

**GARDA REPRESENTATIVE
ASSOCIATION**

PROPOSED NEW

**Constitution and
Rules of the Association**

**Special Delegate
Conference**
January 2018

CONTENTS

		<u>PAGE</u>
Section 1	GOVERNANCE, AIMS & OBJECTIVES, RULES and NATIONAL REVIEW BOARD	
1	Name of the Association	3
2	Registered Office	3
3	Membership of the Association	3
4	Vision	3
5	Mission	3
6	Values	3
7	Ethical Principles	3
8	Governance Principles	4
9	Governance Code	5
10	Aims and Objectives	6
11	Rules	8
12	Constitution	8
13	National Review Board	9
Section 2	FINANCIAL MANAGEMENT, TRUSTEES, and TREASURER	
14	Code for Financial Management	10
15	Association Funds	12
16	Trustees of the Association	12
17	Treasurer of the Association	15
18	Duties of Treasurer	15
19	Finance Committee	16
20	Records of the Association	16
21	Employees of the Association	16
22	Dissolution of the Association	16
Section 3	MEMBERSHIP and SUBSCRIPTIONS	
23	Application for Membership	17
24	Cessation of Membership	17
25	Subscriptions	17
26	Reinstatement of Membership	18
27	Conduct of Members, Discipline, and Appeals	18
28	Services	19
29	Complaints by Members	19
Section 4	MEETINGS, VOTING and CONFERENCES	
30	Meetings of the Association	19
31	Minutes of Meetings	19
32	Voting at Meetings	20
33	Conferences	20
34	Conference Standing Orders Committee	21
35	Conference Motions	22
36	Conference Agenda	22
37	Emergency Motions / Urgent Matters	23
38	Special Delegate Conferences	23
39	Rules Revision Conferences	23
40	Standing for Election	24

Section 5	PRESIDENT AND VICE PRESIDENT	
	41 President of the Association	24
	42 Vice President	25
Section 6	NATIONAL EXECUTIVE COMMITTEE (NEC)	
	43 NEC – Role, Composition, and Elections	25
	44 NEC – Meetings and Procedures	27
Section 7	REGIONAL EXECUTIVE COMMITTEES (REC)	
	45 REC – Role, Composition, and Elections	28
	46 REC – Meetings and Procedures	30
Section 8	DIVISIONAL COMMITTEES (DC)	
	47 DC – Role, Composition, and Elections	31
	48 DC – Meetings and Procedures	32
Section 9	DISTRICT REPRESENTATIVES	
	49 District Representation	33
Section 10	SECRETARIAT	
	50 General	33
	51 General Secretary	34
	52 Deputy General Secretary	34
	53 Assistant General Secretary	34
	54 Selection and Appointments of Senior Posts	35

SCHEDULES		<u>PAGE</u>
A	(i) Procedures for Conduct and Discipline by REC	36
	(ii) Procedures for Conduct and Discipline by NEC	38
B	Member Complaints Procedure	40
C	Procedures for Delegate Conferences	41
D	Electoral Constituencies and Representatives (NEC and REC)	45
E	Electoral Constituency Statistics - overview	46

(a) Participation

- Each member shall be entitled to full participation in the self-government of the Association;
- In the committees and activities of the Association, there shall be gender balance which shall be determined by policies adopted by the Delegate Conference of the Association;
- Subject to the reasonable rules and regulations set out in this document, each member shall have the right to run for office, to nominate and to vote in free, fair and honest elections;
- Members are entitled to receive fair, free and regular information on the conduct of the Association and its activities on their behalf;
- Membership meetings shall be held regularly, with proper notice of time, place and agenda in advance, and shall be conducted in an atmosphere of fairness and collegiality. All meetings of the Association shall be minuted, and the advance agenda and adopted minutes shall be made available on the Association's website;
- Each Committee of the Association shall maintain adequate safeguards so that all of its operations shall be conducted in a democratic and fair manner. No corruption, discrimination or anti-democratic procedure or behaviour shall be permitted under any circumstances.

(b) Freedom of expression

- Each member shall, within the Association, have full freedom of speech and the right within the law to express their views on the Association, and in the development and decision-making on its policies and strategies;
- Each member shall, within the Association, have the right freely to criticise the policies of the Association and the effectiveness of Association officials but is obliged to meet the values of the Association, acting professionally and respectfully;
- These rights of expression, shall not be used to undermine the Association, or its institution.

(c) Membership obligations

- Each member shall avoid any action that would undermine the Association as an institution;
- Each member shall act always with full regard to the rights of other members and the interests of the Association;
- Each member shall ensure that s/he does nothing that would subvert the Association in collective bargaining;
- Each member shall treat other members and appointed officials with respect and avoid vilifying or otherwise acting against this commitment;
- Each member shall avoid advocacy or engagement in divisive and/or disruptive activities against the interest of other members or the Association.

(d) Protecting member rights

- All Association Rules and regulations must be fairly and uniformly applied. Conduct/disciplinary procedures, including adequate notice, full rights of the accused member and the right to appeal, shall be fair and afford full due process and natural justice, and representation if desired, to each member.

**GOVERNANCE
PRINCIPLES****8. The governance of the Association is based on the following principles:**

- Behaving with integrity at all times, in all circumstances

- Democratic and transparent decision making
- Delivering an effective, professional service to members
- Developing capacity to achieve high standards in representation, management and oversight
- Managing risk and performance with professional control systems, and performance management practices
- Accountable to members through robust and transparent practice in all systems, oversight, auditing, reporting and communications

**GOVERNANCE CODE -
PRINCIPLES**

9. There shall be a **Governance Code of the Association** which is intended to set ethical standards, guiding principles for governance, and expected practices and behaviours in a modern membership organisation. The *summary* overview below was informed by the '*Voluntary Code of Practice for good governance of Community, Voluntary and Charitable (CVC) organisations in Ireland*'. The Governance Code of the Association shall be based on five principles with accompanying requirements:

(a) Leading the organisation

- *Setting out the vision, purpose, mission, values and objectives, and making sure they remain relevant;*
- *Developing, resourcing, monitoring and evaluating a plan so that the Association achieves its stated purpose and objectives;*
- *Managing, supporting and holding to account officials, staff, and representatives and all who act on behalf of the Association.*

(b) Exercising control over the organisation

- *Identifying and complying with relevant legal and regulatory requirements;*
- *Making sure that there are appropriate internal financial and management controls;*
- *Identifying major risks for the Association and deciding ways of managing the risks.*

(c) Being transparent and accountable

- *Identifying those with a legitimate interest in the work of the Association (members, elected representatives, staff, officials, stakeholders {oversight bodies, Government, Garda management} and the public) and making sure there is regular and effective communication with them about the Association;*
- *Responding to members, representatives and stakeholders' questions / views about the organisation's work and how it is run;*
- *Encouraging / enabling engagement with those who benefit from the Association in the planning / decision-making of the Association.*

(d) Working effectively

- *Making sure that our NEC, REC, individual representatives at all levels, and staff understand their: (i) roles, (ii) legal and other duties, and (iii) delegated responsibility for decision-making and advice(s);*
- *Making sure that the NEC exercise collective executive responsibility though NEC meetings that are efficient and effective;*
- *Continually reviewing the NEC, recruitment, development and retirement processes to ensure relevant competencies are in place to realise the Association's objectives.*

(e) Behaving with integrity

- *Being honest, fair, independent, transparent and accountable;*
- *Understanding, declaring and managing conflicts of interest;*
- *Protecting and promoting the Association's reputation.*

The Code is intended to be a living document, informing and guiding all areas of the work of the Association. The first NEC elected after the adoption of the new Constitution and Rules shall, as a priority, develop the **Governance Code of the Association** into a full document, setting out the detail of the principles outlined above. The full Code shall be placed before the following Delegate Conference for adoption.

Subsequently, every incoming NEC shall ensure that the terms of the Governance Code of the Association are being implemented fully and that the strategies, activities and behaviours of the Association are clear to members, voluntary Representatives, elected Officers, Officials and Employees of the Association, and conform with the Code.

The Governance Code for the Association shall be:

- available on-line to all members;
- provided to every elected representative and employee of the Association on election/appointment; and
- be reviewed and updated within six months of the election of each incoming NEC.

AIMS AND OBJECTIVES OF THE ASSOCIATION

10. General The objects of the Association shall be the organising of members of An Garda Síochána of Garda rank and to provide the influential means for the expression of their collective voice on all matters affecting their interests, wellbeing, welfare, development, opportunities, aspirations, and participation individually and collectively in the development of society generally, and to seek the attainment of a respected place in society for An Garda Síochána, and the members of the Association, and *in particular*:

- (a)** to actively engage in the organisation and representation of members, and the regulation of the relations between Association members and An Garda Síochána, and between Association members and their fellow members;
- (b)** to safeguard and achieve terms and conditions of employment which reflect the professional and unique role of members, the essential service provided by them, and to support and advance the welfare of members, to better enable them to carry out their functions to the benefit of the communities served;
- (c)** to afford advice and assistance to individual members on professional, welfare and disciplinary matters;
- (d)** to promote the education and training of members of the Association through career development initiatives, in their attainment of academic qualifications, and in their personal development and progression generally. To provide for members' educational, cultural and social amenities as are approved, including courses and facilities for training of members in the subject of Industrial and Employee Relations;
- (e)** to develop and continually improve the quality of communications to the members through maximising the use of IT and internet systems and technologies;
- (f)** to promote the raising of educational, efficiency and the professional standards of An Garda Síochána; to collaborate effectively in the interest of developing a professional and modern policing service in Ireland; and to afford the Authorities responsible for the administration of An Garda Síochána the collective advice and experience of the members;
- (g)** to monitor and promote satisfactory systems of promotion and transfer within An Garda Síochána;

- (h)** to seek the provision of benefits to members of the Association in accordance with these Rules, and in particular:
- (i)** to promote, and maintain members' interests in a Garda Síochána medical benefit scheme thereby providing a means of ensuring the adequate protection of members and their families from financial liabilities arising from illness or injury;
 - (ii)** to promote such other insurance, benevolent or welfare schemes as are considered necessary to meet the needs of the members and their families; and
 - (iii)** other such insured schemes as may be determined by Delegate Conferences of the Association.
- (i)** to promote equity in relation to gender, civil status, family status, sexual orientation, religion, age, disability, race (including ethnic and national origin) within the Association and An Garda Síochána generally;
- (j)** to encourage the participation of young members, and engage with retired members, and those identified in **(i)**, above;
- (k)** to cultivate a spirit of fraternal co-operation with kindred organisations;
- (l)** to engage in, commission, or support research and/or training initiatives in furtherance of the aims, objectives, or policies of the Association;
- (m)** to engage in the carrying on, or participating, directly or indirectly in the business of printing or publishing appropriate views/comment, or of books, pamphlets or other publications including electronic and multi-media communications, or of any other kind of undertaking, for the purpose of furthering the interests, objects and policy of the Association or its members;
- (n)** to safeguard members' interests in connection with legislative measures, and to secure the effective administration of existing laws which may affect the general and material welfare of members;
- (o)** to engage in the promotion or provision of opportunities for social interaction and recreation for members;
- (p)** the acquisition of property both real and personal for any lawful purpose or in any manner by way of purchase, mortgage, lease, devise, gift or prescription and to sell, mortgage, exchange, let or otherwise dispose of said property;
- (q)** to further any action, or purpose, or the participation, financial or otherwise, directly or indirectly, in any lawful purpose which in the opinion of the National Executive Committee is beneficial to the interests of the Association or the members of the Association generally;
- (r)** to do all, or any such lawful things, incidental or conducive to the attainment of all or any of these objectives. This may include to rent, take on lease, purchase or otherwise acquire property and/or offices for the purposes of the Association and to invest the funds of the Association in such property. For the purposes of promoting the objectives and/or making them effective, the Association may through its Trustees, acting on the advice of the NEC, borrow money and give security therefore on behalf of the Association;
- (s)** For the purpose of promoting the objectives and making them effective, the Association may enter into affiliation or agreement with other organisations through the NEC, provided always that such affiliations or agreement shall, if proposed at the Delegate Conference be approved, or if entered into by the NEC shall at the next Delegate Conference be brought by the NEC for ratification.

RULES

11. Once adopted, these Rules shall govern and direct the conduct, activities, roles, responsibilities and the management of the various components of the Association.

(a) Alteration of Rules

Only Conference shall have the power to add, alter or omit any Rules of the Association. The Standing Orders Committee is charged with the responsibility to regulate the conduct of business and schedule of Motions at Conferences. No such addition, alteration or omission to the Rules shall be made except following the adoption of a formal Motion, accepted by the Standing Orders Committee onto the Agenda to that effect, and which is supported by two thirds of the delegates present and voting at a Conference properly convened for the purpose, and entitled to consider such a Motion (See Rules Revision Conference, **Rule 39**)

(b) Interpretation of a Rule

Where a difference of opinion arises concerning the interpretation of a Rule of the Association, the NEC shall be asked to provide the interpretation on a simple majority vote.

(c) Any matter

Any matter not provided for in these Rules shall be dealt with as the NEC may determine. Appeals to such NEC decisions can be made to the next Delegate Conference of the Association.

(d) Rule Books

Each member of the Association shall receive a copy of these Rules on entry to membership, and following a Rules Conference where alterations, if any, are made to the Rules by Conference.

(e) An Interim Measure

As an interim measure only, should a matter of interpretation in respect of a Rule arise in which the members of the NEC cannot readily come to a consensus, and remain of differing opinions in respect of the request for the interpretation, the matter shall be referred for the attention of the National Review Board (see **Rule 13**, following). The decision of the NRB shall stand in the place of the disputed Rule pending consideration at the next scheduled and properly convened Rules Revision Conference (see **Rule 39**, hereunder). That Rules Conference shall determine the matter in closed session.

