

Motions to ITBA AGM on 27th May 2025

These motions (motion 1 to 32 have been taken in order as they appear in the ITBA Constitution, it may be logical to change the order for voting purposes. There are many changes which are just language changes, i.e., him to their, and some which are more significant. All changes are clearly marked in the Constitution Document.

NOTICE is hereby given that the Annual General Meeting of the Irish Tenpin Bowling Association (ITBA) will be held on the 27th day of May 2025 at 7.30pm at Irish Sports HQ (NGB Building) National Sports Campus, Abbotstown, Dublin 15 and in Dundonald International Ice Bowl Boardroom, Dundonald, Belfast, (Linked by ZOOM with Executive Officers present in both locations) for the following purposes:

Motion 1 Name of Organization:

Change from:

Irish Tenpin Bowling Association (& Northern Ireland Tenpin Bowling Federation)

Changed to:

Tenpin Ireland

Motion 2 New Logo

Change from:



Changed to:



Motion 3 Changes to Preamble

Change from:

We, the members of this organisation – known as the Irish Tenpin Bowling Association - assembled in Annual General Meeting on 23rd April 2024, hereby agree to be governed by the terms and conditions of this Constitution and of the appended Rules of the Association, as formally adopted at this meeting or subsequently amended in accordance with the procedure set out herein.

Changed to:

We, the members of this organisation – known as Tenpin Ireland - assembled at an Annual General Meeting on 27th May 2025, hereby agree to be governed by the terms and conditions of this Constitution and of the appended Rules of the Association, as formally adopted at this meeting or subsequently amended in accordance with the procedure set out herein.

Tenpin Ireland, formally known as 'Irish Tenpin Bowling Association' becomes the National Governing Body for tenpin bowling for the island of Ireland, to implement and reflect the decisions made by the Irish Tenpin Bowling Association (ITBA) and Northern Ireland Tenpin Bowling Federation (NITBF), at their respective 2024 Annual General Meetings (AGMs), to have one National Governing Body for the island of Ireland.

Tenpin Ireland has the full support of Sport Ireland, Sport NI, European Bowling Federation (EBF) and International Bowling Federation (IBF).

Motion 4 Changes to Article 4 Section 2

Change from:

- (a) The control and management of the Association shall be vested by the members in an Executive Committee consisting of a Chairman/President, a Secretary, a Treasurer (to be known collectively as the Officers of the Association) elected for a two-year period, and five (5) Ordinary Members, elected for a one-year period as provided for in the Rules of the Association. One of these Ordinary Members will be appointed to act as Vice-President, in the absence of the President.
- (b) At least three members of the Executive Committee shall be from each gender.
- (c) Three Ordinary Member of the Executive Committee shall be members of Group Sub-committees. No Group Sub-committee shall have more than one Ordinary Member on the Executive Committee

Changed to:

- (a) The control and management of TI shall be vested in an Executive Board consisting of nine (9) members as follows:
 - President,
 - Secretary,
 - Treasurer,
 - Vice President,
 - Junior Representative,
 - Senior Representative,
 - Team Ireland Representative,
 - Coaches Representative, and
 - a. Event Administration Representative
- (b) The President, Secretary, Treasurer, and Vice President shall be known as the Executive Officers.
- (c) All Executive Board members must be members of TI and be in good standing.
- (d) The term of office of all on the Executive Board will be limited to four terms of two (lifetime of eight) years, as provided for in the Rules of the Association.
- (e) At least four (4) members of the Executive Board shall be from each gender.
- (f) At least one (1) of the Executive Officers shall be resident in Northern Ireland and at least one (1) resident in Ireland, and the Executive Board shall have at least two (2) representatives resident in Northern Ireland and at least two (2) representatives' resident in Ireland.
- (g) The Junior Representative, Senior Representative, Team Ireland Representative, Coaches Representative, and Event Administration Representative of the Executive Board shall be an Executive Officer of the respective Group Sub-committee. No Group Sub-committee shall have more than one (1) member on the Executive Board.

