



**Reserve Defence Force Representative Association**  
*Comhlachas Ionadaitheach na nÓglach Cúltaca*

**Rules**

*Version 2.1*  
*For approval and publication*

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## **Part “A” - Abstract**

1. The authors of this document seek to create a single canon which comprehends all instruments required for the effective and orderly operation and management of the RDFRA.
2. In the interests of clarity and ease of use, it is structured to allow the reader to clearly understand the objectives of the organisation, the limits of what the Association may and may not do and the basic fundamental requirements in terms of output and conduct for all members.
3. This document is drafted with the intention that it would be reviewed and amended (if necessary) no less frequently than every two years.
4. This document was developed by the National Executive Committee on behalf of all members in good faith.
5. These Rules, once approved by the President, will form the basis of the Association's operations.
6. The authority to amend the Rules rests with the President in the first instance.

## **Part “B” – Financial Accountancy Policy, specific to the National Executive Committee**

### **Accounting Records**

7. The following basic accounting records must be maintained by RDFRA:
  - a. A file of invoices/receipts for all expenditures.
  - b. A file of receipts/vouchers for incoming funds.
  - c. A file of bank statements for each bank account held.
  - d. A fixed assets register.
8. In addition, the following accounting records and policy documents must also be kept:
  - a. Payroll records shall be recorded on the Revenue Commissioners’ ROS website. In addition to the National Treasurer, the association’s Auditor shall have full access to the RDFRA ROS Account as an Agent.
  - b. Journal book via Microsoft Excel spreadsheets.
  - c. Procurement and payment procedures (i.e., how to order/purchase goods and services).
  - d. Guide to the use and control of assets.
9. Segregation of tasks to provide automatic ‘double check’ approvals. The financial administration tasks should not be shared by staff or concentrated in the hands of one or two people.
10. The following controls over incoming funds must be followed:
  - a. It shall be the policy of the Association that, where possible, all incoming funds shall be lodged electronically directly to the Association’s bank account.
  - b. Cheques received will be lodged to the Association’s bank account without delay.
  - c. No cash payments whatsoever are to be accepted.
11. The Association’s Cheque Book and Debit Card are to be held by the President of RDFRA.

### **Internal Controls**

12. The following controls over purchases must be followed:
  - a. Supporting documentation held for all items of expenditure (i.e., invoices, vouchers, receipts).
  - b. All expenditure in excess of €100 shall be authorised in advance by the President and National Treasurer.
  - c. Minor incidental purchases may be paid for by an employee or member and reimbursed via an expense claim accompanied by an invoice or receipt.
  - d. A credit account will be maintained with a supplier of office stationery and the General Secretary is authorised to operate this account.
13. The following controls over payments by cheque must be followed:
  - a. The nominated signatories of cheques shall be the President, Vice President and national Treasurer.
  - b. Cheques must never be signed in blank.
  - c. A nominated signatory may not sign a cheque made payable to themselves.
  - d. All cheque expenditure is recorded in the journal and noted with the relevant cheque number.

- e. Cheque stubs must be completed at time of payment.
  - f. Cheques must be signed only with proper documentary evidence of the nature of the payment.
14. The following controls over the RDFRA's bank accounts must be complied with:
- a. All bank accounts will be held in the name of the RDFRA, not individuals.
  - b. Instructions to open or close accounts shall be authorised by the National Executive Committee.
  - c. Passwords for online banking access to Association accounts shall be held by the President and National Treasurer.
  - d. Bank reconciliations shall be carried out before each meeting of the National Executive Committee and made available to all Committee members.
  - e. Bank statements shall be available to be inspected by National Executive Committee members.
15. The National Treasurer shall present up-to-date Management Accounts at each meeting of the National Executive Committee.
16. An independent auditor, retained by the Association, shall conduct an audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. The auditor will obtain audit evidence sufficient and appropriate to report that, in their opinion:
- a. They have obtained all the information and explanations that they consider necessary for the purposes of the audit.
  - b. That proper books of account have been kept by the National Executive Committee.
  - c. That the financial statements are in agreement with the books of account.
  - d. That the information given in the National Executive Committee Report is consistent with the financial statements.
17. The National Executive Committee shall pass a resolution adopting the Financial Statements and Auditor's Report in advance of the Annual Delegate Conference of the Association.
18. The Financial Statements and Auditor's Report will be provided to all delegates at the Annual Delegate Conference of the Association. The National Treasurer will propose a motion to conference to adopt the Financial Statements and Auditor's report.
19. For RDFRA paid employees:
- a. Personnel records must be kept and held separately from wages records.
  - b. Salary levels must be properly authorised and recorded.
  - c. Staff must be employed under an approved contract of employment.
  - d. All relevant Tax Regulations must be complied with.
20. Assets owned by or in the charge of RDFRA (e.g., office equipment, etc.):
- a. An Assets Register/Inventory must be held and updated annually.
  - b. Assets must be checked annually to ensure that they are still in good repair and in the proper location.
  - c. Insurance cover must be reviewed annually to ensure it is adequate to cover the replacement of the Association's assets.
  - d. The use of fixed assets reviewed annually to ensure they are put to best use and serving the Association's interest.
  - e. All buildings must be properly maintained and safeguarded.