After the closing session of the first Rules Revision Conference following the adoption of these Rules, this Clause, i.e. **Rule 11(e)** shall be deemed to have lapsed, shall have ceased to be a Rule of the Association, and may be removed from the Rule Book.

CONSTITUTION

12. The Association shall be constituted as follows:-

- (a)** Annual for the time being, Biennial thereafter, or Special Delegate Conferences;
- (b)** The National Executive Committee (NEC): one;
- (c)** Regional Executive Committee (REC): 7 (seven) for the time being;
- (d)** The Trustees: 5 (five) trustees;
- (e)** Divisional Committees (DC): 31 (thirty-one) for the time being;
- (f)** There shall be 3 (three) standing committees: Conference Standing Orders Committee, Rules Revision Committee, and the Finance Committee.

**NATIONAL REVIEW
BOARD**

13. The Association shall, following the adoption of these Rules, establish a permanent National Review Board (NRB). The NRB shall act as final arbiter in the processes, practices, and conduct of the committees of the Association within these Rules.

(a) Purpose

The NRB is established to act as a final safeguard in matters of the conduct of, and within, the Association, in its systems of democracy and transparency in the conduct of the business and procedures of the organisation. If requested, it shall be the determiner in matters of conflict where solutions have not been found within a reasonable timeframe, or where contentious issues ought to be brought to finality.

(b) Role

The role given to the NRB in matters of the conduct in, and of the Association, underlines the seriousness in which the Association holds and seeks to maintain professional and ethical conduct in its activities, relationships and standards of behaviour, both internal and external, as well as acting as a safeguard for the democratic principles of the Association.

(c) Collective Bargaining

The NRB's jurisdiction does not extend to the Association's collective bargaining agenda.

(d) Authority

Acting in accordance with these Rules, the NRB has authority to reverse, or amend a decision taken within or by the Association. The NRB's written decisions shall be published in such manner as the NRB deem appropriate, and it shall also make Reports of its activities to Conferences. The NRB is also empowered to make suggestions for the consideration of Conference via the elected Trustees.

(e) Procedures

The NRB shall develop procedures for the conduct of its own business, including the determination of Chairperson, investigations and hearings, which the Trustees shall publish and post on the website of the Association.

(f) Investigations

In addition to providing members with the choice of a final avenue of appeal at the end of the procedures dealing with complaints or discipline, the NRB shall have oversight responsibilities to monitor and make recommendations. Where appeals or complaints are made through the appropriate procedures [see **Schedule A(ii) (g)**], the NRB is invested with the authority to undertake investigations, hold hearings and make findings. In exceptional circumstances, the NRB may, of its own volition, initiate an enquiry into matters which may, from time to time, come to its attention.

(g) Membership

Members of the NRB shall be drawn from persons of national repute in the fields of law (academic or practicing), industrial relations (scholars or practitioners), academics from other disciplines, or by individuals who, over a significant period, have standing in the voluntary, not for profit, or other public service sectors. Following the adoption of these Rules, the three members of the NRB shall be named, together with a fourth 'alternate' member as a contingency and to ensure continuity and efficiency. Casual vacancies shall be filled by decision of the Trustees of the Association, after consultation with the NEC, in order to complete the term of a vacated position.

(h) Appointment, Term and Tenure

(i) Following discussions between the Consultants who conducted the Association's 2017 Strategic Review and the Trustees of the Association, the Trustees shall set out their proposal for the initial nominations to the NRB for its first term of office, for ratification by the Special Delegate Conference of the

Association in January 2018, for a period up to the first Biennial Delegate Conference in 2023.

(ii) The term of office, thereafter, is four years and a member may, if appointed, serve for a maximum of two terms. At the end of each four-year term, and following discussions between the outgoing members of the NRB and the Trustees, the Trustees of the Association shall set out their proposals for nominations to the NRB for subsequent office, for ratification by the Delegate Conference of the Association.

(i) Payment

The NEC shall be charged with the responsibility of determining the Fees of the NRB.

(j) Conflict Determination(s)

Where any question or doubt arises concerning the provisions of **Rule 14 (e) (ii)** and/or **(iii)**, such person(s) may seek the formal advance determination of the NRB on such matter(s).

Section 2

CODE OF CONDUCT FOR THE FINANCIAL MANAGEMENT OF THE ASSOCIATION

FINANCIAL MANAGEMENT, TRUSTEES and TREASURER

14. Association funds are held in trust for the benefit of the membership. The members are entitled to the assurance that Association funds are spent for proper purposes and are not dissipated. The membership is also entitled to be reasonably informed as to how Association funds are invested or used, and that the relevant regulatory, compliance and good practice policies are in place and governing all aspects of asset and financial management. The following shall apply until such time as the Trustees, elected at the first Delegate Conference after the adoption of these Rules, shall review and expand what follows, hereunder.

(a) Procurement

The Trustees shall propose to the NEC a **Procurement Code** for the management of the expenditure of the Association. The draft code shall then be submitted to the first Delegate Conference for ratification. Thereafter, the Trustees shall report on procurement practices of the Association as part of their formal reporting to each Delegate Conference. The Association, at all levels, shall conduct their proprietary functions, including all contracts for purchase or sale or for rendering housekeeping services in accordance with the practice of well-run institutions, including the securing of competitive bids for significant/major contracts. Procurement policies and practices shall be developed by the Trustees for the NEC, based on the guidelines set down and updated from time to time by the Irish Government's Office of Government Procurement, and shall be adopted by the Delegate Conference(s). There shall be no contracts of purchase or sale or for rendering services which shall result in the personal profit or advantage of any Official, elected Officer, voluntary Representative or Employee of the Association. Nor shall they accept personal profit or special advantage from their role/function in /for the Association.

(b) Asset management and Investment

Following advice, and from time to time, the Trustees shall propose to the NEC an **Investment Code** for the management of the assets of the Association. The draft Code shall be submitted to the first Delegate Conference, for ratification. Thereafter, the Trustees shall report on investment practices of the Association as part of their formal reporting to Conference. The Association, at all levels, shall not permit any of their funds to be invested in a manner which results in the personal profit or advantage of any Official, elected Officer, voluntary Representative or Employee of the Association.

(c) Member Information

The mailing lists of the Association are valuable assets. In order to protect the interests of the entire membership, no Official, elected Officer, voluntary Representative or Employee of the Association shall, under any circumstances, make an Association mailing list available to an outsider for use in the promotion or sale of any goods or services that benefit an individual or a private concern. Mailing lists are to be used only to promote the necessary legitimate functions of the Association, and in accordance with the provisions of the Data Protection Acts, and for no other purpose. It is improper for any Official, elected Officer, voluntary Representative or Employee of the Association to permit the use of any mailing list by any third party to promote the sale of furniture, appliances, automobiles, insurance, or any other item, or to enable professionals to solicit the membership.

(d) Loans

The Association shall not make loans to Officials, elected Officers, voluntary Representatives, Employees, members, or members' relatives, for any purpose.

(e) Health, Welfare and Retirement Funds

(i) No Official, elected Officer, voluntary Representative or Employee of the Association shall receive any advantage, or fee(s), or remuneration of any kind from a fund established for the provision of health, welfare or retirement benefits for the members of the Association, nor from any company engaged in the provision of such benefit schemes.

(ii) No Official, elected Officer, voluntary Representative or Employee, or other person acting as agent or representative of the Association who exercises responsibilities or influence in the administration of health, welfare and retirement programs or the placement of insurance contracts, shall have any compromising personal ties, direct or indirect, with outside agencies such as insurance companies, brokers, or consultants doing business with the health, welfare and retirement plans. The Association shall seek that the trustees or administrators of such funds and schemes shall be operated for and on behalf of the members of the Association by independent corporate trustees.

(iii) Where any question arises, or should any doubt occur concerning the provisions of **Rule 14 (e) (i)** and/or **(ii)**, above, the person may seek the formal advance determination of the NRB on such matter.

(f) Business and Financial Activities of Association Officials and staff

Any person who represents the Association and its members, whether elected or appointed, has a duty of trust to serve the best interests of the members and their families. Therefore, every Official, elected Officer, voluntary Representative or Employee must avoid any outside transaction which even gives the appearance of a conflict of interest. The special fiduciary nature of Association Office requires the highest loyalty to the duties of the office. No Official, elected Officer, voluntary Representative or Employee of the Association shall have a personal financial interest which conflicts with her/his Association duties.

(g) Expenses

Officials, elected Officers, voluntary Representatives or Employees of the Association shall be reimbursed for costs that may arise from time to time as a consequence of taking part in the approved business activities of the Association. The approved payment of authorised expenses shall be in accordance with the published table of out-of-pocket expenses. No other payments shall be made. Expenses are intended to reimburse out-of-pocket expenditure only, and by definition are not a form of

remuneration, or reward. All out-of-pocket reimbursements paid shall be strictly in accordance within Revenue Commissioners regulations and directives.

(h) Hospitality/gifts

A limit of €25 shall be set for small gestures and tokens of hospitality/appreciation which an Official, elected Officer, voluntary Representative or Employee may accept in the course of his/her Association activity, and all such hospitality shall be disclosed. No Official, elected Officer, voluntary Representative or Employee shall accept any gifts, entertainment, meals, tickets, tokens, vouchers, discounts, etc. above this limit, or personal payment of any kind, or advantage, whatsoever arising from their role/function with the Association.

ASSOCIATION FUNDS

15. (a) Association funds shall be maintained primarily through the levying of members' subscriptions.

(b) The NEC shall at any time have the power to establish separate funds for the purpose of furthering the aims and objectives of the Association as defined in these Rules.

(c) To meet current office and general expenses, the Treasurer may retain in a current account at the Bank, a sum up to but not exceeding that which may be agreed on by the NEC from time to time. All other funds shall be managed in accordance with these Rules. No payments can be made unless authorised by the NEC. All payments shall be made by Electronic Funds Transfer to the payees' Bank Accounts. In exceptional circumstances, a cheque may be issued.

(d) The General Accounts of the Association shall be audited annually by a firm of Accountants.

**TRUSTEES OF
THE ASSOCIATION**

16. The Trustees of the Association hold an elected Office of significant importance in the management of the assets, finances and property of the Association, in its good governance, financial codes, procedures and practices, and constitute a supervisory function in the internal oversight of the affairs of the Association with a direct influence on the reputation of the organisation, which is one of the Association's assets.

(a) Election and Term of Trustees

There shall be five Trustees of the Association who shall be elected by the Delegate Conference.

(i) Having regard to **Rule 34 (a)**, at the first Delegate Conference following the adoption of these Rules, 5 (five) Trustees shall be elected for a 4 (four) year term. The names of the unsuccessful candidates shall be retained in order of the votes they received at the election, for the purposes of filling such casual vacancies as may arise during these years (i.e. 2019 to 2023, inclusive).

(ii) Having regard to **Rule 34 (b)**, at the Biennial Delegate Conference in the year 2023, 5 (five) Trustees shall be elected. The 3 (three) Trustees elected with the highest votes shall hold office for a 4 (four) year term (i.e. 2023 to 2027 inclusive). The 2 (two) Trustees elected with the next highest votes shall hold office for a 2 (two) year term (i.e. 2023 to 2025, inclusive). This commences a system of a 3 (three) members / 2 (two) members electoral overlap at Biennial Delegate Conferences from 2025, to embed necessary continuity.

(iii) The names of the unsuccessful candidates in each election shall be retained in order of the votes they received, for the purpose of filling such casual vacancies as may arise during the term which they contested.

(iv) The Trustees term of office from the 2025 Biennial Delegate Conference shall thereafter be for a term of four years.

(v) Trustees may stand for election and be re-elected for one further 4 (four) year term in direct succession.

(b) Nomination of Trustees

Candidates for the office of Trustee shall be nominated by any Regional Executive Committee of the Association. At the date of their nomination, election and continuance in office, they shall be members of the Association in good standing and serving members of a Divisional Committee, or REC. They shall be delegates at the Delegate Conference at which they are elected. A Trustee shall not be a member of the NEC and shall not hold the office of President, Vice President, General Secretary, Deputy General Secretary, Assistant to the General Secretary (no matter how described), or be an employee of the Association. In the event of a Trustee not being re-elected to a Divisional Committee, or REC during her/his term of office s/he shall remain as a de facto Trustee, and shall attend the next Delegate Conference for that purpose, until the position is filled at the close of Conference, notwithstanding the requirements of Rule 14 (b).

(c) Training

Appropriate training for the function and role of Trustee shall be provided and undertaken.

(d) Trustee Responsibilities - General

All real and personal property whatsoever, including all electronically stored data, belonging to the Association shall be vested in the Trustees for the time being. They are empowered to bring or defend, or cause to be brought or defended, any action, suit, prosecution, or complaint in any court of law touching or concerning the property, or claimed property of the Association and may, in all cases concerning the real or personal property of the Association sue and be sued in any Court of Law. They shall have regulations made for the better control and management of the affairs of the Association and have the authority to enquire, from time to time at their own collective discretion, into decisions made, so as to ensure that such decisions conform with the Codes, Procedures and Regulations of the Association.