Motion 5 Changes to Article 5

Change from:

- Section 1 The Chairman/President shall represent the Association as and when required by the Executive Committee.
- Section 2 The Vice-President shall, in the absence of the President, represent the Association and shall perform such other duties as may be assigned to him by the President or the Executive Committee.
- Section 3 The Chairman/President shall preside at meetings of the Executive Committee and at General Meetings of the Association. He shall be responsible for the smooth and efficient functioning of the business of the Executive Committee.
- Section 4 The Secretary shall be the chief administrative officer of the Association.
- He shall conduct correspondence, keep records as required by the Executive Committee (including keeping minutes of its meetings), present a Report with recommendations to the Annual General Meeting, perform the duties set out in the Rules of the Association and perform such other duties as may be assigned to him by the Chairman/President, or the Executive Committee.
- Section 5 The Treasurer shall receive and receipt all monies paid or donated to the Association and shall ensure that such monies are deposited in a recognised banking institution in the name of the Association. He shall maintain a statement of the current financial condition of the Association, available on request by the Chairman/President, the Executive Committee or the Finance Committee. He shall keep an account of all receipts and disbursements and present an independently audited statement of the Association's financial affairs to the Annual General Meeting. He shall compile an Annual Budget for approval by the Finance Committee on behalf of the Executive.

Chang to:

- Section 1 The President shall:
- represent TI as and when required by the Executive Board.
 - Preside at meetings of the Executive Board and at General Meetings of TI, and where required Extraordinary General Meetings.
 - Responsible for the smooth and efficient running of TI.
 - Liaising with all Governing Bodies and Sport Bodies.
 - Perform the duties set out in the Rules of Association.
- Section 2 The Vice-President shall, in the absence of the President, represent TI and shall perform such other duties as may be assigned by the President or the Executive Board, and perform the duties set out in Rules of Association. The Vice President will preside at meetings of the Executive Board and at general meetings of TI, and where required Extraordinary General Meetings, in the absence of the President.
- Section 3 The Secretary shall:
- be the Chief Administrative Officer of TI.

- In the absence of the Secretary at an Executive Board meeting, the Executive Board shall appoint an Executive Member to act as Secretary for the meeting.
- Contact point for TI.
- Record Management as required by the Executive Board.
- Completion of forms for EBF and IBF Championships.
- Present Secretary's Report at Annual General Meeting.
- Perform the duties set out in the Rules of the Association
- and perform such other duties as may be assigned by the President, or the Executive Board

Section 4

The Treasurer shall:

- be accountable to the Executive Board for the day-to-day regulation of finances.
- receive and receipt all monies paid or donated to TI and shall ensure that such monies are deposited in a recognised banking institution in the name of TI.
- maintain a statement of the current financial condition of TI, available on request by the President, or the Executive Board.
- keep an account of all receipts and disbursements.
- present an independently audited statement of TI's financial affairs to the Annual General Meeting.
- compile an Annual Budget for approval by the Executive Board.
- Liaison for all sponsorship and funding opportunities upon receipt to the Treasurer and discussion by the Executive Board.

Motion 6 New Addition Article 11 Section 4

Section 4

It is a player's responsibility if taking prescribed medication that is Wada approved this list can be found on their web site, www.wada-ama.org

Motion 7 New Addition Articles 13

ARTICLE 13 Child Safeguarding Statement:

Refer to the 'Child Safeguarding Statement' on the TI website: Governance –Irish Tenpin Bowling Association (note website link to be updated afterAGM)

Motion 8 New Addition Articles 14

ARTICLE 14 Tenpin Ireland Roles in addition to Executive and Sub Committees:

Section 1 In addition to the roles on the Executive Board and Sub Committees, the following roles must also be filled within TI:

- (a) National Children's Officer
- (b) Anti-Doping Officer
- (c) Press Relations Officer
- (d) Membership Secretary
- (e) Data Protection Officer
- (f) Webmaster
- (g) Garda Vetting and Enhanced Access NI Checks
- (h) Technical Committee: Lane Sanctioning

Section 2 The above roles must confirm to the TI Executive Secretary each January that they are willing to continue in their role for another 12 months.

Section 3 These roles will be appointed by the Executive, along with any vacancies which arise in these roles.

Section 4 A Member can hold one (1) of the above roles and one (1) role on the Executive Board (inclusive of representing Sub Committee on Executive Board) or on a Sub Committee.

Motion 9 New Addition Articles 15

ARTICLE 15 Equality Statement:

TI is committed to ensuring that equality is incorporated across all aspects of its development.

