- 13.2 Subject to the powers given to Congress in the Articles, these Standing Orders shall be as recommended by Congress from time to time. Proposals to amend the Standing Orders may only be made by the National Executive Committee or Congress.

14. NON-COMPLIANCE WITH STANDING ORDERS

- 14.1 Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected till after the decision had been made.

15. ALTERATIONS TO THE GENERAL ORDERS

- 15.1 Alterations to the standing orders shall be made only by a general meeting, or in the case of matters relating to the conduct of NEC or committee Meetings, after 14 days' notice has been given.

16. UNFORESEEN MATTERS

- 16.1 Any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings

17. WHO MAY TAKE UP BUSINESS UNDER NOTICE

- 17.1 Except by the consent of Congress, business under any notice upon the agenda shall not be proceeded with in the absence of the Member in whose name it stands, unless the Member has given written authority for it to be taken up by another member.