The Trustees:

(i) shall carry out such transactions in the property and funds of the Association which the NEC may direct and which are consistent with these Rules and the good governance codes of the Association, and are otherwise lawful;

(ii) shall stand empowered, should the necessity arise, to borrow by way of overdraft or otherwise sufficient funds to meet the liabilities incurred by the Association, and to offer any deed or document of title held in their name as collateral security;

(iii) accept on taking up office, and be required as a duty on resignation or, if removed from office, to execute such document and take such other steps as may be necessary to vest in the Trustees for the time being of the Association, all security and other properties held by the said Trustees on behalf of the Association;

(iv) shall ensure that the funds of the Association are applied in accordance with these rules and the directives of the NEC;

- (v)** in the discharge of their duties and function, shall at all times have unfettered access to the books of account of the Association and shall have access to the relevant extracts of the minutes of the NEC and the Finance Committee for the purpose of verifying authority for any financial transaction;
- (vi)** shall meet with and receive the report of the Association's Auditors and shall sign that report prior to its presentation to the Delegate Conference;
- (vii)** shall be entitled to obtain the advice of the Association's Auditors and Legal Advisors, and to act on such advice where the Trustees are in doubt as to the authority under the Rules, or Governance Code, for any transaction which they are directed to undertake by the NEC, or the Finance Committee;
- (viii)** shall be indemnified by the Association for any claim against them arising from the bona fide and legitimate exercise of their duties as Trustees.

(e) Trustee Responsibilities – Procedural

Without prejudice to the generality of the foregoing provision the Trustees shall exercise a general supervisory and oversight role in the good governance and financial management affairs of the Association and shall have the following powers and functions, that is to say to draft, or cause the drafting and advise on the implementation of:

- (i)** the Procedures for dealing with conflicts of interest in the decision-making processes of the Association, including in the selection and appointment of members of the Secretariat and employees of the Association;
- (ii)** the tendering procedures for the purchasing of goods, products and services;
- (iii)** the system for the claiming and payment of out of pocket expenses and subsistence, and/or mileage by voluntary elected Representatives, Officers, Officials and employees;
- (iv)** the system of initial checking and subsequent authorisation of claimed out of pocket expense payments, by designated Officials and voluntary elected Representatives of the Association;
- (v)** the system of controlled payments by the Association to internal claimants, outside suppliers and other service providers;
- (vi)** the procedures for the management and reconciliation of all Bank and Credit/Debit Card Accounts of the Association;
- (vii)** the procedures for the appropriate management, upkeep and security of all Databases under the control of the Association;
- (viii)** the systems for the Maintenance and Timely Updates of the Security of all the Association's Computerised Systems and Records, Website(s), Apps, and Communications Systems;
- (ix)** the establishment of a 'Risk Register' and 'Risk Management Procedures';
- (x)** the Procedures for the system of selection for professional service providers, e.g. Printers, Janitorial Services, Communications suppliers, Legal, Accounting/Auditing services, IT/Telephonic systems suppliers, and other Professional or Consulting Suppliers, etc.;
- (xi)** the general Code of Conduct for employees of the Association;
- (xii)** the Equality and Diversity policies of the Association;
- (xiii)** the procedures for Employee Grievance / Problem-Solving, Performance, Discipline and Protected Disclosure;

(xiv) the procedures and policies to deal with Bullying/Harassment within the Association;

(xv) procedures to ensure that all EFT authorisations, or in exceptional circumstances cheques drawn on the account of the Association, above such amount as may from time to time be prescribed by the NEC, or the Finance Committee, be countersigned by not less than one Trustee.

(f) Reporting by the Trustees

Reporting by the Trustees shall be as follows:

(i) All Codes and Procedures developed by, or at the request of the Trustees of the Association, shall be delivered to the NEC for its consideration, adoption and implementation;

(ii) In addition, the Trustees shall periodically report to the NEC and its Finance Committee on matters coming within their scope and responsibilities;

(iii) The Trustees shall make a formal written Report and Presentation of their oversight activities at a private session of each Delegate Conference;

TREASURER OF THE ASSOCIATION

17. There shall be a Treasurer of the Association who:

(a) shall be elected every four years by the Delegate Conference and shall be eligible for re-election once, and only once, to that office, and

(b) Candidates for the office of Treasurer shall be members of the Association in good standing who, at the date of their nomination are members of the NEC (or have been elected to an incoming NEC) that shall hold office during the continuance of the term for which the election of Treasurer is to be held. A person shall be nominated for the position of Treasurer by a Regional Executive Committee. Nominations shall be on the prescribed form, signed by the Chairperson and Secretary of the REC and delivered to the General Secretary not less than one month prior to the commencement of the Delegate Conference. A list of candidates for the Office of Treasurer shall be furnished to all delegates with the final Agenda for Conference.

(c) Appropriate training for the role and function shall be provided and undertaken.

DUTIES OF TREASURER

18. The Treasurer of the Association shall:

(a) See that the monies of the Association are deposited with the Association's Bank without delay in the name of the Association and its Trustees;

(b) Ensure that a correct statement of the position of the Association's Bank Account shall be available for presentation to meetings of the NEC, and the Finance Committee;

(c) Render to the Trustees of the Association a true and fair view of all monies received and paid by him/her since s/he last rendered a like account and of the balance then remaining in his/her hands. as so required by the said Trustees;

(d) Produce to the Trustees, and to the Association's Auditors, on being so requested, any Bank Books, Statements, Certificates of Investments or any other book, or document whatsoever, held by him/her pertaining to the funds or financial transactions of the Association;

(e) Attend the meetings of the Finance Committee and be a member thereof;

(f) When required, at the Delegate Conference, and at meetings of the NEC, answer all questions pertaining to the funds of the Association, to the best of his/her ability and to obtain and deliver such further detail in relation to such matters as may be required.

- FINANCE COMMITTEE** **19.** There shall be a Finance Committee of the Association which shall consist of the Treasurer and such other members of the NEC, numbering not more than 5 (five), who shall be appointed by the NEC and shall also include the General Secretary. The Finance Committee shall report to the NEC. It shall be *concerned primarily with the level of income and rate of expenditure* of the Association. The internal supervisory oversight of the financial affairs of the Association shall be provided by the Finance Committee acting together with the Trustees who are *concerned primarily with the application of the appropriate Codes, procedures and practices governing such expenditures*. Appropriate training for the function and role of membership of the Finance Committee shall be provided and undertaken.
- RECORDS AND BOOKS AND PROPERTY OF THE ASSOCIATION** **20. (a)** All Registers, Books, including Minute Books, Records and Books of Accounts shall be the property of the Association;
(b) The Register of Members and the Accounts Books of the Association shall be kept at the Association's Head Office and shall contain lists of the names of all the members of the Association. All such books shall be open at all reasonable times, and after reasonable notice, to inspection by every member of the Association having an interest in the funds of the Association;
(c) The books of each Division and Region may be similarly open for the inspection of every member of the Association having an interest in the funds of such Division or Region. The books of each Division and Region shall be produced, on demand for inspection by the General Secretary, or any person appointed by him or the NEC, or by the Treasurer or Trustees, and failure to comply with such a request shall be deemed to be misconduct within the meaning of these Rules;
(d) The NEC shall take steps to publish its Annual Accounts on the Association website.
- EMPLOYEES OF THE ASSOCIATION** **21. (a)** The NEC, or the General Secretary with its authority, shall have power to appoint such and so many persons as may be considered necessary to carry on the work of the Association, and shall have power to make such arrangements as to duties of such employees as may be considered advisable for the efficient conduct of the administrative functions of the Association;
(b) The rates of remuneration of such employees shall be fixed by the NEC.
- DISSOLUTION OF THE ASSOCIATION** **22.** The Association, established by S.I. No. 135/1978 - Garda Síochána (Associations) Regulations, 1978, may be dissolved with the consent of 5/6ths of the members, or after the membership of the Association falls below 2,000 and following the Minister for Justice securing the approval of Government for the dissolution. Any surplus of funds shall be divided equally among the members who are in good standing at the time of the dissolution.

SECTION 3**MEMBERSHIP and SUBSCRIPTIONS****APPLICATION FOR
MEMBERSHIP OF THE
ASSOCIATION**

23 (a) Application for membership shall be made in a manner which may be prescribed from time to time by the NEC.

(b) Notwithstanding anything contained to the contrary in these Rules the NEC may, at its discretion, accept or reject the application of any person for membership of the Association and shall have power to terminate a member's membership of the Association. The NEC shall have the power to direct a Divisional Committee (DC) or a Regional Executive Committee (REC) to cancel the membership of any person who, in its opinion, is not desirable as a member of the Association; or cancel the membership of any member which has been obtained by fraud or misrepresentation and return the whole or part of the contribution paid by such a member; or impose any special conditions for admission to membership of any Division or Region; and admit, or transfer, any member to or from any Division or Region.

(c) An applicant for membership whose application has been rejected by a DC or REC may appeal to the NEC, which may grant admission to membership, or refuse the application, at its discretion. In this exceptional circumstance, an individual appeal may be made against such a decision to the subsequent Delegate Conference of the Association, by way of a formal Motion presented to the Secretary of the Standing Orders Committee.

(d) The Association may accept, subject to the approval of the NEC, associate members of all ranks of An Garda Síochána being members of recognised associations or former members of such associations, including retired members and the rank of Commissioner.

(e) The NEC may institute an Entrance Fee for membership of the Association. Such Fee would be a sum equivalent to the rate of monthly contribution applicable under the Rules of the Association to the new entrant, or such higher sum as may be fixed by a REC, with the consent of the NEC.

(f) Each new member shall be issued with a membership card, a copy of the Rules of the Association, and a copy of the most recent printed edition of the Policies of the Association.

**CESSATION OF
MEMBERSHIP**

24. A member of the Association shall cease to be a member in the following instances:

- (a)** on death, ceasing to be a member of An Garda Síochána, or on promotion;
- (b)** on dismissal from An Garda Síochána once any Association activities on his/her behalf arising from such dismissal, have terminated;
- (c)** in the event of a member's subscriptions being eight or more weeks in arrears (other than through illness resulting in loss of earnings);
- (d)** on resignation or expulsion from the Association;
- (e)** a member wishing to resign from the Association shall do so, in writing, to the General Secretary, stating his/her reason(s) for so doing;
- (f)** members on unpaid Career Breaks / Leave of Absence will be deemed to have their membership suspended. Such members may choose to make subscriptions.

SUBSCRIPTIONS

25. The members of the Association shall subscribe to the funds of the Association and such subscriptions shall be due and payable weekly in advance.

- (a)** The level of members' subscriptions shall be determined by the NEC at their discretion;
- (b)** Where Delegate Conference, by a simple majority vote, disapproves of all, or part, of any increase in the rate of members' subscriptions levied by the NEC, such increase in subscriptions shall be referred by Conference to the NEC for their further consideration and subsequent report to the following Delegate Conference;
- (c)** The NEC shall have power to impose levies or further subscriptions as they may consider necessary from time to time;
- (d)** All subscriptions shall be paid by members by way of duly authorised deduction from pay, or as otherwise directed by the NEC;
- (e)** In the event of arrears in subscriptions arising from illness resulting in loss of earnings, or where a member is off the payroll, for example when on unpaid parental leave, such arrears, at the sole discretion of the NEC may be written off.

REINSTATEMENT OF MEMBERSHIP

- 26. (a)** The NEC may make provisions of a general kind in relation to the reinstatement of membership of persons who have ceased to be members of the Association.
- (b)** The re-instatement of any member who has resigned or lapsed shall be on the following conditions:
- (i)** payment in full of any arrears at the time of lapsing;
 - (ii)** payment in full of the amount of contribution between the time of lapse of membership and the date of reinstatement, or such lesser amount, at the discretion of the NEC.

CONDUCT OF MEMBERS AND DISCIPLINE

- 27.** There shall be one procedure covering the conduct and discipline of the members at all levels of the Association.
- (a)** A member, whose arrears (including fines, levies and special levies, if any) exceed eight weeks, may be sanctioned the REC. The REC shall have power to sanction a member for non-attendance at a meeting of which due notice had been given.
- (b)** A member who is deemed to be in breach of this Rule, in that their conduct was found to be unbecoming that of a member, or whose conduct is inimical to the interests of other members, or who acts in a manner which is prejudicial to the interest of the Association may be:
- (i)** advised as to their future conduct;
 - (ii)** cautioned as to their future conduct;
 - (iii)** reprimanded;
 - (iv)** debarred from attending Association meetings for a period as decided;
 - (v)** debarred from holding office or participating in Association affairs for a period as decided;
 - (vi)** suspended from office for a specified period;
 - (vii)** removed from office;
 - (viii)** expelled from membership.
- (c)** A Regional Executive Committee, or the NEC may resolve to investigate the conduct of any member who appears to be in breach of any Rules of the Association, or appears to have acted in a manner which is unbecoming that of a member or in a manner which is inimical to the interests of other members, and may initiate proceedings and impose penalties in accordance with the provisions of this **Rule and Schedule A (i) and (ii)** hereto.

(d) The Procedures set out in **Schedule A (i)** and/or **(ii)** for the handling of the Conduct of Members & Disciplinary cases must be followed in all such cases. Due process, fair procedures and natural justice is an entitlement of membership of the Association, as is a member's right to an appeal.

(e) Any person expelled from membership shall forfeit absolutely and unconditionally all/any claims against the Association and all rights to benefits deriving from membership or participation in the property or funds thereof.

SERVICES

28 In order to avail of the schemes administered by the Association for example, the *Garda Síochána Group Members Life Assurance Scheme*, and the *GRA Group Members Specified Illness Scheme*, a member must be (and at the earliest opportunity, i.e. Training at Garda College):

- (a)** a fully paid up member of the Garda Representative Association;
- (b)** on the day of promotion be a member of the relevant scheme;
- (c)** a fulltime member of a recognised staff association in An Garda Síochána thereafter on promotion.

COMPLAINTS BY MEMBERS

29 There shall be a defined procedure by which members in good standing, may raise a matter(s), or make a complaint concerning the representation or servicing they have received within the Association. **Schedule B** sets out the basis of that procedure available to all members of the Association in good standing.