In doing so it acknowledges and adopts the following definition of sports equality:

- (a) TI respects the rights, dignity, and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- (b) TI is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- (c) TI members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- (d) TI will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

Motion 10 New Addition Articles 16

ARTICLE 16 Dissolution:

- (a) A resolution to dissolve TI can only be passed at an AGM or EGM through a majority vote of members.
- (b) In the event of dissolution all debts should be cleared with any funds. Any assets (see rules of association), that remain following this will become the property of another club with similar objectives that are recognised by the governing bodies of tenpin bowling.

Motion 11 New Addition Articles 17

ARTICLE 17 Assets:

- (a) The purchase and disposal of assets of TI is in the remit of the Executive Board. Any proposal brought forward by the Executive Board will be subject to a majority vote of the whole Executive Board.

Motion 12 Changes to Section 1 Sub-Section 1.1 Membership Term

Change from:

The membership term shall be one year, commencing on the 1st day of October.

Changed to:

The membership term shall be one year, commencing on the 1st day of October to 30th September of the following year, regardless of when Membership was taken out, on receipt of an annual payment decided by the TI Executive Board. Online Membership application form is available from the TI web site www.tenpinbowling.ie

Motion 13 Changes to Section 1 Sub-section 1.3.1

Change from:

1.3.1 Applications for General, Junior/Youth and Senior Membership shall be required for each membership term and shall be submitted on the official Membership Application Form, signed by the Applicant and be accompanied by the appropriate Annual Subscription.

Changed to:

1.3.1 Applications for General, Junior, and Senior Membership shall be required for each membership term and shall be submitted on the official Membership Application Form/ online form, signed by the Applicant (where hard copy completed) and be accompanied by the appropriate Annual Subscription.

Subsection 1.3.2

1.3.2 All new and renewed membership applications are accepted subject to ratification by the Executive Board Committee.

Motion 14 New addition Section 1 Subsection 1.7

Data Protection and GDPR:

- (a) All personal data acquired by TI shall be used for the purpose of TI and shall not be disclosed to third parties. All data will be retained by the Membership Secretary and TI Executive unless otherwise stated in the TI GDPR Privacy Policy on the TI website.

Motion 15 Changes to Section 2 Annual Membership

2.1.2

Change from:

2.1.2 Senior (as defined in Section 1.2.3), Honorary and Life Members and persons currently serving on the Executive Committee shall be entitled to all privileges of the Association without payment of the Annual Subscription.

Changed to:

2.1.2 Senior (as defined in Section 1.2.3), Honorary and Life Members, persons currently serving on the Executive Board, serving on a Sub Committee, and/or fulfilling one of the roles in Article 14 Section 1 shall be entitled to all privileges of the Association without payment of the Annual Subscription.

Motion 16 Changes Section 3 Financial Control

Change from:

Sub-Section 3.2 Treasurer

The Treasurer shall be accountable to the Executive Committee for the day-to-day regulations of finances.

Sub-Section 3.3 Funding

- 3.3.2 (i) by cheque bearing the signature of the Treasurer and one or two other officers authorised by the Executive Committee
and
(ii) only if they conform to the “Procedure for the Expenditure of Monies”.

Sub-Section 3.4 Auditor

3.4.1 The Executive Committee shall appoint an independent auditor.

Sub-Section 3.5 Insurance

The Executive Board shall take out adequate insurance against theft or damage to any property in the possession of the Association

Changed To:

Sub-Section 3.2 Treasurer

The Treasurer shall be accountable to the Executive Committee for the day-to-day regulations of finances.

The President has the right to periodically check the accounts.

Sub-Section 3.3 Funding

Unless otherwise stated elsewhere in the Rules, withdrawals from the Association’s bank accounts shall be:

- (i) by cheque bearing the signature of the Treasurer and one or two other officers authorised by the Executive Board
- (ii) only if they conform to the “Financial Policies and Procedures as approved from time to time by the Executive Board”.
- (iii) only if formally authorised at a meeting of the Executive Board.

In exceptional circumstances withdrawals may be made when authorised by the Treasurer, an authorised signatory and an Executive Officer and reported at the next meeting of the Executive Board by the officers concerned.

Sub-Section 3.4 Auditor

3.4.1 The Executive Board shall appoint an independent auditor from outside of their own Membership.

Sub-Section 3.5 Insurance

The Executive Board shall take out adequate insurance against identified insurable risks, theft or damage to any property in the possession of the Association.