## Part “C” - Discipline

### Disciplinary Code

8. For the purpose of regulating discipline and good order within the Association, the National Executive Committee shall have the authority to approve and issue Association disciplinary procedures.
9. The National Executive Committee may appoint a Disciplinary Committee to carry out disciplinary procedures in accordance with the Rules of the Association.
  - a. Such a committee will serve for the duration of the execution of their obligations or until discharged by the National Executive Committee.
10. The Disciplinary Committee shall comprise:
  - a. Three members of the Association, as selected by the National Executive Committee, one of whom will act as Chairperson.
  - b. The Chairperson may, with the approval of the National Executive Committee, retain the services of an appropriate legal advisor, limited to the duration of the sitting of the committee.
  - c. Subject to the right of appeal, the Disciplinary Committee shall have jurisdiction in the first instance to recommend disciplinary action against any member of the Association for any of the following disciplinary offences:
    - i. Conduct inconsistent with, or likely to be seriously prejudicial to the interests of the Association and/or its membership.
    - ii. Inciting others to act in a manner inconsistent with the objectives of the Association.
    - iii. Misappropriation of the funds or property of the Association.
    - iv. Conduct on the part of an officer of the Association or of any committee of the Association (whether honorary or otherwise) amounting to a serious dereliction of duty or gross negligence in the conduct of the Association's affairs or of the affairs of any committee of the Association.
    - v. Persistent failure to comply in any respect with the Rules of the Association.
11. Members of the Disciplinary Committee conducting disciplinary hearings must apply fair procedures and must have regard to any additional guidelines issued by the National Executive Committee.
  - a. In the interests of clarity, the fair procedures referred to here are those outlined in the established WRC Code of Conduct.
12. Disciplinary action to be recommended may take the form of:
  - a. Suspension of membership for a specified period or until stated conditions are met;
  - b. Other specified limitations on activity within the Association;
  - c. Censure of the member;
  - d. Expulsion from the Association.
13. When disciplinary action is recommended by the Disciplinary Committee, the President shall be notified immediately.
  - a. No decision to take disciplinary action shall be taken until the person concerned has been advised in writing of the reasons for the disciplinary action and afforded an opportunity of making a case, verbally or in writing, within with six weeks.
14. In order to implement the recommendations of the Disciplinary Committee, the recommendations must be passed by the National Executive Committee via a minimum two-

thirds majority vote in favour of implementing the recommendations.

15. A disciplinary decision, other than expulsion by the Disciplinary Committee, shall take effect when the member is informed in writing of the decision.
  - a. When this decision is communicated to the member, they must concurrently be informed of the right to appeal.
16. A member expelled by a decision of a National Executive Committee shall be informed in writing of the decision, and concurrently of the right of the member to appeal. Such a member shall be deemed to be suspended from membership with effect from the date of the written notice of expulsion, but the expulsion shall not take effect for twenty-eight days afterwards or until an appeal by the member has been determined by an Appeals Committee, if applicable.
17. A person whose membership is suspended shall not be relieved of any duties imposed by these Rules (including liability to pay the Association subscription) but shall not be entitled to take part in the affairs of the Association or to hold any office in the Association.

### **Disciplinary Appeals**

18. A member or complainant may appeal a disciplinary decision by notice in writing to the President within twenty-eight days of being informed of the implementation of the Disciplinary Committee's recommendations.
19. The President shall appoint an Appeals Committee which shall deal with the matter expeditiously.
20. An Appeals Committee shall consist of three members of the Association – who are not members of the National Executive Committee, and who are not members of the relevant Disciplinary Committee whose recommendation/s are being appealed – appointed by the President, one of whom shall act as Chairperson.
21. The Appeals Committee shall only consider matters of process or procedure relating to the Disciplinary Committee and/or the appropriateness of any sanction that may have been recommended.
22. The Appeals Committee may only recommend that:
  - a. A new Disciplinary Committee is formed to conduct a new hearing.
  - b. The sanction originally recommended be reduced.
  - c. The matter be dismissed due to disciplinary proceedings being proved to have been unwarranted.
23. When a recommendation has been reached by the Appeals Committee, the President shall be notified immediately.
24. The President shall decide to approve or reject the recommendation of the Appeals Committee. The President's decision shall be final.

## **Part “D” – Code of Ethics and Conduct**

### **Statement of code purpose**

25. This Code of Conduct applies to members of the Reserve Defence Force Representative Association and sets out the rules applicable in matters of professional ethics and behaviour. It does not cover every issue that may arise but it does set out basic principles to guide all members of the Association.

### **Statement of guiding principles**

26. These guiding principles represent the standards to which all members of the Association should have regard when acting in their various elected roles and as members of the Association.
- a. Integrity.
  - b. Respect.
  - c. Dignity.
  - d. Privacy.
  - e. Responsibility.
  - f. Honesty.
  - g. Diligence/Performance.
  - h. Innovation/Pro-activity.
  - i. Collegiality.
  - j. Responsiveness.
  - k. Trust.
  - l. Transparency.

### **Conduct of members**

27. In discharging their duties members of the Association are required to:
- a. Observe all applicable laws and regulations;
  - b. Comply with the Constitution, rules, procedures and guidelines of the Association;
  - c. Act, in all circumstances, in the interest of the Association without allowing themselves to be influenced by personal considerations or relationships;
  - d. Remain fully responsible for the duties assigned to them by the National Executive Committee;
  - e. Respect the dignity and private lives of their colleagues and staff members;
  - f. Use the facilities and resources available to the Association only for Association purposes and not to abuse these facilities and resources; and
  - g. Conduct themselves at all times in a professional manner and avoid even the appearance of improper behaviour.