SECTION 4

MEETINGS, MINUTES, VOTING and CONFERENCES

ALL MEETINGS OF THE ASSOCIATION

30. (a) 'Model' Standing Orders All meetings of the Association shall take place under 'Model' Standing Orders, which shall be issued by the NEC for the proper management and good order of all of the meetings of the Association. Once adopted by the NEC and issued to every Divisional Committee, Regional Executive Committee, the Rules Revision Committee, Conference Standing Orders Committee, Finance Committee, the Trustees, and for any 'standing', single purpose, single issue, occasional, ad hoc committee, and/or all/other committees of whatever kind within the Association, no changes shall be made to the 'Model' Standing Orders without the prior written approval of the NEC.

(b) Quorum - The Quorum for meetings of the Association shall be 50% plus 1 (one) of those members entitled to attend.

(c) Special Meetings - Where Special Meetings of the Association, whether Delegate Conference, NEC, REC, DC, or other, are convened in accordance with these Rules, a special meeting shall only deal with the business for which it was called.

MINUTES OF MEETINGS

31. (a) All meetings of the Association shall be minuted. Such minutes, circulated with the Agenda beforehand, shall be considered as the first item of business at the subsequent meeting, for formal adoption, when they shall be signed by the Chairperson of that meeting. In this context (see **Rule 20**, above).

(b) Approved Minutes of meetings, in the format set out in the 'Model' Standing Orders, shall be published in the members area, on the Association website.

(c) The 'Model' Standing Orders shall make provision for confidential-to-individual matters or, other items not to receive publication.

VOTING

32. With the exceptions set out at **32 (a), (b), (c) and (d)**, hereunder, **voting on all motions, amendments and addendums** proposed at all meetings of the Association, its Committees, Executives and Delegate Conferences, shall be carried by a simple majority of not less than 50% plus 1 vote, cast in favour of such a proposal(s) by those members, in good standing, who are present and voting at such properly convened and quorate meetings. This shall include the adoption of Standing Orders Report No. 1, which shall be moved by the Chairman of the Conference Standing Orders Committee at the commencement of all Delegate Conferences.

Formal Reports made to a Committee or an Executive Committee, by a sub-committee appointed by that Committee or Executive (whether standing, single purpose, single issue, or other), shall require a simple majority only of not less than 50% plus 1 vote, cast in favour of such a Report(s) by those members, in good standing, who are present and voting at a properly convened and quorate meeting of the commissioning committee, or Executive Committee.

The following are the exceptions which require a two thirds majority decision:

(a) Proposals to suspend the Standing Orders of any meeting or Delegate Conference, (including a proposed rejection of Standing Orders Report No.1 to formally open a Delegate Conference of the Association), shall require a two thirds majority of those present, in good standing, and voting.

(b) Removal from Office of a Trustee, a Divisional, Regional or National elected Office Holder shall require a two thirds majority of those present, in good standing, and voting.

(c) Expulsion from membership of the Association of a Trustee, a Divisional, Regional or National elected Office Holder shall require a two thirds majority of those present, in good standing, and voting.

(d) Changes in the Rules of the Association may be made at a properly convened Rules Conference of the Association but shall require a two thirds majority of those present, in good standing, and voting.

CONFERENCES

33 The Delegate Conference shall be the primary policy making body of the Association. Biennial Delegate Conferences shall consist of the members of the National Executive Committee (NEC), the members of the Regional Executive Committees (RECs), and 2 (two) delegates from each Divisional Committee of the Association. Delegate Conferences shall normally be held before the 31st May of each year.

(a) Following the acceptance of these Rules, the **Delegate Conference of the Association shall be held on an annual basis in the years 2018, 2019, 2020, 2021 and 2022** providing elected delegates with oversight and detailed tracking of the progress made in the implementation of the structures and procedures set out here. Thereafter, the Delegate Conference shall be held on a biennial basis.

(b) With the commencement of Delegate Conferences being held on a biennial basis, the intervening alternate years shall provide the opportunity for the Association to convene **Regional Biennial Delegate Conferences** for more specific focus on, and development of the Association and its activities at Regional level. This innovation is designed to bring further opportunities for expression, a wider representative involvement at a level of the Association closer to the members and based on the principle of subsidiarity will strengthen the bonds and collegiality within the Association.

(c) The location of Delegate Conferences of the Association shall be chosen by the previous Delegate Conference, or with the consent of Conference by the NEC. The DC operating in the area at which the Conference is to meet shall be responsible for the local arrangements for the Conference.

(d) The locations of the first Regional Biennial Delegate Conferences of the Association in the Regions shall be chosen by each REC. Thereafter the location of Biennial Regional Conferences of the Association shall be chosen by the previous Biennial Regional Conference, or with the consent of Conference by the REC. The DC operating in the area at which the Regional Biennial Delegate Conference is to meet shall be responsible for the local arrangements for the Biennial Regional Conference.

(e) Standing Orders Committees for Regional Biennial Delegate Conferences shall be elected in the same manner as for Annual/Biennial Delegate Conferences of the Association.

(f) The general arrangements and the procedures for the conduct and good order of the Delegate Conferences of the Association are set out In **Schedule C**.

CONFERENCE STANDING ORDERS COMMITTEE 34 Following the adoption of these Rules, the Delegate Conference in 2019 shall elect a Conference Standing Orders Committee of 5 (five) members, and 2 (two) substitutes who shall be the Standing Orders Committee for the following Delegate Conferences (2019 to 2023, inclusive), including the first Biennial Delegate Conference, or for any Special Delegate Conference convened during their term of office. The names of the unsuccessful candidates shall be retained in order of the votes they received at the election, for the purposes of filling such casual vacancies as may arise during these years (i.e. 2019 to 2023 inclusive). Following election appropriate training for the role and function of the Conference Standing Orders Committee shall be provided and undertaken.

(a) The Conference Standing Orders Committee shall be generally responsible for the arrangements for Delegate Conferences of the Association, the compiling and ordering of the Preliminary and Final Agendas for conferences, dealing with Motions received, ordering/sequencing Motions, and in advising and assisting the President in the schedule, control and conduct of the business of Conference through their issuing Standing Orders Reports prior to, during Conferences of the Association, and otherwise, in accordance with the procedures set out in **Schedule C (5)**.

(b) Having regard to **Rule 33 (b)**, at the Delegate Conference in the year 2023, 5 (five) members shall be elected to the Conference Standing Orders Committee. The 3 (three) members elected with the highest votes shall hold office for a 4 (four) year term (i.e. 2023 to 2027 inclusive) covering the 2025 and 2027 Biennial Delegate Conferences. The 2 (two) members elected with the next highest votes shall hold office for a 2 (two) year term (i.e. 2023 to 2025 inclusive) covering the 2025 Biennial Delegate Conference. This commences a system of a 3 (three) members / 2 (two) members electoral overlap at each Biennial Delegate Conference from 2025 to embed necessary continuity.

(c) The Conference Standing Orders Committee term of office from the 2025 Biennial Delegate Conference shall thereafter be for a term of four years.

(d) Members of the Standing Orders Committee may stand for election and be re-elected for one further 4 (four) year term in direct succession.

(e) Nomination of delegates for election as members of the Conference Standing Orders Committee may be made by a Regional Executive Committee entitled to representation at the Delegate Conference, and submitted to the General Secretary

at least fourteen days prior to Conference. A delegate elected as a member of the Conference Standing Orders Committee shall be entitled to attend the next following Delegate Conference and any intervening Special Delegate Conference.

(f) A member of the NEC shall not be eligible for election to the Standing Orders Committee.

(g) The Standing Orders Committee shall be elected by secret ballot. Standing Orders Committee shall elect its own Chairperson. The names of the unsuccessful candidates in each election shall be retained in order of the votes they received, for the purpose of filling such casual vacancies as may arise during the term which they contested.

(h) The counting of votes for the election of the Conference Standing Orders Committee shall be undertaken by the Tellers under the supervision and guidance of the Vice President and Auditors.

(i) The Standing Orders Committee shall meet prior to and during the Annual Delegate Conference or Special Delegate Conference, and a member of the Secretariat of the Association shall be attached to it for its assistance and technical guidance, at all times.

(j) The Standing Orders Committee shall be responsible for the counting of all votes cast in the election of President, Vice President, Treasurer and Trustees.

CONFERENCE MOTIONS 35 The Standing Orders Committee shall receive motions for the consideration of Delegate Conferences, by the set times/dates for the receipt of Motions. The Standing Orders Committee is charged with the responsibility to determine whether a Motion(s) is in order; can be admitted onto the Agenda; should be composited with a motion(s) of a similar nature, content or intention; and, if required, to group motions into sections, and determine the order in which motions, or sections of motions shall be taken for their better and efficient consideration by Conference. The Standing Orders Committee shall make, or cause to be made such arrangements as the Standing Orders Committee deem necessary for the conduct and ordering of Delegate Conferences. The specific procedures for the handling of Motions and setting the Agenda for Conferences is set out in **Schedule C (7)**.

CONFERENCE AGENDAS 36 The Standing Orders Committee shall be responsible for the issuing of the Preliminary and Final Agendas prior to Delegate Conferences. Consistent with these Rules, good order, and the efficient running of Delegate Conferences, the Standing Orders Committee shall confirm and/or determine the sections of the agenda into which motions are grouped and sequenced. Apart from subject matter grouping, there shall be two main Sections in Delegate Conference Agendas.

(a) Section One Motions - shall, generally in *“open session”*, deal with motions concerned with the pay, allowances, conditions, work organisation, welfare, safety, the management of change, training, and working circumstances. In this Section, reports on the progress, or otherwise, of motions from the previous Conference within these categories shall be reported, and Association activities in these categories shall be reported, as a preface to taking the motions in the categories.

(b) Section Two Motions - shall, generally in *“closed session”*, deal with the Financial Report on the affairs of the Association, all internal affairs, appeals by Office Holders at the end of the specific procedure providing for a final Appeal to Conference [**Schedule A (ii) 8(g)**], proposed alternations to the Rules of the Association, and related matters. In this Section, Reports appropriate to the subject categories shall be made to Conference.

(c) The inclusion, compositing, ordering and sequencing of Motions for conference, the specific procedures for the construction and management of the Agenda for Delegate Conferences by the Conference Standing Orders Committee are set out in **Schedule C (6)**.

URGENT MATTERS

37 An “*emergency*” or “*urgent motion*” dealing with an urgent and significant matter(s) not on the agenda, may be introduced or discussed at any session of Conference, only after permission to do so has been obtained from Conference Standing Orders Committee. Should this Committee grant permission for introduction of a motion(s), the Secretary of Standing Orders Committee shall immediately inform the President who shall, on receipt, and with the consent of Conference, fix a suitable time for the introduction and discussion of such motion. An “*urgent motion*” shall be deemed to be a matter of vital importance arising in the interval between the deadline for the receipt of Conference motions the second Monday in December, and the time during Conference at which permission to introduce it is sought.

SPECIAL CONFERENCES

38 (a) A Special Conference of the Association, constituted under **Rule 12**, may be called at any time by the NEC. Due notice of same shall be given with a statement as to the purpose, or subject matter, for which the Special Conference has been called.

(b) A Special Conference constituted under Rule 12 shall be called by the NEC on the requisition of 15 (fifteen) DCs for a “*stated reason*” or reasons, where the majority of those elected representatives present, in good standing, and voting at each of those properly convened, quorate and minuted meetings of the DCs are in favour of requesting such a Conference.

(c) A Special Conference shall, having regard to the special matter for which it is summoned, be vested with the same power and authority as an Annual, or Biennial Delegate Conference, and shall have the “*same procedures*” as an Annual, or Biennial Delegate Conference of the Association.

RULES REVISION CONFERENCE

39 As set out in **Rule 11 (a)**, only a Delegate Conference shall have the power to add, alter or omit any of the Rules of the Association. No such addition, alteration or omission to the Rules shall be made except following the adoption of a formal Motion, accepted by the Standing Orders Committee onto the Delegate Conference Agenda to that effect, and which is supported by two thirds of the delegates present and voting at a Conference properly convened for the purpose and entitled to consider such a Motion.

(a) Delegate Conferences, whose Agenda shall be constructed to provide for a “*closed session*” specifically for the consideration of Motions dealing with proposed alterations to the Rules of the Association, shall be held in the years 2021, 2023, 2025, and thereafter every 4 (four) years (i.e. at every second Biennial Delegate Conference of the Association).

(b) The NEC shall establish a **Rules Revision Committee**, (in accordance with **Rule 44(c)**) to observe and reflect on the proper and effective use of the Rules of the Association. This Sub Committee shall meet from time to time, as required. This Sub Committee shall be consulted by the Conference Standing Orders Committee in its consideration of the compositing of proposed changes to Rules for inclusion on the Preliminary Agenda for a Delegate Conference (see **Rule 39 (a)** above). The Rules Revision Committee may, through the NEC quota of Motions, submit motions for alterations to a Rule(s) of the Association.

STANDING FOR ELECTION

40 Candidates standing for elections for Office, or to take up a position of responsibility, shall be required to have a minimum period of membership in the Association, as follows:

	MEMBERSHIP	REPRESENTATIVE EXPERIENCE
Designated District Representative	2 years	
Conference Delegate, Divisional Representative	3 years	
Standing Orders Committee, REC Member	4 years	+ 2 yrs as Representative
Trustee, NEC member	5 years	+ 3 yrs as Representative
President, Vice President, Treasurer	6 years	+ 3 yrs on NEC

SECTION 5

PRESIDENT AND VICE PRESIDENT

41 President of the Association

(a) There shall be a President of the Association who shall be elected by a single transferable vote at the Delegate Conference and shall hold office for two years. The President shall take office at the close of the Delegate Conference at which s/he is elected and shall vacate that office at the close of the Delegate Conference 2 (two) years after his/her election. The President shall not be eligible for ensuing re-election to that office.