Motion 17 Changes to Section 4 Executive Board

Sub-Section 4.1 Election Procedure

Change from:

4.1.1 (a) The Chairman/President, the Secretary, the Treasurer and the Ordinary Members of the Executive Committee shall be elected at the Annual General Meeting, or an Extraordinary General Meeting convened specifically for that purpose, or appointed in accordance with the conditions of Rule 4.1.8, for the relevant period as outlined at Article 4, ORGANISATION AND GOVERNMENT, Section 2 which period will be deemed to have commenced during the Annual General Meeting or an Extraordinary General Meeting, at which they are elected to office.

Changed to:

- (a) The President, Vice President, Secretary, Treasurer, Junior Representative, Team Ireland Representative, Senior Representative, Coaches Representative, and Event Administration Representative of the Executive Board shall be elected at the Annual General Meeting, or an Extraordinary General Meeting convened specifically for that purpose, or appointed in accordance with the conditions of Rule 4.1.8, for the relevant period as outlined at Article 4, ORGANISATION AND GOVERNMENT, Section 2 and Sub Section 4.2 Term of Office, which period will be deemed to have commenced during the Annual General Meeting or an Extraordinary General Meeting, at which they are elected to office.

Change from:

4.1.3

In order to be valid, written nominations must

- (i) Be signed by two (2) Voting Members

and

- (ii) Contain a declaration of willingness to serve, signed by the Nominee.

Changed to:

In order to be valid, written nominations must

- (i) Be signed by two (2) Voting Members along with their membership number (who are defined as Members who are in good standing with TI, over the age of 18).

and

- (ii) Contain a declaration of willingness to serve, signed by the Nominee along with their membership number. Nominee must be a current TI member and in good standing.

Motion 18 Changes to Section 4 Executive Board

Sub section 4.2 Term of Office

Change from:

The term of office of the Executive Committee shall be from the end of the Annual General Meeting to the end of the next Annual General Meeting.

Changed to:

The term of office of the Executive Board Officers will be limited to four terms of two (lifetime of eight) years. The term of office of the Executive Board Ordinary members will be limited to eight terms of one (lifetime of eight) years.

4.3.6 Change to; The quorum for a meeting of the Executive Committee shall be five (5) members of which two (2) must be Executive Officers. (new addition)

Motion 19 New additions to Section 4 Executive Board

Subsection 4.3 Meetings

Subsection 4.3.8

The Secretary will issue the agenda of the Executive Board meeting prior to the meeting. Any documents of importance which require detailed reading/analysis will also be distributed prior to the meeting by the Secretary for discussion at the meeting.

4.3.9 The Secretary shall record the minutes of all Executive Board meetings. In the absence of the Secretary someone will be appointed to be secretary of the meeting.

Motion 20 New additions to Section 4 Executive Board

Section 4.4

New Section Added:

Sub Section 4.4 Non-Constitutional proposals raised at Executive Board meetings:

4.4.1 All Executive Board Members have the right to one vote on each proposal at Executive Board meetings. Proposals can only be voted by Members attending the meeting, unless Members agree to withhold vote until more Members are present.

4.4.2 Each submission made at Executive Board must be proposed and seconded. The proposal with the most votes will be passed.

4.4.3 Voting will take place in Executive Board meetings by a raising of the hand, however for important issues the Executive Board may decide that a secret ballot should take place.

4.4.4 The date of upcoming Executive Board meetings should be posted on official TI Social Media accounts and on the TI web site.

4.4.5 If something is of extreme importance and the Executive Board have only met previous, the Secretary will inform the Executive Board to meet and discuss and also provide a report to the next Executive Board meeting, if it needs an immediate response the Secretary will contact Executive Board Members for a vote.

Motion 21 New Additions to Section 4 Executive Board

Subsection 4.5 Confidentiality

4.5.2 New Addition:

(c) TI will never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know “ basis, with the welfare of the child/individual paramount. Considerations of confidentiality will not be allowed to override the rights of children or young/individuals Members to be protected from harm.

Motion 22 New Additions to Section 4 Subsection 4.7

Resignations

Sub Section 4.7 Resignations.

4.7.1 (a) Resignations from should Executive Board or any Sub Committee must be made to the Secretary in writing.

(b) Where an individual resigns the Secretary is responsible for ensuring that they are removed from all mailing lists and correspondence to do with the Executive Board, and the applicable Sub-committee Secretary is responsible for ensuring that they are removed from all mailing lists and correspondence to do with the Sub Committee.

(c) The Individual must return all TI records, documents or other materials belonging to the TI.