### **Meetings**

28. Members shall exercise their best efforts to attend and be on time at all meetings or functions of the Association and shall plan to be in attendance at all times during the proceedings. Whenever a member knows in advance that they cannot attend a meeting, will be late for a meeting, or will have to leave a meeting early, they shall exercise best efforts to inform the meeting chairperson (General Secretary in the case of National Executive Committee meetings) in advance of the meeting.
29. There shall not be a dress code for meetings. Casual and informal clothing is perfectly



acceptable attire; however, each member is expected to dress consistently with the Association's objective of promoting and pursuing a high standard of respect and decorum at its meetings and functions.

30. Without prejudice to the contents of Para 29, when members of the Association are attending any meeting, function or other occasion in their capacity as a member representing the Association, they shall dress in appropriate business attire.
31. When the President calls a meeting to order, all members shall turn off any mobile phones, beepers, or other forms of telecommunications equipment which might interrupt the fluidity of the meeting or distract any other member of the Association. If special circumstances warrant the use of such equipment, then the member of the Association who wishes to use such equipment shall make arrangements with the President to obtain permission to do so before the President calls the meeting to order or at any time during the conduct of the meeting.
32. When the President calls the meeting to order, all members of the Association shall organise their reading materials pertaining to the meeting and put away any other unrelated material. All conversation with other Association members or observers shall immediately cease, as well as any other activity which might interrupt the fluidity of the meeting or distract any member of the Association.
33. When a member of the Association wishes to speak, s/he shall raise her/his hand and wait for the President to formally recognise her/him for the purpose of granting her/him the floor. No member of the Association shall speak out of order or without recognition from the President, nor shall any member of the Association engage in any activity which interrupts or distracts any member of the Association when another member of the Association has the floor for discussion purposes. The President shall not recognise any member of the Association more than once on any motion until all members of the Association who wish to discuss the motion have had an opportunity to speak. At all times, the President shall determine who has the floor to speak and may impose uniform time limitations.
34. Association members shall not use inappropriate language, body language, or verbal tone during their debate of the issues. Any actions or comments designed to insult, demean, or attack the personal character of any member of the Association or the Association as an entity shall be strictly prohibited. Association committee members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.
35. The President shall have the unilateral authority to enforce the code of ethics and conduct during any meeting or may do so in response to the un-seconded request of any other member of the Association if the President agrees with the request. The first step of enforcement shall consist of the President issuing a call to order to the particular member of the Association, who then must obey the directive immediately; however, the member called to order shall have the right to appeal the President's ruling, which appeal shall be open to debate and vote of the relevant committee.
36. In any instance of a flagrant or repeated violation of this code of ethics and conduct, the President may unilaterally issue a ruling to that effect against the offending member and may require the offending member of the Association to leave the premises of the meeting. Any such ruling shall not be appealable by the offending member and must be immediately obeyed, unless another member of the Association wishes to appeal the President's ruling, in which case the appeal shall be open to debate and vote of the relevant committee.

37. The National Executive Committee further reserves additional enforcement powers, as set forth in Paras 62-65.

### **Observers (National Executive Committee meetings)**

38. Where it transpires that all members of the National Executive Committee from the same Formation are unable to attend a particular National Executive Committee meeting, the relevant Formation Committee shall be entitled to nominate one observer to attend that National Executive Committee meeting. The observer shall be a member of the relevant Formation Committee.
39. The observer, when nominated, shall be entitled to receive notices of all meetings of the National Executive Committee for which s/he has been nominated as an observer.
40. An observer shall not be counted in the reckoning of attendees at any meeting of the National Executive Committee, and, accordingly, they shall not be counted in the quorum required for any meeting.
41. Observers shall not have a vote at any meeting of the National Executive Committee and may only contribute to the meeting with the permission of the President.

### **Delegations**

42. Where any delegation is to be formed to meet any external party, the relevant committee shall decide on the composition of the delegation and this decision shall be taken by majority vote of those present at the relevant duly convened meeting.
43. Delegations may be constituted of members of the relevant committee and/or members of the Association (not being members of the relevant committee) and/or employees of the Association and/or such other individuals as may be nominated by the relevant committee. In deciding on the composition of any delegation, the relevant committee shall have regard to the other parties attending the meeting, its purpose and any other consideration which it deems relevant to be considered in this regard. The relevant committee may also decide on whether the delegation will be for one meeting or if it should act as a standing delegation for a specific purpose and/or specific types of meetings.
44. In any event, the size of any delegation shall not exceed four for any one meeting.
45. At the time of deciding on the composition of any delegation, the relevant committee shall also decide upon a list of substitutes. In the event of any member of the delegation being unavailable to act in their capacity as delegate, their replacement shall be taken from the list of substitutes in the order that has been predetermined by the relevant committee.
46. In the event that all of the substitutes are unavailable, the President shall decide on an appropriate replacement in her/his complete discretion.

### **Duties of Committee Members**

47. All members of a committee owe a duty of respect to the committee as a collective body, particularly with respect to its formal votes and formally approved policies. If conducted civilly, robust disagreement between members of a committee is perfectly acceptable behaviour and is even strongly encouraged, as it is often necessary and appropriate for the

development of the best decision-making process; however, once a committee formally votes on a matter, no member of the committee shall engage in any unauthorised activity which undermines the ability of the committee to successfully effectuate the results of the vote. The duty of respect owed to the committee requires dissenting members to work within the formal procedures of the committee to modify or revise the previously adopted votes or approved policies with which they disagree. Dissenting members of a committee may not voice their disagreements with any such votes or policies at any official function of the Association.