(b) President - Eligibility for Office

Candidates for the office of President shall be members of the Association of not less than 6 (six) years' standing who, at the date of their nomination are members of the NEC (or have been elected to an incoming NEC) of the Association which shall hold office during the continuance of the term for which the election of President is to be held.

(c) President – Nominations

Candidates for President shall be nominated by not less than 3 (three) DC's and 1 (one) REC of the Association. Nominations shall be made on a prescribed form, signed by the Chairperson and Secretary of each DC and the REC, and delivered to the General Secretary one month prior to the commencement of the Delegate Conference. A list of candidates for the office of President shall be circulated to all delegates with the final agenda for Conference. Where only one candidate is nominated for the office of President that person shall be deemed to be elected without the necessity of a ballot.

(d) Duties of President

The President shall be the chief elected officer of the Association. The President shall preside at meetings of the Delegate Conferences and Special Delegate Conferences and, subject to Standing Orders, shall be the sole judge of order at such meetings. The President shall be Chairperson of the NEC and a member thereof. At meetings of the NEC, the President shall ensure all members attending have a right to speak and be heard and to express their opinion freely.

On questions coming before the NEC, the President shall have the particular duty of seeking to obtain consensus and for that purpose may adjourn and re-convene meetings. In circumstances in which consensus cannot be reached the question may be decided by a vote of the members present in person. In the event of the number of votes for and against a question being equal, the President shall have a second or

casting vote on questions coming before the NEC (whether special or other meeting), Delegate and Special Conferences of the Association.

The President shall sign the Minutes of the meetings over which s/he presides and ensure that they represent a true record of the proceedings. The President shall ensure that the Trustees are provided with the facilities necessary for the discharge of their duties and that the General Secretary and other officials exercise the functions entrusted to them by the Rules and by the NEC.

The President shall be kept informed by the General Secretary of all matters affecting the interests of the Association.

42 Vice President of the Association

(a) Eligibility for Office

Candidates for the office of Vice President shall be members of the Association of not less than 6 (six) years standing who, at the date of their nomination are members of the NEC (or have been elected to an incoming NEC) of the Association which shall hold office during the continuance of the term for which the election of Vice President is to be held.

(b) Candidates for Vice President shall be nominated by not less than 3 (three) DCs and 1 (one) REC of the Association. Nominations shall be on the prescribed form, signed by the Chairperson and Secretary of each DC and REC, and delivered to the General Secretary not less than one month prior to the commencement of the Delegate Conference. A list of candidates for the office of Vice President shall be furnished to all delegates with the final Agenda for Conference.

If only one nomination is received for the office of Vice President the person so nominated shall be deemed to be elected without the necessity of a ballot.

(c) In the event of a vacancy occurring in these positions during the tenure of office the NEC shall appoint a replacement pending ratification at the next Annual or Special Delegate Conference.

SECTION 6

NEC – ROLE, ELECTIONS, PROCEDURES AND REMOVAL FROM OFFICE

43 National Executive Committee (NEC)

(a) Role, Function and Responsibilities

The NEC has collective executive responsibility for the governing of the Association between meetings of the Delegate Conferences. As the national leadership body of the Association, the NEC shall, at all times, discharge its leadership role in the interests of the entirety of the membership of the Association and not countenance sectionalism, parochialism, or opportunism of any kind.

(b) The NEC shall be responsible for

- (i)** providing the strategic national leadership of the organisation to the highest professional level in representing and advancing the interests of the members and the service to the community;
- (ii)** ensuring the general fabric of the organisation remains in sound democratic order; the transparency of the reporting and recording systems are maintained and managed to high standard;
- (iii)** developing and maintaining excellent members' communications and reporting systems;
- (iv)** installing and maintaining training programmes necessary to support the professional representation expectations of the members;

(v) planning and to availing of the technologies consistent with fulfilling these functions, and to

(vi) otherwise upkeep and generally promote the reputation and image of the Association.

The responsibilities of the national leadership body shall be discharged with integrity, fairness, trust, and a structured responsiveness to an increasingly trained and better-informed membership.

(c) Composition - The NEC shall comprise Officers, i.e. the President, Vice President, Treasurer, and members elected to represent the Association at national level. For the purposes of this Rule, the President, Vice President, and Treasurer shall, in addition to exercising the functions of their respective office, be the NEC member for the Region which they represent.

(d) Election of NEC - The NEC shall be elected by the members of the Association deployed in each Region, in accordance with **Rule 43 (c) (v), hereunder**.

(i) Nominations shall be made on a prescribed form which shall be signed by the proposer and seconder and by the prospective candidate, indicating his/her consent to the nomination, and shall be forwarded to the Regional Secretary in compliance with the dates specified.

(ii) From 2023, candidates for election as members of the NEC shall be members of an REC and can be nominated and seconded by members of the REC and/or by their DC within a Region.

(iii) The election in each Region shall be conducted by means of a written secret ballot of each member of the Region. In the event that the number of nominations for candidates received match the number of seats available in any Region, the individuals duly nominated shall be deemed to be elected without a ballot.

(iv) Voting shall be by single transferable vote. The Regional Secretary may seek the assistance of a qualified accountant, solicitor or local authority returning official, knowledgeable in counting PR(STV) elections to act as 'Returning Officer' in the election. The NEC shall determine questions of the payment of fee(s) for such tasks.

(v) Based on membership figures available at the adoption of these Rules, the REC Electoral Table, hereunder, sets down the formula to calculate the number of NEC members elected by the members deployed in the Regions. **Schedule D** sets out the number of NEC members based on this formula:

TABLE 1 - REC ELECTORAL TABLE FOR ELECTIONS TO NEC

Up to 1,500 members in the Region	- 1 NEC member
1,501 – 2,000 members in the Region	- 2 NEC members
2,001 and over, members in the Region	- 3 NEC members

It should be noted that as membership increases, the number of NEC members may increase, in accordance with Table 1, above. Membership may also decline.

(e) Term - Members of the NEC shall hold office for 4 (four) years. Following the adoption of these Rules, they shall take office at the close of the Annual Delegate Conference following their election. Thereafter, they shall take office at the close of the second Biennial Delegate Conference after the Conference at which they first entered office. Members of the NEC shall be eligible for re-election for 3 (three) consecutive terms.

(f) Vacancies - Permanent Vacancies on the NEC shall be filled by Bye-Election in the Region in which the vacancy occurs. The manner of nomination and the

qualification of candidates shall be as set out in this Rule. The date on which nominations are to be received and the date on which the By-Election is to be held shall be determined by the NEC which shall give due notice to the REC in which the vacancy exists.

(g) Removal from Office - A member of the NEC may be suspended or removed from office as provided for in **Rule 32 (b)**, by a motion supported by not less than two-thirds of the NEC members present and voting, on being found guilty by a like majority of conduct or action detrimental to the authority of the NEC and/or inimical to the interests of the Association. In considering such a motion the NEC shall observe the accused member's right to fair process, due procedure and natural justice. An NEC member so accused, shall have a full and fair opportunity of preparing and submitting a defence, as well as being represented/accompanied by another current member of the Association in good standing (who is not a current member of the NEC, or an employee of the Association). A member suspended or removed from office may avail of his/her right to appeal under **Rule 27 [Schedule A (ii), (8)(g)]** to the next following Delegate Conference, or NRB as the member may select.

44 Procedures at Meetings of the NEC

(a) Meetings - The NEC shall meet monthly for the time being, and as often as it deems necessary in order to carry out its business efficiently, and at such times as the President and General Secretary may deem fit; the General Secretary shall be required to summon a special meeting at any time on receiving a requisition signed by 7 (seven) members of the NEC who shall state in writing the particular object of such a requested meeting.

(b) Voting and Decision-making - On questions coming before the NEC every endeavour should be made to decide the question by consensus. If, after a reasonable period a consensus does not emerge, the question may be decided by a majority vote of the members present in person, and voting. In the event of the votes for and against the question under consideration being equal, the President shall have a second or casting vote and the question shall be so decided on the casting vote of the President.

(c) Appointment of Committees - The NEC may appoint sub committees, single purpose, single issue, regional or special committees for particular purposes, and may accept the reports of such committees. The NEC shall be at liberty to appoint to such committees, members other than members of the NEC; it shall have power to remove any member from, or to dissolve, any such committee at any time. In the interest of efficiency and continuity, the Secretariat may attend all such sub committees of the NEC. The Secretariat may attend, regional and special committees.

(d) Consultation and Referenda - The NEC may at any time consult the members of the Association by referendum or otherwise before deciding on its course of action with reference to a particular matter of importance.

(e) Legal Proceedings - The NEC shall have power to institute legal proceedings and may direct the Trustees to institute legal proceedings against any member or employee of the Association (including any of its Committees) who misappropriates any of its funds or property.

(f) Activities - The NEC shall seek to implement resolutions passed by Biennial Delegate Conferences or other properly convened Conferences; report to Conference on the progress made on the implementation of each resolution passed at the

previous Conference; manage, superintend and direct the affairs and funds of the Association between Conferences; carry out and enforce observance of its Rules; direct the action of its officers; to be responsible for the proper administration of the funds under its control; make representations; carry out or to make arrangements for required research; and carry out of negotiations with the employer or any authority controlling or having an interest in An Garda Síochána.

(g) Instructions - Subject to these Rules, all Officers shall take instructions from the NEC and shall be entirely subject to its control and the NEC may suspend any Officer should s/he fail to discharge her/his duties in a satisfactory manner, and may appoint a substitute until next Delegate Conference.

SECTION 7

REC – ROLE, ELECTIONS, PROCEDURES AND REMOVAL FROM OFFICE

45 Regional Executive Committee (REC)

(a) Role, Function and Responsibilities

The REC has responsibility for co-ordinating and promoting the activities of the Association at Regional level, under the direction of the NEC, and between meetings of the Biennial Regional Delegate Conferences. As the Regional leadership body of the Association, the REC shall, at all times, discharge its leadership role in the interests of the entirety of the membership of the Association, but with a particular focus and emphasis on the Region. The REC shall not countenance sectionalism, parochialism, or opportunism of any kind.

Its function is to ensure:

- (i)** the general fabric of the regional organisation remains in sound democratic order;
- (ii)** the transparency of the reporting and recording systems at Regional level are maintained and managed to high standard;
- (iii)** excellent members' communications and reporting systems;
- (iv)** support and coordination in delivering training programmes necessary to maintain the professional representation expectations of the members;
- (v)** the use of technologies consistent with fulfilling these functions, and to
- (vi)** otherwise upkeep and generally promote the reputation and image of the Association within the Region through its activities.

The responsibilities of the REC shall be discharged with loyalty, integrity, fairness, trust, and a structured responsiveness to an increasingly trained and better-informed membership.

(b) Composition - The REC shall comprise Officers, i.e. the Regional President, and Vice President, and members elected to represent each Division of the Association in that Region as set out in **Rule 45 (c) (vi)**, hereunder. For the purposes of this Rule, the Regional President and Vice President, who shall be elected by the R EC at the first meeting of its term, shall, in addition to exercising the functions of their respective office, be the REC member for the Division which they represent.

(c) Election of REC members - The REC shall be elected by the members of the Divisional Committees. Following the adoption of these Rules, the first REC elections shall take place in Q2 2020.

- (i)** Nominations shall be made on a prescribed form which shall be signed by the proposer and seconder and by the prospective candidate, indicating his/her consent to the nomination, and shall be forwarded to the Divisional Secretary in compliance with the dates specified.

(ii) Candidates for election as members of the REC shall be members of a DC and shall be nominated and seconded by members of the DCs within that Region.

(iii) The election shall be conducted by means of a written secret ballot by each member of the DC at a meeting with a specific Agenda item set aside for the purposes of electing REC representatives. In the event that the number of nominations for candidates received matches the number of seats the individuals duly nominated shall be deemed to be elected without such a ballot.

(iv) A DC may, following consideration of a motion listed on the Agenda for a DC meeting, and approved by a majority vote (in accordance with **Rule 32**), apply to the REC in good time, seeking formal approval to conduct a written ballot of the entire membership of the Division for the purposes of making electing members to the REC as an alternative to applying the terms of **Rule 45 (c) (iii)**, above. [In the first election under these Rules for elections to RECs, the DC may make application to the NEC for such approval]. A Regional Biennial Delegate Conference may also consider such alternative representational methodology, in accordance with **Rule 46(e)**.

(v) Voting shall be by single transferable vote. The DC Chairperson may seek the assistance of a qualified accountant, solicitor or local authority returning official, knowledgeable in counting PR(STV) elections to act as ‘Returning Officer’ in the election. The NEC shall determine questions of the payment of fee(s) for such tasks.

(vi) Based on membership figures available at the adoption of these Rules, the Divisional Electoral Table, hereunder, shows the formula to calculate the number of Regional representatives to be elected to the REC, and **Schedule E** sets out the Divisional representation at Regional level based on this formula:

TABLE 2 - DIVISIONAL ELECTORAL TABLE FOR ELECTIONS TO RECs

up to 200 members in the Division	-	1 REC member
201 to 350 members in the Division	-	2 REC members
351 to 500 members in the Division	-	3 REC members
over 501 members in the Division	-	4 REC members

(d) Term - Commencing in 2020, members of the REC shall hold office for 4 (four) years. Thereafter, they shall take office at the close of the Regional Biennial Delegate Conference immediately after their election. Members of the REC shall be eligible for re-election for 3 (three) consecutive terms.

(e) Vacancies - Vacancies on the REC shall be filled by By-Election in the Division in which the vacancy occurs. The manner of nomination and the qualification of candidates shall be as set out in this Rule. The date on which nominations are to be received and the date on which the By-Election is to be held shall be determined by the REC which shall give due notice to the Divisional Committee in which the vacancy exists.