Motion 23 Changes to Section 4 Sub-Section 4.8 Alleged Misconduct in Office

Change from:

4.8.3 Following the presentation of evidence at the hearing, the Executive Committee shall, by simple majority vote in secret ballot, find the complaint proven or not and, if proven, the member in question may be removed from office.

Changed to:

4.8.3 Following the presentation of evidence at the hearing, the Executive Committee shall, by simple majority vote in secret ballot, find the complaint proven or not and, if proven, the member in question may be removed from office. [The member has a right to reply as per Section 13 Dispute Resolution.](#) (new addition)

Motion 24 Removal of Section 5 Subcommittees Subsection 5.3.2

5.3.2 Legal Committee

- a) The Executive Committee shall each term appoint a Legal Committee consisting of at least two (2) members.
- (b) The Legal Committee shall be governed by the regulations detailed in Sub-Section 5.5 and elsewhere in these Rules.

Motion 25 Additions to Section 5 Subcommittees 5.3.2 Selection Committee

New Addition:

- (b) At least one (1) Member of the Selection Committee must be a certified Tenpin Ireland European Bowling Federation Level 1 or 2 coach.

Motion 26 Changes to Section 5 Subcommittees

Subsection 5.4.2

Change from:

5.4.2 The respective Sub-Committee shall be responsible for collecting and recording Annual Subscriptions from respective Group members and must be lodged in the general account.

5.4.3 Income accumulated by the Group Sub-Committee from fund-raising activities shall be lodged in a separate bank account (to be known as the respective Group Bank Account) in the name of the Association.

Changed to:

5.4.2 The TI Secretary, with the assistance of the Membership Secretary, shall be responsible for collecting and recording Annual Subscriptions from respective Group Sub-committee members and must be lodged in the general account.

5.4.3 Income accumulated by the Group Sub-Committee from fund-raising activities shall be lodged into applicable Group Sub-Committee bank account.

Motion 27 Removal of Section 5 subsection 5.5 Legal committee duties and regulations Sub Section

Sub-Section 5.5 Legal Committee Duties and Regulations

5.5.1 The Legal Committee shall:

- (i) Advise the Executive Committee on matters of interpretation of the Constitution and the Rules of the Association;
- (ii) Advise the Executive Committee on proposed amendments to the Constitution or to the Rules of the Association;
- (iii) Be empowered to submit to the Executive Committee its own proposals for amending the Constitution or the Rules of the Association;
- (iv) Review all papers, documents and evidence pertaining to appeals as requested by the Executive Committee;
- (v) Until such time as a structure of a Local Bowling Association is operational, fulfil the duties assigned to Local Bowling Associations in relation to complaints and disputes and report their findings to the Executive Committee.

5.5.2 The Legal Committee shall keep and maintain a written record of its recommendations concerning matters of interpretation, which shall be referred to as necessary to establish precedents and ensure consistent judgements.

Motion 28 Changes to Section 5 sub-section 5.5 Selection Committee Regulations

Change from:

5.5.2

- (a) Panel membership shall be open to review on the basis of performance in practice sessions, leagues, tournaments and other competitive play.
- (b) Panelists must be current members of the ITBA and hold a current Irish Passport.
- (c) Teams and individuals required to be selected for “top-flight” international competition shall be chosen from those players currently named as Panel members.

Changed to:

5.5.2

- (a) A place on the squad shall be open to review on the basis of performance in practice sessions, leagues, tournaments and other competitive play.
- (b) i) Squad Members must be current members of TI and hold a current Irish Passport

or

- ii) Be non-Irish passport holder, resident in Ireland or Northern Ireland at time of application for selection for a minimum of 2 years and must not have represented any other country at international level within the last 2 years.
- (c) Teams and individuals required to be selected for “top-flight” international competition shall be chosen from those players currently named as Squad members.

New addition:

5.5.5 If a Squad Member is selected to represent Ireland the applicable Sub Committee Secretary will send/ email a selection letter to the Squad Member, the Selection Committee will decide the deadline on reply to accept or reject place.

Change to Sub-Section 5.6 Team Manager’s and [Coach/es](#) Duties and Regulations

5.6.1 The term of office of a Team Manager and [Coach/es](#) shall be determined by the appointing Committee.

Motion 29 Changes to Subsection 8.2 Equipment Specifications

Change from:

- (a) The Association shall, by simple majority vote at a General Meeting, adopt specifications regulating the equipment necessary for the sport of tenpin bowling.
- (b) Until such time as the Association formulates its own specifications under the terms of this Sub-Section, the equipment specifications as laid down by F.I.Q.. shall be adopted by the Irish Tenpin Bowling Association.