48. All members of a committee shall recognize that their individual behaviour is a reflection upon the committee as an entity, therefore, they shall at all times refrain from any public conduct which would bring the committee into disrepute.
49. Where any disagreement or dispute arises between any two or more members of a committee, which is unrelated to the business of the committee and impedes those members' ability to carry out their duties on the committee, the member(s) in question shall inform the President immediately. If such an instance should arise during a meeting of a committee, the members in question shall excuse themselves from the meeting and the President may call upon them to resolve the issue before they are permitted to re-engage in the meeting. Where it transpires that no resolution is forthcoming, the President may direct that one or all of the parties should remain excused from the meeting or any subsequent meetings until the matter has been resolved. The National Executive Committee further reserves additional enforcement powers, as set forth in Paras 62-65.

### **Conflicts of Interest**

50. Members of committees owe a duty to the Association which requires them to consider only the best interests of the Association when they vote on any matter and to exclude any competing interest from their consideration.
51. If a member of a committee has any duality of interest, concerns which compete with her/his duty, or any conflict of any sort, then s/he must disclose such interest, concern, or conflict on the record. If s/he believes that such interest, concern, or conflict prohibits him from the exercise of her/his duty, then s/he must recuse her/himself from voting or discussing the motion and announce her/his intent to do so.
52. If a member believes that such interest or concern does not rise to the level of a conflict of interest and does not impede her/his ability to exercise his duty, s/he must state her/his reasons for the record and indicate her/his intent to participate in the discussion and vote on the motion. Under such circumstances, the President shall have the authority to call for a vote of the other members of the committee to approve the right of the member to participate in the discussion and vote. Under such circumstances, the other committee members shall presume good faith on the part of their fellow member of the committee and shall not vote to disapprove their fellow committee member's right to participate in the discussion and vote unless there is clear and convincing evidence that the member's participation in the discussion and vote would damage the integrity of the committee and be injurious to the interests of the Association.
53. Under no circumstances shall any member of a committee participate in the discussion or vote on any matter in which the member has a conflict of interest. For the purposes of this code of conduct, the term "conflict of interest" shall include, but not be limited to, the following situations:
  - a. Whenever a committee intends to review a case involving the compliance of a member

- of the committee with the Association's legal requirements, code of conduct and/or policies, the relevant committee member must recuse her/himself from the discussion and voting on the matter;
- b. Whenever a committee intends to review a contract or expenditure of funds involving the direct pecuniary interest of a committee member, the relevant committee member must recuse her/himself from the discussion and voting on the matter;
  - c. No member of a committee shall vote to approve the expenditure of funds for the acquisition of services or goods from any committee member, relative of a committee member, or entity which is affiliated with any of the committee members or their relatives, unless the committee member with such relationship discloses the relationship on the record and there is convincing reason to believe that a vote in favour of such an expenditure would be in the best interests of the Association. Under such circumstances, the vote must pass by at least a two-thirds majority of a duly convened meeting of members of the committee;
  - d. Under no circumstances shall any committee member solicit a gift or gratuity of any kind from any vendor or professional serving the Association (or attempting to obtain business from the Association). Any member of a committee who receives an unsolicited gift or gratuity must promptly disclose his receipt of the gift or gratuity at a duly convened meeting of the committee. The committee shall then decide on the public record whether the member of the committee should return the gift, turn it over to the Association, or, if the gift is of innocuous consequence or nominal value, keep the gift. This prohibition does not cover situations where members of the committee meet with a vendor or professional to discuss business matters of the Association at times when it would be ordinary to eat breakfast, lunch, or dinner and the vendor or professional pays for the meal. Such circumstances shall be considered ordinary and acceptable acts of professional courtesy on the part of the vendor or professional.

## **Confidentiality**

54. All members of a committee shall recognise that matters pertaining to the Association's business conducted in executive session should be kept confidential and not disclosed to the membership or to members of the public at large, unless it has been expressly agreed otherwise. The same applies to any written communications from legal counsel denoted as a confidential document. Committee members shall not disclose Confidential Information (as that term is defined below) under any circumstances to any person not on the committee without the express consent of a majority of the committee voting at a duly convened meeting of the committee.
55. In any instance when a committee member might be confused about the confidentiality requirements and in order to minimize the possibility of inadvertent disclosure, committee members shall consult with the President before making any disclosure to any third party which might arguably release any Confidential Information covered by this code of ethics and conduct, as that term is defined below.
56. All Confidential Information is the property of the Association. Committee members shall keep in strict confidence any and all information, documentation, records and devices which contain Confidential Information, and, upon the expiration of the committee member's term, shall return all Confidential Information in her/his possession to the committee and shall keep confidential all non-tangible Confidential Information.
57. For the purpose of this Code of Conduct, the term "Confidential Information" shall mean any information related to:

- a. Communications with the Association’s legal counsel or professional consultants;
- b. Pending litigation;
- c. Pending matters involving formal proceedings for enforcement of the governing documents or rules or regulations of the Association;
- d. Pending negotiations for transactions involving the Association and agreements containing confidentiality requirements; or
- e. Minutes of meetings of the committee, and the substance thereof.