(f) Removal from Office - A member of the REC may be suspended or removed from office as provided for in **Rule 32 (b)**, by a motion supported by not less than two-thirds of the REC members present and voting, on being found guilty by a like majority of conduct or action detrimental to the authority of the Association and/or inimical to the interests of the Association. In considering such a motion the REC shall observe the accused’s right to fair process, due procedure and natural justice. An REC member so accused, shall have a full and fair opportunity of preparing and submitting a defence, as well as being represented/accompanied by another current member of the Association in good standing (who is not a current member of the REC

the NEC, or an employee of the Association). A member suspended or removed from office may avail of his/her right to appeal to the NEC.

46 Procedures at Meetings of the REC

(a) Meetings - The REC shall meet monthly for the time being at such times as the Regional President and Regional Secretary may deem fit. In an exceptional circumstance, the REC may meet on a further occasion(s). The Regional Secretary shall be required to summon a special meeting at any time on receiving a requisition signed by 5 (five) members of the REC who shall state in writing the particular object of such a requested meeting.

(b) Voting and Decision-making - On questions coming before the REC every endeavour should be made to decide the question by consensus. If after a reasonable period a consensus does not emerge, the question may be decided by a majority vote of the members present in person, and voting. In the event of the votes for and against being equal, the question shall be so decided on the casting vote of the Regional President.

(c) Appointment of Committees - The REC may apply to the NEC for approval to appoint a special committee for a particular purpose(s) and duration. Reports from such committees shall be in writing to the REC at the time(s) stipulated. The REC shall be at liberty to appoint to such Committees' members other than members of the REC; it shall have power to remove any member from, or to dissolve, any such committee at any time. In the interest of efficiency and continuity, the Regional Secretary may attend all such sub committees of the REC.

(d) Activities - The REC shall seek implementation of resolutions passed by Regional Biennial Delegate Conferences; report to Regional Conferences on the progress made on the implementation of each resolution passed at the previous Regional Conference; carry out and enforce observance of the Rules of the Association; make representations; carry out required research; undertake and carry out of negotiations with the An Garda Síochána at Regional level; engage with and develop members' involvement in the affairs of the Association; maintain the highest level of communications with the members within the Region; seek to improve the circumstances and environment in which members work; engage with community and other leaders within the Regional area; and to promote the interests of the members and the Association through its activities.

(e) Regional Representation - Should An Garda Síochána institute changes in the organisation, deployment and/or form of management of members in a Region, in the first instance, and then subject to NEC approval, it shall be for the REC to re-examine the 'district' or 'divisional' representational consequences of such changes. Such a re-examination by the REC shall, among other factors, consider a realignment in the structure of representation within a Region, whether on a geographic, functional, vocational / specialist, or other basis. The overall number of REC representatives should not change as a consequence, however adjustments in the total number of members in a Region, for example an increase in members, could have the effect of increasing REC representation (in accordance with Rule **45 (c) (vi) – TABLE 2**). The REC shall seek to ensure the representational effectiveness of Association's operating structures within the Region at all times. They shall report, from time to time, to the NEC on any conclusions they may reach.

SECTION 8

DIVISIONAL COMMITTEES - ROLE, ELECTIONS, PROCEDURES AND REMOVAL FROM OFFICE**47 Divisional Committees (DCs)**

(a) Responsibilities, Composition and Elections - The DC has responsibility for co-ordinating and promoting the activities of the Association at Divisional level, under the guidance of the REC. As the Divisional leadership body of the Association, the DC shall, at all times, discharge its leadership and co-ordinating role in the interests of the entirety of the membership of the Association, but with a particular focus and emphasis on the Division. The DC shall not countenance sectionalism, parochialism, or opportunism of any kind. Its function is to ensure the general fabric of the regional organisation remains in sound democratic order; the transparency of the reporting and recording systems at Divisional level are maintained and managed to high standard; to utilise fully and assist in maintaining excellent members' communications and reporting systems; to co-operate in delivering training programmes necessary to maintain the professional representation expectations of the members; to co-operate in the use of technologies consistent with fulfilling these functions; and to otherwise upkeep and generally promote the reputation and image of the Association within the Division. The responsibilities of the divisional leadership body shall be discharged with loyalty, integrity, fairness, trust, and a structured responsiveness to an increasingly trained and better-informed membership.

(b) Composition - The DC, comprised of not less than 3 (three) and not more than 7 (seven) members, organised on a pro rata basis approved by the REC, shall be made up of at least one elected representative from every District within the Divisional area. The first meeting of the incoming DC shall elect Officers, i.e. the Divisional Chairperson, Vice Chair, and Secretary, For the purposes of this Rule, the Divisional Chairperson, Vice Chair and Secretary, shall, in addition to exercising the functions of their respective Divisional office, be the representative of the district from which they are elected.

(c) Election of DC members - The DC shall be elected by the members of the Division deployed at district level. There shall be 31 Divisional constituencies and electorates. For the purpose of returning representatives to the DCs, the constituencies are set out in **Schedule E**.

(i) Commencing 2019, (followed in 2023), and then every fourth year thereafter, the RECs shall circulate to each member of the Association within each Region an agreed countdown timetable and process for the election of Association representatives at Divisional and Regional level. It shall be the responsibility of the Regional Secretary to arrange notifications and meetings to be held in accordance with the election processes.

(ii) All Gardaí who have been members of the Association continuously for 3 (three) years immediately preceding the date of nomination shall be eligible for election to the DC provided such Garda is permanently attached to the Division in respect of which s/he seeks election (please refer to **Rule 40**).

(iii) Nominations shall be made on a prescribed form which shall be signed by the proposer and seconder and by the prospective candidate, indicating consent to the nomination, and shall be forwarded to the Divisional Secretary in compliance with the dates specified.

(iv) The election shall be conducted by means of a written secret ballot by each member of the District, in good standing. In the event that the number of nominations for candidates received match the number of seats available in any

Division, the individuals duly nominated shall be deemed to be elected without such a ballot.

(v) Voting shall be by single transferable vote. The DC Chairperson may seek the assistance of the Regional Secretary in organising the counting of the secret PR(STV) ballot should that be necessary. In compliance with **Rule 40**, each DC shall elect from amongst its members following its election a Chairperson and Secretary. Where the election results in a tie it shall be decided by lot.

(vi) In the event of a member of a DC failing to attend without reasonable cause three consecutive meetings of the Committee, s/he shall cease to hold office and the members of the district to which s/he belonged shall replace him/her, in accordance with the procedures for the conduct of elections, set out above.

(vii) Where a vacancy occurs on a DC, a nomination / election process shall be arranged in that district in order to elect a replacement.

(viii) A member of a DC shall cease to hold office on ceasing to be a member of the Association or on being transferred permanently to another Division.

(ix) Where a new Division is formed or where an existing Division is abolished, reduced or enlarged, the REC may make such temporary arrangements as they deem appropriate for all members permanently assigned to the Division which is so formed, abolished, reduced or enlarged, as the case may be.

MEETINGS AND PROCEDURES

48 Meetings and Procedures

(a) DCs shall meet every second month;

(b) The Annual Meeting of the Division shall comprise of all the members of the DC, all Designated District Representatives and all members of the Division, and shall be held before the end of November. All members must be provided with due notice so that they can arrange to attend any Ordinary, Special, District or Divisional Meetings. The 'Model' Standing Orders shall set out the business to be transacted at such meetings, including any Motions submitted for the consideration of the members on the Agenda.

(c) Based on membership figures available at the adoption of these Rules, the Divisional Electoral Table, hereunder, shows the formula to calculate the number of Regional representatives to be elected to the REC. **Schedule E** sets out the Divisional representation at Regional level based on this formula.

(d) Divisional Chairperson - The duties of the Divisional Chairperson shall be to preside at all meetings of the DC and conduct the business in accordance with the Rules. S/he shall counter-sign all minutes of the Committee and all official documents which require his/her signature, and in consultation with the Secretary, order special meetings, when necessary. S/he shall supervise the workings of the Committee and Officers, and has the right to inspect all of the Committee's books and documents. The duties of the Vice Chair shall, in the absence of the Chairperson be the same as those of the Chairperson.

(e) Divisional Secretary - The Divisional Secretary shall keep all books and accounts belonging to his/her office in accordance with these Rules and in the manner directed by the NEC or the General Secretary. When called upon to do so by the Chairperson of the Divisional Committee or the REC, NEC, or the General Secretary or other lawful authority, s/he shall produce all books for inspections and furnish a correct report of the business of the DC. S/he shall attend all DC meetings.

(f) Support for front line representation and negotiation(s) - The Association is committed, as a matter of policy, to promoting solution finding and the resolution of issues affecting the members at the point as close to their origin as is reasonably practicable. In this regard, the Association commits to providing training, resources and support for front line representatives. Each Regional Secretary shall, on an annual basis, set out in a Report to the REC, and NEC, an assessment of the training, resource and support needs of the representatives at Regional, Divisional and District levels for the following two years. This rolling planning system of assessment and reporting shall commence in 2018 and be presented in 2019.

SECTION 8

DISTRICT REPRESENTATIVES

49. District Representation

The DC shall convene an Ordinary General Meeting of the members of each District in the Division, which shall be known as the Annual Meeting, and take place in the month of October in each year. This meeting shall be attended by the Regional Secretary. However, having regard to the nature and scheduling of the work of the members, there may be circumstances where, with the prior approval of the DC, there may be a requirement to convene two meetings, which when taken together can be regarded as the Annual Meeting of the members of that District.

SECTION 10

SECRETARIAT

50. General - The three members of the Secretariat, who shall be employed on a full-time basis, shall be the General Secretary, the Deputy General Secretary and the Assistant General Secretary, who shall be members of the Association, or members of An Garda Síochána other than members of the Association, or a person(s) who are not members of An Garda Síochána.

(a) Contractual - They shall be employed on defined contractual agreements and shall fulfil such duties as are assigned to them by the NEC under the Rules of the Association.

(b) Positions - Where a person is appointed to one of the Secretariat positions is a serving member of the NEC, an REC or a DC, s/he shall cease to be a member of such Committee, or Committees upon taking up appointment to the Secretariat.

(c) Remuneration - The General Secretary, the DGS and the AGS, and any other senior staff, shall be paid such remuneration for their services as may from time to time be fixed by the NEC. In the fixing of their remuneration, the Finance Committee shall be tasked with the responsibility to undertake, or commission, such professional or other research, on salary norms as are appropriate for such positions, and who shall report on same to the NEC.

(d) Removal from Office - The General Secretary, the DGS and the AGS shall hold office at the pleasure of the Association. They can, following fair procedures, due process and natural justice, be removed therefrom by Annual or Special Delegate Conference called for that purpose, on an adverse two thirds majority vote.

(e) Attendance - Members of the Secretariat shall attend meetings of the NEC in a non-voting capacity.

51 General Secretary

(a) There shall be a General Secretary of the Association (hereinafter referred to as the "General Secretary"). The General Secretary shall be the senior full-time member of the leadership team of the Association.

(b) The General Secretary shall be responsible for the implementation of all strategies and policies of the Association, and for the day to day supervision, administration, and financial management of the Association, and its Headquarters, and for the deployment and management of the staff therein. S/he shall be responsible for the safe custody of all reports, papers and resolutions passed or approved by Conference.

(c) Employees of the Association

(i) All employees of the Association shall be subject to the control of the General Secretary, who shall have power to suspend any such person pending an investigation and/or a meeting of the NEC.

(ii) The General Secretary shall be responsible for the recruitment and employment of all employees of the Association, other than the Secretariat and Senior Staff (Regional Secretaries) who are selected and appointed in accordance with **Rule 54**.

52 Deputy General Secretary (DGS)

(a) The DGS shall assist the General Secretary in the provision of the Secretariat function to the Association, with an emphasis on the industrial relations and representation activities of the Association.

(b) The DGS, in the absence of the General Secretary, shall deputise for him/her and shall perform all the functions and duties assigned to the General Secretary, otherwise the day to day functions of the DGS shall be the responsibility of the General Secretary.

(c) The Deputy General Secretary may attend meetings of the NEC by leave of the Committee, but s/he shall not be a member of the NEC, shall not vote on matters submitted to a vote of the NEC and shall not propose or second motions at a meeting of the NEC.

53 Assistant to the General Secretary (AGS)

(a) The AGS shall assist the General Secretary in the provision of the Secretariat function to the Association, with an emphasis, on Research, IT., Internal Communications, Administration, Fraternal Relations and Insured Schemes of the Association.

(b) The AGS, in the absence of the General Secretary and the DGS, shall represent him/her in the functions and duties assigned to the General Secretary/DGS, otherwise the day to day functions of the AGS shall be the responsibility of the General Secretary.

(c) The AGS may attend meetings of the NEC by leave of the Committee, but s/he shall not be a member of the NEC, shall not vote on matters submitted to a vote of the NEC and shall not propose or second motions at a meeting of the NEC.

54 Selection and Appointment - Secretariat and Senior Staff (Regional Secretaries)

The NEC shall appoint a Recruitment Committee for the selection of the Secretariat and Senior Staff of the Association (Regional Secretaries).

(i) In the first instance, the detailed recruitment procedure for each post shall be set out and proposed by the Recruitment Committee to the NEC for approval, and shall include details of any professional recruitment advice/support required; the job description; the person specification; terms and conditions of the post; proposed advertising arrangements; screening and interview panels, including any external expertise to be involved; confirmation that all interviewers are trained/experienced; an estimated timeline for the process; and a budget for the process.

(ii) Once approved, the recruitment process shall be the responsibility of the Recruitment Committee who shall ensure proper and confidential records are kept at each stage.

(iii) The Recruitment Committee shall bring to the NEC one name for confirmation and approval at the conclusion of the process. In circumstances where the Recruitment Committee conclude that there is no suitable candidate, it shall report accordingly to the NEC, with a recommendation as to how to proceed.