Changed to:

- (a) Tenpin Ireland shall adopt and enforce the IBF, EBF, and USBC specifications regulating the equipment necessary for the sport of tenpin bowling. All bowling balls must be on the USBC approved list www.bowl.com/approvedballlist.com
- (b) Until such time as the Association formulates its own specifications under the terms of this Sub-Section, the equipment specifications as laid down by the European Bowling Federation (EBF). shall be adopted by the Irish Tenpin Bowling Association.

Motion 30 Changes to Section 9 International Duty

Change from:

- (a) While representing the Association in International competition, members are expected to behave in a manner which will not reflect adversely on the country or the Association.
- (b) Permission to wear "IRELAND" shirts in non-representative competition may be withheld by the Executive Committee.

Changed to:

- (a) While representing the Association in International competition, members are expected to behave in a manner which will not reflect adversely on the country or TI .
- (b) Respect for the honour of representing Ireland dictates that team uniforms (such as shirts etc) for international duty should only be used when so engaged. This provision allows for such uniforms to be worn during team training, exhibition matches as well as formal international events. Uniforms which are similar in appearance to, or could be readily mistaken for official uniforms are likewise restricted. This does not apply to superseded shirts approved by the Executive Board.
- (c) Permission to wear "IRELAND" shirts in non-representative competition may be withheld by the Executive Board.
- (d) International uniforms must be approved for use by the TI Executive Board.

Motion 31 Addition to Section 10 Use of Seal, Crest or Logo.

SECTION 10 Use of Tenpin Ireland Seal, Crest or Logo.

The Seal, Crest, Initials or Logo of Tenpin Ireland cannot be used without the permission of the Executive Board.

Motion 32 1 Interpretation Change of voting Age

Change from

“Voting Member” means a current member of the ITBA over the age of sixteen (16)

Change to

“Voting Member” means a current member of the TI over the age of eighteen (18) years;

Motion 33 Article 1 JURISDICTION

Changed From:

The Irish Tenpin Bowling Association shall have jurisdiction over all Tenpin Bowling in the Republic of Ireland.

Changed To:

Tenpin Ireland shall have jurisdiction over all Tenpin Bowling on the island of Ireland (32 counties of Ireland).

Motion 33 Removal of Appendix C

APPENDIX C

STANDING ORDERS

Order 1 QUORUM

Where a quorum is specified for any meeting, such meeting shall be dissolved if the required quorum is not present within half an hour of the appointed time for the meeting to commence.

Order 2 ORDER OF BUSINESS

- (i) An Agenda shall be prepared by the chairman and the secretary, and, unless circulated beforehand, shall be read by the chairman at the opening of each meeting. Items thereon shall take precedence over all other business.
- (ii) A member may introduce other business for the consideration of the meeting after the business on the Agenda has been completed, but should produce same in writing, or give notice of the motion to be discussed at a further meeting.

Order 3 SUSPENSION OF STANDING ORDERS

- (i) In the event of any matter of urgency, the chairman may accept a motion for the suspension of Standing Orders, provided such option is not moved while any member is speaking on a Point of Order or during the act of Voting.
- (ii) The member moving such motion shall clearly state the nature and urgency of his business, the number(s) of the Standing Order(s) affected, and the length of time (not exceeding thirty minutes) he desires the suspension to last.
- (iii) Such a motion shall always require a seconder, shall be put simply to a vote without discussion, and may be passed by a simple majority of members present and voting.
- (iv) An extension may be allowed to the period of suspension at the discretion of the meeting.

Order 4 MINUTES

- (i) Minutes shall, as a minimum, contain the following information concerning the proceedings at meetings:
 - (a) All motions in the exact form as put by the chairman, irrespective of their fate;
 - (b) The names of the movers of such motions;
 - (c) The names of the seconds of such motions where applicable;
 - (d) The numbers of those voting for and against, and of those abstaining from voting on such motions;
 - (e) The chairman's ruling on matters of order;
 - (f) The date of the next meeting.
- (ii) At the discretion of the chairman and the secretary, an outline of discussion on questions before the meeting may also be included in the minutes.
- (iii) Unless circulated beforehand, the secretary shall read the minutes of the previous meeting. No motion or discussion shall be allowed on the minutes except in regard to their accuracy.
- (vi) Following confirmation of the minutes they shall be signed by the chairman, and the members may then ask questions in regard to matters arising there from. Such questions shall be allowed for purposes of information only, and no debate shall take place on the policy outlined in the minutes.