58. Confidential Information shall not be deemed to include information:

- a. That at the time of disclosure is available to the general public through public records or records of the Association which the Association must make available to the members for inspection or copy under law;
- b. That an administrative agency or court of competent jurisdiction orders to be disclosed, provided however, that upon receipt of any order, subpoena, or summons of any kind, before providing the information or document requested, the committee member shall give the Association immediate notice thereof in order to allow the Association an opportunity to protect its Confidential Information. The committee member shall provide all necessary cooperation for this purpose.

### **Independence**

59. Members of a committee shall not be influenced by or accept instructions from any government, other entity, or person external to the Association.

### **Health and Safety**

60. Each member of a committee is responsible for providing a safe and healthy working environment and for ensuring that they comply with all safety, health and welfare at work legislation and requirements.

### **Waiver**

61. Any waiver of this code of ethics and conduct for any member of the Association shall only be permitted after a majority vote, of a duly convened meeting of the National Executive Committee, in favour of such waiver.

### **Enforcement Measures**

62. In addition to the enforcement remedies provided to the President/each Chairperson stated above, the National Executive Committee may enforce this code of ethics and conduct by the following means:

- a. Private reprimand;
- b. Public censure;
- c. Suspension from the relevant committee for a maximum of two month, or;
- d. The initiation of a removal action to remove the member from the relevant committee.

63. The National Executive Committee shall not take any such enforcement measures against any committee member until the National Executive Committee votes to cite the member of the relevant committee with a flagrant or repeated violation of the code of conduct cited herein. The National Executive Committee must then provide the relevant member in question with written notice of the alleged violation and an opportunity to be heard on the matter at a duly convened meeting of the National Executive Committee.

64. Once the National Executive Committee concludes this process, it may vote to impose or pursue any of the enforcement actions cited above. Such a vote will require, subject to the provisions of Para 65 below, a majority of the members of the National Executive Committee present at a duly convened meeting of the National Executive Committee. The member of the committee who is the subject of the process, shall not take part in any vote on the process.
65. Without prejudice to Para 64 above, in the event that, at the end of the enforcement process, the National Executive Committee concludes that the member should be removed from the relevant committee, the vote to affirm the removal shall require a two-thirds majority vote of members present at the duly convened meeting of the National Executive Committee. When the National Executive Committee so vote, the relevant member shall, if present, remove themselves from the meeting of the National Executive Committee and shall no longer be considered a member of the relevant committee. They shall not be entitled to participate in any other business, meetings or committees of the Association and may not hold themselves out as doing so to any members of the Association or third parties. In such an event, the National Executive Committee shall communicate the removal of the relevant committee member to all members of the Association and any relevant third parties, whilst also citing the reasons for the removal. This action does not prejudice the member from running for relevant committees in any subsequent elections to those committees.

## Part “E” – Elections

### Unit/Sub-Unit Committee elections

66. Elections to Unit/Sub-Unit Committees shall be held at a Unit/Sub-Unit meeting in every second year. Every effort will be made to ensure that these meetings take place between September and December in the relevant year.
67. Persons who hold membership of the Association shall, subject to the provisions of Defence Forces Regulation S7, the Constitution, and the Rules, be entitled to vote at and/or seek election at elections held by the Association at Unit/Sub-Unit level.
68. Nominations for elections at Unit/Sub-Unit elections shall be accepted from the floor of the meeting.
69. Elections at Unit/Sub-Unit level shall adhere to the following sequence:
  - a. Candidates for election will be asked to announce their candidacy.
  - b. Proposers and seconders will be sought for each candidate.
  - c. Regardless of the number of proposed/seconded candidates, an election will take place by secret ballot.
  - d. The candidate with the highest number of votes will be deemed elected as the Unit/Sub-Unit Chairperson (to be known as the “Representative #1”).
  - e. The candidate with the next-highest number of votes will be deemed elected as the Unit/Sub-Unit Honorary Secretary (to be known as the “Representative #2”).
  - f. The candidate with the next-highest number of votes will be deemed elected as the Unit/Sub-Unit Honorary Treasurer (to be known as the “Representative #3”).
  - g. Regarding those candidates who are not deemed elected, a record of their results will be kept for the purposes of establishing a hierarchical panel of substitutes. It is desirable that each Unit/Sub-Unit should have a panel of at least three (3) substitutes.
70. Candidates will not be considered for election *in absentia*. All candidates must be present at the relevant Unit/Sub-Unit meeting to be considered for election.
71. Meetings of Unit/Sub-Unit members may only elect committees from among the members of that Unit/Sub-Unit.
72. Meetings of Unit/Sub-Unit members may take place online via an e-conferencing platform. If this meeting format is used, members must identify themselves – either visually or auditorily – to the satisfaction of members present.

### Formation Committee elections

73. Elections to Formation Committees shall be held at Formation Delegate Conferences.
74. These elections shall be held between February and March every second year.
75. Elections at Formation level shall be subject to the control and/or directions of the National Executive Committee.
76. Only persons who hold the positions of “Representative #1” and “Representative #2” on their respective Unit/Sub-Unit Committee (or a “Representative #3” who is acting in a proxy role due to the absence of one of these persons) shall be entitled to attend a Formation Delegate

Conference and propose/second/speak to motions, vote, and/or seek to be elected to the Formation Committee.

- a. Members of the outgoing Formation Committee and/or direct representatives from the Formation to the outgoing National Executive Committee who do not fulfil this criteria shall be entitled to attend a Formation Delegate Conference, but shall not be entitled to propose/second/speak to motions, vote, and/or seek to be elected to the Formation Committee.