(iv) The successful candidate, once approved by the NEC, shall be offered a Contract of Employment, setting out among other things, the requirement to complete the period of Probation satisfactorily.

(v) The Recruitment Committee shall ensure that the recruitment materials make specific reference to the spirit and the letter of the Procedures drawn up in accordance with **Rule16 (e)(i)**.

PROCEDURES FOR DISCIPLINARY ACTIONS
INITIATED UNDER **RULE 27**, BY A
REGIONAL EXECUTIVE COMMITTEE.

1. Definitions

In these disciplinary procedures:

- (a) The '*Appointed Committee*' means the committee before whom it is determined (pursuant to paragraph 2(b) of these procedures) the hearing shall take place.
- (b) '*Proper Address*' means (in relation to any member) the recorded home address in the Association's membership register or any other address which the member has requested the Association (in writing) to treat as his/her postal address.
- (c) The '*Appeals Committee*' means the NEC or a Sub-Committee of the NEC consisting of not less than five members which the NEC at its absolute discretion - but having regard to the severity of the allegations and the penalties imposed - may establish for the purpose of hearing the appeal.

2. Investigation by Regional Executive Committee

- (a) The REC may resolve to investigate the conduct of any member who (in the opinion of the REC) appears to be in breach of any of the Rules of the Association, or who appears to have acted in a manner which is un-becoming that of a member, or in a manner which is inimical to the interests of other members, and/or the Association.
- (b) If the REC so resolves, the Regional Secretary and a specially appointed Sub-Committee of three (3) members of the REC shall carry out a preliminary investigation and shall notify the member whose conduct is being investigated of the REC's decision to investigate, and of the reason for that decision.

3. Laying of Formal Allegations

- (a) At the conclusion of the investigation the specially appointed Sub-Committee of three (3) members of the REC shall determine whether to lay Formal Allegations.
- (b) If the specially appointed Sub-Committee resolves to lay a Formal Allegation(s) under paragraph 3.1, the hearing of the Allegation shall take place before *the remaining members of the REC* [none of whom shall have been members of the specially appointed Sub-Committee referred to in paragraph 2(b)] as the '*Appointed Committee*' for the purpose of hearing the Formal Allegation(s).

4. Notification

- (a) The Regional Secretary shall notify the member in writing of the Formal Allegations(s), the grounds of the Allegation(s), the penalties which may be imposed, and the date when the Formal Allegation(s) shall be heard which shall be at least fourteen (14) days after the date of the notice.
- (b) The notice under paragraph 4.1 shall be sent to the member at his/her Proper Address by registered post or recorded delivery.

5. Hearing

- (a) The Formal Allegation(s) against the member shall be presented either by the Regional Secretary or by one of the members of the appointed Sub-Committee which resolved to bring the Allegation(s).
- (b) The member shall have the right to be represented at the hearing by another member of the Association in good standing (who is not a current member of the NEC or REC, or an employee of the Association).
- (c) The member may choose to submit a defence in writing instead of attending the hearing.
- (d) If the member fails to attend, the hearing by the Appointed Committee may proceed to deal with the matter in the member's absence.

6. Notification of decision

- (a) If, following consideration of the matters presented at the Hearing, the Appointed Committee, by majority decision find, that on the balance of probability, the member is in breach of the Conduct of Members and Discipline Rule in respect of one or more of the Formal Allegations, it may impose one or more of the penalties provided for in **Rule 27(b)**.

(b) The member shall be advised of the decision of the Appointed Committee by written notice sent by the Regional Secretary to his/her Proper Address by registered post or recorded delivery. The notification shall also advise the member of the right of appeal under Paragraph 8 of these procedures.

7. Penalties

The penalties which may be imposed are as provided for in Rule **27(b)**, namely:

- (i)** advised as to their future conduct;
- (ii)** cautioned as to their future conduct;
- (iii)** reprimanded;
- (iv)** debarred from attending Association meetings for a period as decided;
- (v)** debarred from holding office or participating in Association affairs for a period as decided;
- (vi)** suspended from office for a specified period;
- (vii)** removed from office;
- (viii)** expelled from membership.

8. Appeal

(a) The member concerned shall have right of appeal against a decision of the Appointed Committee to the NEC provided written notice of the appeal is sent by registered post or recorded delivery and is received by the Regional Secretary within fourteen (14) days of the date upon which the Appointed Committee's decision is sent to the member.

(b) The General Secretary shall notify the member of the date of the hearing before the NEC (or a Hearing Sub-Committee appointed by the NEC from among its members for the purpose of hearing the Appeal) which shall be at least fourteen (14) days after the date of the notice.

(c) The appeal to the NEC shall be by way of oral and/or written submissions by the member.

(d) The member shall have the right to be represented by another member of the Association at the hearing before the NEC.

(e) The NEC may resolve to reject or accept the appeal in whole or in part or to vary the penalty imposed.

(f) The member shall be advised of the decision of the NEC by written notice sent to his Proper Address by registered post or recorded delivery and the decision at the outcome of this appeal procedure shall be final.

PROCEDURES FOR DISCIPLINARY ACTIONS
INITIATED UNDER RULE 27, BY THE
NATIONAL EXECUTIVE COMMITTEE.

1. Definitions

In these disciplinary procedures:

- (a) The '*Appointed Committee*' means the committee before whom it is determined (pursuant to paragraph 2(b) of these procedures) the hearing shall take place.
- (b) '*Proper Address*' means (in relation to any member) the recorded home address in the Association's membership register or any other address which the member has requested the Association (in writing) to treat as his/her postal address.

2. Investigation by National Executive Council

(a) The NEC may resolve to investigate the conduct of any member who (in the opinion of the NEC) appears to be in breach of any rules of the Association, or who appears to have acted in a manner which is unbecoming that of a member, or in a manner which is inimical to the interests of other members, and/or the Association.

(b) If the NEC so resolves the General Secretary and a specially appointed Sub-Committee of (5) five members of the NEC shall then carry out a preliminary investigation and shall notify the member whose conduct is being investigated of the NEC's decision and of the reason for that decision.

3. Laying of Formal Allegations

(a) At the conclusion of the investigation the specially appointed Sub-Committee of (5) five members of the NEC shall determine whether to lay a Formal Allegation(s);

(b). If the specially appointed Sub-Committee resolves to lay a Formal Allegation(s) under paragraph 3(a) the hearing of the Formal Allegation shall take place before *the remaining members of the NEC* [none of whom shall have been members of the specially appointed Sub-Committee referred to in paragraph 2(b)] as the '*Appointed Committee*' for the purpose of hearing the charge(s).

4. Notification

(a) The General Secretary shall notify the member in writing of the Formal Allegation(s), the grounds of the Allegation(s), the penalties which may be imposed, and the date when the Allegation(s) shall be heard which shall be at least fourteen (14) days after the date of the notice.

(b). The notice under paragraph 4.1 shall be sent to the member at his/her Proper Address by registered post or recorded delivery.

5. Hearing

(a) The Formal Allegation(s) against the member shall be presented either by the General Secretary or by one of the members of the Sub-Committee which resolved to bring the Allegation(s).

(b) The member shall have the right to be represented at the hearing by another member of the Association in good standing, (who is not a current member of the NEC, or an employee of the Association).

(c) The member may choose to submit a defence in writing instead of attending the hearing.

(d) If the member fails to attend, the hearing by the Appointed Committee may proceed to deal with the matter in the member's absence.

6. Notification of decision

(a) If, following consideration of the matters presented at the Hearing, the Appointed Committee, by majority decision find, that on the balance of probability, the member was deemed to have been in breach of the Conduct of Members and Discipline Rule in respect of one or more of the Formal Allegations, it may impose one or more of the penalties provided for in **Rule 27(b)**.

(b) The member shall be advised of the decision of the Appointed Committee by written notice sent by the General Secretary to his/her Proper Address by registered post or recorded delivery. The notification shall also advise the member of the right of appeal under Paragraph 8 of these procedures.

7. Penalties

(a) The penalties which may be imposed are as provided for in **Rule 27(b)**, namely:

- (i)** advised as to their future conduct;
- (ii)** cautioned as to their future conduct;
- (iii)** reprimanded;
- (iv)** debarred from attending Association meetings for a period as decided;
- (v)** debarred from holding office or participating in Association affairs for a period as decided;
- (vi)** suspended from office for a specified period;
- (vii)** removed from office;
- (viii)** expelled from membership.

(b) In the case an appeal to the NEC concerning the removal from office, or expulsion from the Association, of an Office Holder at Regional Executive level, or the removal from office, or expulsion from the Association, of an Office Holder at National level, the majority required in such cases shall be two thirds of the entire NEC who are present and voting at a properly convened and quorate meeting, called for that purpose [see **Rule 32(b)**]

8. Appeal

In the case of appeals in respect of decisions and/or penalties imposed by the NEC in respect of **Paragraph 7(a), (i) to (vi)**, inclusive, the following procedures shall apply:

(a). The member concerned shall have right of appeal against a decision of the Appointed Committee to the National Review Board (NRB) provided written notice of the appeal is sent by registered post or recorded delivery and is received by the General Secretary within fourteen (14) days of the date upon which the Appointed Committee's decision is sent to the member.

(b) The General Secretary shall notify the member of the date of the hearing before the NRB which shall be at least fourteen (14) days after the date of the notice.

(c) The appeal to the NRB shall be by way of oral and/or written submissions by the member.

(d) The member shall have the right to be represented by another member of the Association at the hearing before the NRB.

(e) The NRB may resolve to reject or accept the appeal in whole or in part or to vary the penalty imposed.

(f) The member shall be advised of the decision of the NEB by written notice sent to his Proper Address by registered post or recorded delivery and the decision in respect of such an appeal to the NRB shall be final.

(g) In the case of appeal in relation to decisions and/or penalties imposed by the NEC in respect of **Paragraph 7(a), (vii) and (viii)** above, appeals may be made either to the NRB, as provided for above, or to the next following Delegate Conference of the Association. In either eventuality, the decision shall be final.

MEMBER COMPLAINTS PROCEDURES MADE UNDER RULE 29
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A member who may wish to raise a complaint(s) concerning the representation or service provided to him/her by the Association shall, in all cases, follow the steps provided here for the processing of complaints within the Association.

- (a)** The complaint should be documented, with as much relevant information as is necessary and available. The written complaint should be signed, and sent/given to the Chairperson or Secretary of the member's DC. The written complaint shall be acknowledged, and reasonable time allowed for its examination and resolution.
- (b)** Following the examination, which should include a discussion(s) with the complainant and the DC Representative, a solution, or route to a resolution, should be explored, and/or outlined and explained. In the event that the nature of the complaint itself requires the DC to request a formal meeting(s) / seek advice / undertake some research / refer the matter to a higher level of the Association, i.e. the REC, or take another problem-solving initiative, the complainant shall be kept apprised, and up to date, on the handling of the complaint.
- (c)** Should the complaint remain unresolved, the member shall write formally to the Regional Secretary setting out the nature, detail and timeframe of the complaint. The Regional Secretary shall acknowledge receipt of the complaint and take steps to resolve the matter.
- (d)** It shall be for the member to decide whether, and at what time, the Regional Secretary shall include the complaint on the Agenda of the following meeting of the REC. The REC shall have procedures for responding to formal complaints about representation and/or servicing from the Association.
- (e)** Following the formal intervention of the REC into the processing of a member's complaint, the member shall be advised, in good time, of the proposed resolution, or the further processing of the complaint, if required, and the course of action outlined by the REC shall be explained to the complainant.
- (f)** Should the matter which gave rise to the complaint remain unresolved, the member may write to the General Secretary asking that the matter be placed on the Agenda of the next following meeting of the NEC. The NEC may appoint a sub-committee to deal with and bring the matter(s) complained of to a satisfactory resolution.
- (g)** In the exceptional circumstance where a member's complaint remains unresolved, the member may refer the complaint for the attention of the NRB, whose decision in the matter shall be final and binding.
- (h)** The NEC shall institute national tracking of the nature and frequency of such complaints, as well as the level in the organisation at which the complaints which have been made are brought to a resolution.

ARRANGEMENTS AND PROCEDURES
UNDER **RULE 33** FOR THE CONDUCT
OF THE DELEGATE CONFERENCES OF
THE ASSOCIATION

The procedures set out in this schedule for the conduct and good order of Delegate Conferences of the Association, cover the Annual Delegate Conferences (in the years **2018, 2019, 2020, 2021** and **2022**), the Biennial Delegate Conferences (from **2023** onwards), Regional Biennial Conferences (commencing in **2024**), Rules Revision Conferences, and Special Delegate Conferences.

1. CHAIRING CONFERENCE

The President of the Association shall preside over the deliberations of Annual Delegate Conferences, Biennial Delegate Conferences, Rules Revisions and Special Conferences of the Association. The Regional Presidents shall preside over the deliberations of Biennial Regional Conferences. In the absence of the President, the chair shall be taken by the Vice President, or in the case of the absence of both the President and Vice President, a person nominated by the NEC (or REC, as appropriate).

2. TIMES OF CONFERENCE

(a) National - The Annual Delegate Conferences (and Biennial Delegate Conferences in the years set out above) shall open on the day decided upon and shall commence at 09:30 and shall continue on the following day only. Conference shall not sit later than 18:00 on any day. It shall be possible for the Conference to decide, on a motion duly proposed and seconded not later than 15:00 on any day, to extend the sitting beyond 18:00 on that day, in order to dispose of the business then under consideration.

(b) Regional - The Biennial Regional Conferences shall open on the day decided upon and shall commence at 09:30 and shall not sit later than 18:00 on that day. It shall be possible for the Conference to decide, on a motion duly proposed and seconded not later than 15:00 on any day, to extend the sitting beyond 18:00 on that day, in order to dispose of the business then under consideration.