Order 5 SELECTION OF SPEAKERS

- (i) At the beginning of debate on any question, the chairman shall ask all those who desire to speak to send their names up to him in writing. These names shall be entered on the chairman's list of speakers in the order in which they are handed in. The chairman shall periodically announce the names of the forthcoming speakers, and the order in which they are to be heard.
- (ii) No speaker shall commence speaking until called on by the chairman, except in the case of those rising on a Point of Order or a Point of Information.

Order 6 SPEECHES

- (i) Except in committee, a speaker shall be required to stand while he holds the floor, and shall address his remarks through the Chair only.

(ii) The chairman shall have general responsibility for ensuring that discussion is conducted in an orderly manner and that speakers are not interrupted except as provided for in these Standing Orders.

(Note: The terms of this provision may be relaxed in committee at the chairman's discretion.)

(iii) No member shall be allowed to speak more than once upon any question before the meeting, unless in committee, or on a Point of Order or a Point of Information, except the mover of the Original Motion. But if an amendment is moved, any member, even though he has spoken on the Original Motion, may speak again on the amendment.

(iv) The mover of the Original Motion shall be allowed five (5) minutes to speak. All subsequent speakers shall be allowed three (3) minutes, including the mover of the Original Motion if exercising his right to reply.

(v) A member wishing to raise a Point of Order or a Point of Information must first obtain the chairman's permission, and must rise immediately.

(vi) A member may formally second a motion or an amendment and reserve his speech until later in the debate.

(vii) The mover of a motion shall be entitled to make his speech first and conclude with the motion.

Order 7 INTERRUPTION

If any member interrupts another while addressing the meeting, or uses abusive or profane language, or causes disturbance at any meeting and refuses to obey the chairman when called to order, he shall be named by the chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.

Order 8 MOTIONS AND AMENDMENTS

(i) The first proposition on any subject shall be known as the Original Motion and all succeeding propositions on that subject shall be called amendments.

(ii) No motion or amendment shall be discussed unless and until it has been seconded, except in committee, seconder shall not be deemed essential.

(iii) When not already on the Agenda, every motion or amendment must be moved and seconded by members actually present before they can be discussed, and, where possible, shall be set forth in writing.

(vi) Only one motion or amendment may be before the meeting at any one time, and when an amendment is moved no further amendment shall be discussed until the first amendment is disposed of. Notice of further amendments must be given before the first amendment is put to a vote.

Order 9 SUBSTANTIVE MOTIONS

(i) If an amendment is carried, it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the Substantive Motion may be moved, provided it is consistent with the business and had not been covered by an amendment or motion which has previously been rejected.

Order 10 RIGHT OF REPLY

- (i) The mover of the Original Motion shall, if no amendment is moved, have the right to reply at the close of debate upon such motion.
- (ii) When an amendment is moved, the mover of the Original Motion shall be entitled to speak thereon in accordance with Standing Order 6 (ii) and 6 (iv), and may reply to the discussion at the close of debate on such amendment, but shall not introduce any new matter.
- (iii) The question shall be put to a vote immediately following the reply by the mover of the Original Motion, and under no circumstances shall any further discussion be allowed once the question has been put from the Chair.
- (iv) The mover of an amendment shall not be entitled to a reply.

Order 11 WITHDRAWALS OR ADDITIONS

No motion or amendment which has been accepted by the Chair shall be withdrawn without the unanimous consent of the meeting nor shall addendum or rider be added to such motion without similar consent. If any member dissents, the addendum must be proposed and seconded, and treated as an ordinary amendment.