77. Elections at Formation level shall adhere to the following sequence:

- a. All candidates who are seeking election shall announce their candidacy, in writing to the General Secretary/Director of Elections, no later than twenty-one (21) days in advance of the relevant Formation Delegate Conference. Candidates will identify whether they are seeking election to the position of Formation Committee Chairperson, ordinary member of the Formation Committee, or both.
- b. Twenty-one (21) days in advance of the relevant Formation Delegate Conference, the General Secretary/Director of Elections will distribute the finalised list of candidates for election to all Unit/Sub-Unit Committees within the relevant Formation.
  - i. If only one (1) candidate for the position of Formation Committee Chairperson, and/or eight (8) or less candidates (1 Bde and 2 Bde) or seven (7) or less candidates (DFTC/DFHQ and NSR) for the position of ordinary member of the Formation Committee, are identified twenty-one (21) days in advance of a Formation Delegate Conference, these candidates will be considered elected if proposed/seconded at conference, and additional candidates for the balance of appointments will be accepted from the floor of the relevant Formation Delegate Conference.
- c. At the relevant stage of the Formation Delegate Conference, proposers and seconders will be sought for each candidate for the position of Formation Committee Chairperson.
- d. Should only one (1) candidate be proposed/seconded, that candidate will be deemed elected. In the case of two (2) or more candidates being proposed/seconded, an election by secret ballot will take place, with the highest-scoring candidate being deemed elected.
  - i. The candidate successfully elected as the Formation Committee Chairperson will not be permitted to seek higher election, i.e. to the National Executive Committee.
- e. Subsequently, proposers and seconders will be sought for each candidate for the position of ordinary member of the Formation Committee.
  - i. Regardless of any earlier announcement of candidacy, the successful candidate for the position of Formation Committee Chairperson will be removed from consideration for election to the position of ordinary member of the Formation Committee.
- f. Should only six (6) candidates be proposed/seconded, those candidates will be deemed elected. In the case of seven (7) or more candidates being proposed/seconded, an election by secret ballot will take place, with the highest-scoring six (6) candidates being deemed elected.
- g. Regarding those candidates who are not deemed elected, a record of their results will be kept for the purposes of establishing a hierarchical panel of substitutes.
- h. Subsequently, from amongst the persons elected to the positions of ordinary member of the Formation Committee, candidates for election as direct representatives to the National Executive Committee will be asked to announce their candidacy.
- i. Proposers and seconders will be sought for each candidate.
- j. Should only two (2) candidates (1 Bde and 2 Bde) or one (1) candidate (DFTC/DFHQ



and NSR) be proposed/seconded, those candidates will be deemed elected. In the case of more than three (3) candidates (1 Bde and 2 Bde) or two (2) candidates (DFTC/DFHQ and NSR) being proposed/seconded, an election by secret ballot will take place, with the highest-scoring two (2) candidates (1 Bde and 2 Bde) or one (1) candidate (DFTC/DFHQ and NSR) being deemed elected.

- k. Regarding those candidates who are not deemed elected, a record of their results will be kept for the purposes of establishing a hierarchical panel of substitutes.
  - l. Formation Committees will subsequently backfill the two (2) positions or one (1) position, as appropriate, of ordinary member on the Formation Committee with the highest-scoring candidates identified in Para 77 (g).
78. Candidates will not be considered for election *in absentia*. All candidates must be present at the relevant Formation Delegate Conference to be considered for election.
79. There are no automatic re-election candidacy rights for outgoing members of a Formation Committee. All candidates must meet the criteria as outlined in Para 76.
80. All direct nominees from Formation Committees to the National Executive Committee will be decided, by majority vote using secret ballot, by the delegates present at the relevant Formation Delegate Conference.
81. Any candidate who is successfully elected to a position on a Formation Committee (as the Chairperson or as an ordinary member), or a direct representative to the National Executive Committee, shall cease to be a representative on their Unit/Sub-Unit Committee.
- a. If the successful candidate was a “Representative #1”, this now passes to the “Representative #2” on the Unit/Sub-Unit Committee. The position of “Representative #2” will subsequently pass to the “Representative #3”, while the highest-ranking substitute – identified during Unit/Sub-Unit elections, as per Para 69 (g) – will be deemed elected as the new “Representative #3”.
  - b. Members of a Formation Committee shall hold office from the conclusion of the Formation Delegate Conference at which they are elected.
  - c. Members of the Formation Committee who were elected to the National Executive Committee in accordance with Para (d) (4) or (e) (4) of the First Schedule to Defence Forces Regulation S7, shall be entitled to attend, and be heard (but not vote) at Formation Committee meetings, as appropriate.
  - d. The Formation Committee Chairperson shall have a second or casting vote in the event of a tie in any election referred to in this article or on any question or motion to be decided at a Formation Delegate Conference or Formation Committee meeting.
82. Formation Delegate Conferences may take place online via an e-conferencing platform. If this meeting format is used, delegates must identify themselves – either visually or auditorily – to the satisfaction of delegates present.

### **National Executive Committee elections**

83. Elections to the National Executive Committee shall be held at an Annual Delegate Conference.
84. These elections shall be held in April of every second year.
85. Only persons who hold the position of “Representative #1” at the time of the Annual Delegate Conference (or a “Representative #2” or a “Representative #3”, in that order of preference,

who is acting in a proxy role due to the absence of the appointed “Representative #1”) shall be entitled to attend an Annual Delegate Conference and propose/second/speak to motions, vote, and/or seek to be elected to the National Executive Committee. Additionally, ordinary members of all Formation Committees shall be entitled to attend an Annual Delegate Conference and seek to be elected to the National Executive Committee, but shall not be entitled to propose/second/speak to motions or vote.