(c) Breaks - There shall be one break during days on which Conference is held, that is for lunch. There shall be no other breaks. Teas/coffees may be available but shall be taken by delegates at their desks.

3. QUORUM

The quorum for the Delegate Conferences of the Association shall be 50% plus 1 (one) delegate of those entitled to attend that Conference.

4. TELLERS

Conference shall nominate 5 (five) Tellers for approval on the opening day of Conference. The Tellers' duty shall be to ascertain and report to the President the number voting for and against a motion on which a poll is taken. Tellers shall also assist the President and Standing Orders Committee to ensure that "a quorum is present".

In the event that the number of Tellers, at any stage during Conference, falls below the number nominated, it shall be open to the Standing Orders Committee to co-opt the number required, up to 5 (five), to ensure that the President shall at all times have the assistance of Tellers, should a poll be taken.

5. CONFERENCE STANDING ORDERS COMMITTEE

This Committee shall be responsible for the arrangements for Delegate Conferences of the Association, the compiling and ordering of the Agenda, and in advising and assisting the President schedule, control and conduct the business of Conference. In particular, the Conference Standing Orders Committee shall:

- (a) Consider proposals from the NEC and generally make such recommendations as it deems expedient to facilitate the discussion and business of the Delegate Conference or Special Delegate Conference.
- (b) Consider the motions, amendments and nominations for election submitted to the Delegate Conferences or Special Delegate Conferences and report thereon as to whether they are in order.
- (c) All decisions of Standing Orders shall be set forth in Reports and shall be submitted to the Annual, Biennial or Special Delegate Conference and be subject to the approval of the Conference for acceptance by a simple majority of 50% plus 1 vote, cast in favour of such a proposal(s) by those delegates, in good standing, who are present and voting at such properly convened and quorate Conference(s).
- (d) Standing Orders Reports may be rejected, or suspended by the Delegate Conference with the consent of two-thirds of the delegates in good standing, who are present and voting at such properly convened and quorate Conference(s).
- (e) Please refer to **Rule 36 (a)** and **(b)** which set out the subject matter and content(s) of each of the two Sections of the Agenda for Delegate Conferences.

6. MOTIONS

- (a) Up to 3 (three) Motions for inclusion on both Sections of the Preliminary Agenda may be submitted by each Regional Executive Committee, and up to 2 (two) amendments. Up to 2 (two) motions {and 2 (two) amendments} may be submitted by DCs. The NEC may submit up to 10 (ten) motions within the same time lines as for DCs and RECs.
- (b) Motions from DCs and RECs must reach the Conference Standing Orders Committee not later than 17:00 on the second Monday in December.
- (c) Motions must be clear and consistent with the Rules of the Association, should not tend to defame or mislead, and cannot have the effect of undermining the role, function, standing or policies of the Association. It is for the Standing Orders Committee, at its discretion, to determine whether a motion which is submitted is 'in order' for inclusion on the Preliminary Agenda.
- (d) In the interests of the good order, efficiency and good management of Delegate Conferences, the Standing Orders Committee shall have the right to draft "*composite motions*" on matters common to motions submitted in either Section One or Two of the Conference Agenda. In the case of Rules revision motions, the Standing Orders Committee shall consult the Rules Revision Committee in the compositing of motions concerning any proposed alterations to Rules (**see Rule 39(b)**).
- (e) (i) The Standing Orders Committee is empowered to deal with Motions, including Motions concerning alterations to Rules, from Divisions or Regional Executives which are repeating, either in the precise terms or in similar sentiment, and which have been resubmitted having been defeated at an Annual Delegate Conference in the previous two consecutive years.
(ii) Unless, in the opinion of the Standing Orders Committee, the objective circumstances have so altered as to justify its earlier inclusion, Standing Orders Committee shall not include such a Motion, including a Motion(s) on the alteration of Rules, on the Preliminary Agenda which has been rejected at the previous Biennial Delegate Conference.
- (f) The NEC may, in exceptional circumstances, itself submit, or approve the submission of, a Rules Revision Motion, from a Division or a Regional Executive Committee, to be considered at a Delegate Conference.
- (g) The Standing Orders Committee shall reply to all such motions which the Committee determine shall not be included in the Preliminary Agenda.

7. AGENDA

(a) Preliminary – The Standing Orders Committee shall issue to each DC and REC at least 8 (eight) weeks before the “*opening day*” of Delegate Conference, a Preliminary Agenda, which shall contain:

- (i) Motions accepted by Standing Orders Committee for the consideration of Delegate Conference,
- (ii) Extracts from these Rules which govern Conference procedures and Standing Orders.

(b) Amendments and/or Addenda to Motions on the Preliminary Agenda – DCs and RECs may submit Amendments or Addenda to Motions appearing on the Preliminary Agenda which must be received by the Standing Orders Committee not later than 6 (six) weeks prior to the “*opening day*” of Delegate Conference.

- (i) Each Amendment, and/or Addendum must be duly signed by the Secretary of the Committee submitting same.
- (ii) The NEC shall have the right to submit amendments and/or addenda to any Motion appearing on the Preliminary Agenda.

(c) Final Agenda – A Final Agenda which shall contain the Motions which Standing Orders Committee determined to be in order for inclusion on the Delegate Conference Agenda; the amendments and addenda received within the stipulated times frame; a Preliminary Information Report from Conference Standing Orders Committee; the Auditor’s Report and Balance Sheet, Statement of Accounts; and Standing Orders Report No.1, shall be circulated to Conference Delegates at least 14 (fourteen) days prior to the “*opening day*” of Delegate Conference.

(d) Where it is practicable to do so, questions in relation to the Financial Report must be submitted in writing to be with the Treasurer at least one week prior to the opening of the Conference. Where such notice is given a full reply to the questions shall be provided by him/her at the Delegate Conference. Where prior written notice is not given, the Treasurer shall answer supplementary questions raised to the best of her/his ability during his/her Report and shall undertake to obtain and deliver such further information as may be required as soon after Conference as is practicable.

(e) The Annual Report of the NEC and a Report on the progress on the implementation of resolutions passed at the previous Delegate Conference shall issue to each Delegate prior to Conference.

(f) Following the issue of the Preliminary Agenda and the receipt by the Standing Orders Committee of amendments and addenda to motions contained therein, the Standing Orders Committee shall issue to each member of the NEC a copy of the Preliminary Agenda together with a copy of those amendments or addenda received. After a period of not less than one week and not more than two weeks a meeting of the Standing Orders Committee shall be held.

8. ORDER OF DEBATE

The following shall be the order of debate:-

(a) It shall be open to any delegate to address the Conference in Irish or English.

(b) Subject to the discretion of the President, the proposer of a motion shall be allowed not more than five minutes, the seconder three minutes and each succeeding speaker three minutes. Discussion on any motion shall be limited to sixty minutes, unless the President determines a lower time allocation, at his/her discretion.

(c) Whenever an amendment is moved to any motion no other amendment shall be taken into consideration until the first amendment is disposed of.

(d) The decision of the President on any question shall be final.

- (e)** No delegate shall be permitted to speak more than once on the same proposition, except the proposer of a motion who shall have the 'right to reply' which shall be limited to 3 minutes.
- (f)** No person shall address the Conference until called on by the President. A delegate when called on to speak shall proceed to the rostrum and shall speak from there. Before addressing Conference s/he shall first announce her/his name and the Committee s/he represents. When a delegate has been called upon by the President to speak all other delegates shall at once be seated.
- (g)** When the President rises to speak all the delegates shall immediately be seated.
- (h)** Every motion shall be decided by a show of hands unless a division thereon is demanded. No division shall be taken unless the decision as announced by the President is challenged by at least 25 (twenty-five) of the members present. The decision shall then be made by a show of accredited delegates' cards. In case of a tie the President shall have the casting vote.
- (i)** At any time during the discussion of a motion or amendment it shall be open to any delegate to move without debate "*that the question be now put*". If it should appear on a show of hands that a majority of the delegates are in favour of terminating the discussion, the question shall be put to a vote and the decision of Conference taken without further discussion provided that no speech is interrupted for the purpose, and that the proposer of the motion is given the right to reply.
- (j)** In the event of a proposition "*that Conference proceed to the next business*" being proposed and seconded, all further discussion on the matter before the Chair shall cease until such proposition is put to a vote. If the proposition is carried, the motion and amendments (if any) shall be deemed to have been disposed of and the next business shall be taken up. If defeated the discussion on the motion and amendments (if any) shall be resumed.

SCHEDULE D

ELECTORAL AREAS, CONSTITUENCIES AND NUMBER OF REPRESENTATIVES FOR THE NEC, AND RECs.
Rule 43 (c)(v) TABLE 1, and Rule 45 (c)(vi) TABLE 2

National Executive Committee

Representatives - Elected by REC

REGION	Northern	Western	Southern	South East	Eastern	DMR North	DMR South	TOTALS
No. of Members	1,071	1,184	1,729	1,120	1,213	2,120	2,031	10,468
No. of NEC Members	1	1	2	1	1	3	3	12

Rule 43 (c) (v)

PLUS President
V. President
Treasurer

Regional Executive Committees

Representatives – Elected by Divisions

REGION	Northern	Western	Southern	South East	Eastern	DMR North	DMR South	TOTALS
Divisions	Donegal Sligo/Leitm Cav/Mon Louth	Mayo Roscl/Long Galway Clare	Limerick Cork Wst Kerry Cork City Cork Nth	Waterford Tippry Wexford College Kk/Carlow	Kildare W/M Laois/Offly Wicklow Meath	HQ DMR NC DMR Nth SDU	DMR SC DMR Sth DMR E DMR W	
No. of Members	1,071	1,184	1,729	1,120	1,213	2,120	2,031	10,468
No. of REC Members	8	9	13	9	10	15	13	77

Rule 45 (c) (vi)

SCHEDULE E

ELECTORAL AREAS / CONSTITUENCIES
AND NUMBER OF REPRESENTATIVES
FOR REGIONAL EXECUTIVE COMMITTEES
Rules 45(c)(vi)

REGIONS	DIV No	Divisions	Districts	Dist Nos	Div Nos	Division Electoral Table	Size of RECs
7		31	104				77
NORTHERN	1	Donegal	Ballyshannon	82			
		4	Buncrana	56		2	
			Letterkenny	135			
			Milford	60	333		
	2	Sligo/Leitrim	Ballymote	42			
		3	Leitrim	74		2	
			Sligo	123	239		
	17	Cavan / Monaghan	Bailieboro	56			
		4	Carrickmacross	54		2	
			Cavan	84			
			Monaghan	60	254		
	18	Louth	Ardee	23			
		3	Drogheda	83		2	
1,071			Dundalk	139	245		8
WESTERN	3	Mayo	Ballina	45			
		5	Belmullet	24		2	
			Castlebar	60			
			Claremorris	74			
			Westport	33	236		
	4	Roscommon/ Longford	Castlerea	67			
		4	Granard	36		2	
			Longford	70			
			Roscommon	65	238		
	5	Galway	Ballinasloe	40			
		6	Clifden	30		3	
			Galway	212			
			Loughrea	67			
			Salthill	58			
			Tuam	58	465		
	7	Clare	Ennis	187			
1,184		2	Kilrush	58	245	2	9
SOUTHERN	6	Limerick	Bruff	37			
		4	Henry Street	261		3	
			Newcastle	61			
			Rosboro Road	110	469		
	8	Cork West	Bandon	83			
		4	Bantry	38		2	
			Clonakilty	48			
			Macroom	59	228		
	9	Kerry	Killarney	89			
		3	Listowel	45		2	
			Tralee	119	253		
	10	Cork City	Angelsea Street	261			
		4	Gurrabraher	80		4	
			Mayfield	92			
			Togher	95	528		
	27	Cork North	Fermoy	64			
		3	Mallow	91		2	
1,729			Midleton	96	251		13

SOUTH EAST	11	Waterford	Dungarvan	44		
			Tramore	38		2
			Warterford	144	226	
	12	Tipperary	Cahir	56		
			Clonmel	59		2
			Nenagh	64		
			Thurles	91		
			Tipperary	30	300	
	14	Wexford	Enniscorthy	89		
			New Ross	89		2
Wexford			40	218		
20	Garda College	College	131	131	1	
31	Kilkenny / Carlow	Carlow	89			
		Kilkenny	107		2	
1,120		3	Thomastown	49	245	9
EASTERN	13	Kildare	Kildare	96		
			Leixlip	78		2
			Naas	95	269	
	15	Westmeath	Athlone	82		
			Mullingar	129	211	2
	16	Laois/Offaly	Birr	34		
			Portlaoise	139		2
			Tullamore	76	249	
	29	Wicklow	Baltinglass	54		
			Bray	115		2
Wicklow			77	246		
30	Meath	Ashbourne	90			
		Kells	38		2	
		Navan	76			
1,213			Trim	34	238	10
DMR Nth	19	Garda HQ	Technical	63		
			Telecomms	13		4
			Defense/Ministr	33		
			HR/UN/IT/etc	372		
			Op Support Units	55	536	
	22	DMR Nth Central	C Store St	210		
			D Bridewell	118		3
			U Fitzgibbon St	172	500	
	23	DMR North	Balbriggan	76		
			H Ballymun	181		4
R Coolock			179			
J Raheny			141	577		
26	SDU	SDU	404			
2,120		2	GNIB	103	507	4
DMR Sth	21	DMR Sth Central	A Kevin St	161		
B Pearse St			305		4	
			E Donnybrook	129		
			Traffic	90	685	
	24	DMR South	G Crumlin	128		
			M Tallaght	209		3
			P Terenure	120	457	
	25	DMR East	F Dunlaoghaire	168		
			W Blackrock	149	317	2
	28	DMR West	K Blanchardstown	270		
			L Clondalkin	165		4
2,031		3	Q Lucan	137	572	13