Order 12 VOTING

- (i) Voting shall be by show of hands, unless a motion that a question be decided by a secret ballot is moved and carried or the Rules of the Association specify a secret ballot.
- (ii) A motion that a question be decided by secret ballot shall be carried if supported by a simple majority of the members present and voting.
- (iii) When a motion is to be decided by secret ballot, the chairman shall appoint members to act as scrutineers. These members shall distribute, collect and count the ballot papers. They shall inform the chairman of the result, and he shall announce it to the meeting.
- (iv) If a motion is not opposed, the chairman may declare it carried without a vote.
- (v) The chairman shall not vote on motions before the meeting except in the case of equality of votes for and against, in which case he shall be entitled to a deciding vote. If the chairman decides not to exercise his deciding vote the motion before the meeting shall be deemed “not carried”.
- (vi) When a vote is taken in committee, the names of those voting for and against, and of those abstaining from voting, shall be stated in the minutes.

Order 13 PROCEDURAL MOTIONS

- (i) The following Procedural Motions may be moved in accordance with the conditions detailed elsewhere in these Standing Orders:
 - (a) that a question be now put;
 - (b) that a question be not put;
 - (c) that a meeting proceed to the next business;
 - (d) that a question be adjourned to a later time or meeting which shall be specified;
 - (e) that the meeting be adjourned for a period not longer than fifteen (15) minutes;
 - (f) that a question be referred, or referred back, to the Executive Committee, the Administrative Council of a Local Bowling Association, or a specified

sub-committee;

(g) that the meeting has no confidence in the chairman;

(h) that a ruling of the chairman is challenged.

(ii) Procedural Motions may only be moved and seconded by a member who has not previously spoken at any time during the debate on the question concerned.

(iii) No Procedural Motions may be moved while a member is speaking on a Point of Order or during the act of voting.

(iv) The chairman may refuse to accept Procedural Motions of types (a), (b), (c) or (d) if one of similar effect and related to the same question has been defeated within the previous fifteen minutes.

(v) If a Procedural Motion of type (a) is carried, or one of type (b) is defeated, the mover of the Original Motion shall have a right to reply in accordance with the conditions of Standing Orders 6 (ii) and 6 (iv), following which the chairman shall put the question To a vote without further discussion.

(vi) A Procedural Motion of type (b) may not be moved in committee, or while an amendment is under discussion.

(vii) A member moving a Procedural Motion of type (d) or (e) must confine his remarks to the question of the adjournment and must not discuss any other matter.

(viii) When a Procedural Motion of type (d) is moved, the mover of the motion upon which the adjournment is moved shall be allowed the right of reply on the question of the adjournment, which reply shall not prejudice his right of reply on his own motion.

(ix) Where discussion on a Procedural Motion is permitted under these Standing Orders, such discussion shall be limited to three (3) minutes from one speaker in favour of the motion, followed by one speaker against for a similar period, except when the mover of a motion exercises his right of reply.

(x) If a Procedural Motion of type (g) or (h) is moved, the chairman shall vacate the Chair until the question is debated, a temporary chairman being elected by the meeting in the interim.

(xi) If a Procedural Motion of type (g) is carried, the chairman shall not take the Chair for the remainder of the meeting. The members shall decide whether the temporary chairman shall continue in the Chair, or a new chairman shall be elected.

(xii) If a Procedural Motion of type (h) is carried, the chairman shall resume his Chair, but shall give a ruling in accordance with the Procedural Motion.

Order 14 POINTS OF ORDER

(i) A Point of Order shall relate only to the procedure adopted or to the conduct of the meeting and may be raised by a member rising “on a Point of Order”.

(ii) A Point of Order shall take precedence over all other business except the act of voting, unless it relates to the actual conduct of the vote.

(iii) The chairman shall rule on all Points of Order.

Order 15 POINTS OF INFORMATION

(i) A Point of Information may be raised by any member provided he rises “on a Point of Information”.

(ii) The speaker holding the floor may accept or refuse a Point of Information and, if the speaker refuses, the member rising on a Point of Information shall immediately cease speaking.

(iii) A Point of Information shall consist only of brief and relevant information offered to, or asked of, the speaker.

Order 16 RESCINDING RESOLUTIONS

(i) No resolution shall be rescinded or amended at the same meeting at which it is passed. Twenty-eight (28) days notice of the proposed rescission or amendment of any resolution must be given, and no recession or amendment shall be effective unless approved by two-thirds (2/3) of the members present and voting at the meeting when it is considered.

(ii) No resolution involving important issues of finance or policy shall be rescinded at any meeting unless every member eligible to attend such meeting has been duly notified.

Order 17 AMENDMENT OF STANDING ORDERS

Amendment of these Standing Orders shall require approval of two-thirds (2/3) of the members Present and voting at a General Meeting of the ITBA.