- a. Members of the outgoing National Executive Committee who do not fulfil these criteria shall be entitled to attend an Annual Delegate Conference, but shall not be entitled to propose/second/speak to motions, vote, and/or seek to be elected to the National Executive Committee.

86. Elections at National level shall adhere to the following sequence:

- a. At the 1 Brigade Formation Delegate Conference, two (2) members shall be elected as direct representatives to the National Executive Committee from among the ordinary members of the Formation Committee.
- b. At the 2 Brigade Formation Delegate Conference, two (2) members shall be elected as direct representatives to the National Executive Committee from among the ordinary members of the Formation Committee.
- c. At the Defence Forces Training Centre/Defence Forces Headquarters Formation Delegate Conference, one (1) member shall be elected as direct representative to the National Executive Committee from among the ordinary members of the Formation Committee.
- d. At the Naval Service Reserve Formation Delegate Conference, one (1) member shall be elected as direct representative to the National Executive Committee from among the ordinary members of the Formation Committee.
- e. All remaining candidates who are seeking election shall announce their candidacy, in writing to the General Secretary/Director of Elections, no later than twenty-one (21) days in advance of the Annual Delegate Conference. Candidates will identify whether they are seeking election to the position of President, ordinary member of the National Executive Committee, or both.
- f. Twenty-one (21) days in advance of the Annual Delegate Conference, the General Secretary/Director of Elections will distribute the finalised list of candidates for election to all Unit/Sub-Unit Committees and Formation Committees.
  - i. If only one (1) candidate for the position of President, and/or two (2) or less candidates for the position of ordinary member of the National Executive Committee, are identified twenty-one (21) days in advance of the Annual Delegate Conference, these candidates will be considered elected if proposed/seconded at conference, and additional candidates for the balance of appointments will be accepted from the floor of the Annual Delegate Conference.
- g. At the relevant stage of the Annual Delegate Conference, a proposer and two (2) seconders will be sought for each candidate for the position of President.
- h. Should only one (1) candidate be proposed/twice seconded, that candidate will be deemed elected. In the case of two (2) or more candidates being proposed/twice seconded, an election by secret ballot will take place, with the highest-scoring candidate being deemed elected.
- i. Subsequently, proposers and seconders will be sought for each candidate for the position of ordinary member of the National Executive Committee.
  - i. Regardless of any earlier announcement of candidacy, the successful candidate for the position of President will be removed from consideration for election to the position of ordinary member of the National Executive Committee.
- j. Should only two (2) candidates be proposed/seconded, those candidates will be

- deemed elected. In the case of three (3) or more candidates being proposed/seconded, an election by secret ballot will take place, with the highest-scoring two (2) candidates being deemed elected.
- k. Regarding those candidates who are not deemed elected, a record of their results will be kept for the purposes of establishing a hierarchical panel of substitutes.
87. Candidates will not be considered for election *in absentia*. All candidates must be present at the Annual Delegate Conference to be considered for election.
88. There are no automatic re-election candidacy rights for outgoing members of the National Executive Committee. All candidates must meet the criteria as outlined in Para 85.
89. Any candidate who is successfully elected to a position on the National Executive Committee (as the President or as an ordinary member) shall cease to be a representative on their Unit/Sub-Unit Committee.
- a. If the successful candidate was a “Representative #1”, this now passes to the “Representative #2” on the Unit/Sub-Unit Committee. The position of “Representative #2” will subsequently pass to the “Representative #3”, while the highest-ranking substitute – identified during Unit/Sub-Unit elections, as per Para 69 (g) – will be deemed elected as the new “Substitute Representative”.
- b. If the successful candidate was an ordinary member on a Formation Committee, Formation Committees will subsequently backfill the position/s, as appropriate, of ordinary member/s on the Formation Committee with the highest-scoring candidates identified in the Formation Committee election, as per Para 77 (g). Re-organising of the Unit/Sub-Unit Committee/s, from which these backfilling persons come, will subsequently take place, as per Para 81 (a).
90. Members of the National Executive Committee shall hold office from the conclusion of the Annual Delegate Conference at which they are elected.
91. The President shall have a second or casting vote in the event of a tie in any election referred to in this article or on any question or motion to be decided at an Annual Delegate Conference or National Executive Committee meeting.
92. All Annual Delegate Conference elections will have a minimum of two (2) tellers as selected by the Standing Orders Committee (this requirement will be waived, and a suitable e-voting function used instead, should an Annual Delegate Conference take place online via an e-conferencing platform as per Para 93).
93. Annual Delegate Conferences may take place online via an e-conferencing platform. If this meeting format is used, delegates must identify themselves – either visually or auditorily – to the satisfaction of delegates present.

### **Supplementary Voting**

94. Where there is a tied vote between two (2) or more successful or unsuccessful candidates in any election, a supplementary vote or series of supplementary votes (by majority vote via secret ballot) will take place in order to identify a hierarchical result.
- a. Only candidates who obtained tied results will be voted on for the purposes of any supplementary votes.

## Part “F” – Standing Orders

### Composition

95. The Standing Orders Committee shall comprise the following officers of the Association:
  - a. Chairperson, 1 Brigade Formation Committee.
  - b. Chairperson, 2 Brigade Formation Committee.
  - c. Chairperson, Defence Forces Training Centre/Defence Forces Headquarters Formation Committee.
  - d. Chairperson, Naval Service Reserve Formation Committee.
96. One (1) of these officers shall act as Chairperson of the Standing Orders Committee for the duration of each Annual Delegate Conference.

### Reports

97. The Standing Orders Committee will bring forward before each Annual Delegate Conference a report (Standing Orders Report No.1). This will comprise:
  - a. Report on the last conference.
  - b. Changes adopted through passing of motions.
  - c. Recommendations to conference.
98. The Standing Orders Committee will, in the interests of better procedure at conference, adhere to the following procedure:
  - a. Request that any proposals for policy motions/amendments are forwarded to the Standing Orders Committee along with the reason for each proposed policy motion/amendment;
  - b. The Standing Orders Committee will meet in advance of conference to consider each such proposed policy motion/amendment;
  - c. The Standing Orders Committee will then prepare a report (Standing Orders Committee Report No.2) which will list all such proposed policy motions/amendments and will indicate which proposals are accepted by the Standing Orders Committee and which are not accepted and the reasons why.
  - d. Report No.2 of the Standing Orders Committee must be available to delegates at the commencement of conference;
  - e. At the Annual Delegate Conference the Standing Orders Committee will propose the adoption of Standing Orders Report No.1 and Report No. 2, including any amendments to Report No.1 accepted by the Standing Orders Committee in Report No.2;
  - f. The President will be requested to allow adequate time to discuss the reports of the Standing Orders Committee;
  - g. The amendments to Standing Orders Report No.1 which have been notified to the Standing Orders Committee under (a.) above and which were not accepted by the Standing Orders Committee should be taken before any other amendments are taken;
  - h. The procedure to be followed at the Annual Delegate Conference should be that only one amendment should be before the conference at any time; the President should call one speaker in favour of the amendment, should then call on the Standing Orders Committee to reply, and the conference should then decide on the policy motion/amendment before going on to the next policy motion/amendment.
99. There are three (3) types of issues which can be raised on the Annual Report:
  - a. Simple requests for information;

- b. Comments; and
- c. Proposals to refer back.

100. The Standing Orders Committee will request that Units/Sub-Units communicate any issues that they wish to raise in good time and have arranged to divide any such issues into the three (3) categories mentioned above.

- a. Simple requests for information can be dealt with by National Office by correspondence and then do not need to be raised at conference.
- b. Issues under Para 113 (b.) and (c.) which have been notified to National Office more than six (6) weeks in advance should be given priority at conference over issues not so notified in advance.

101. The Standing Orders Committee shall examine every notice of business to appear on the Agenda of an Annual Delegate Conference.

### **Statement of Accounts**

102. There are three types of issues which can be raised on the Statement of Accounts:

- a. Simple requests for information;
- b. Comments; and
- c. Proposals to refer back.

103. When the Statement of Accounts are issued to the Units/Sub-Units and Formations they will be in a position to communicate with National Office on any issues on the Statement of Accounts. The Standing Orders Committee will arrange to divide any such issues into the three (3) categories mentioned above.

- a. Simple requests for information can be dealt with by National Office by correspondence and then do not need to be raised at the Annual Delegate Conference.
- b. Issues under Para 116 (b.) and (c.) which have been notified to National Office should be given priority at the Annual Delegate Conference over issues not so notified in advance.

### **Motions**

104. There are, normally, three (3) types of motions which can be placed on the Agenda for the Annual Delegate Conference:

- a. Motions on Policy;
- b. Motions to Amend the Rules;
- c. Motions on the Rules of Procedure at meetings;

105. The Motions on Policy on the Agenda have been divided into three (3) categories:

- a. Primary Motions (Category A).
- b. Secondary Motions (Category B).
- c. Original motions before adjustment of the text (Category C).

106. Motions in the Secondary category should be taken at the conference only if all other business has been completed.

107. In general, the approach of the Standing Orders Committee should be that Motions which re-iterate existing policy and general practice of RDFRA or are essentially matters for action at National Executive Committee level or have been the subject of a decision by conference in the past three years should be covered by action taken (e.g., reported on in the Annual Report).

In addition, Motions which deal with general issues not affecting pay, conditions or RDFRA organisation issues should be included in the Secondary category. However, motions which are highly topical can be included in the Primary Agenda.

108. In order to facilitate the conduct of business at conference, the Standing Orders Committee must arrange to have the motions on policy grouped under the headings "Primary Category" ("A" Motions) and "Secondary Category" ("B" Motions) and numbered sequentially from No. 1 onwards in each category. As a result, the numbering of policy motions on the Final Agenda is not the same as the numbering which the motions on policy were assigned on the Preliminary Agenda. The latter are shown in brackets at the end of Motions on the Final Agenda.

109. Motions included in the Secondary Category are as follows:

- a. Motions dealing with general issues not affecting pay, conditions or RDFRA organisation issues;
- b. Motions re-iterating existing policy and general practice of the RDFRA which are covered by action taken (e.g., reported on in the Annual Report) or are essentially matters for action at Formation level:

### **Amending Motions**

110. The Standing Orders Committee shall, with the consent of the proposing Unit/Sub-Unit, amend motions which otherwise would be deemed to be out of order, provided that such amendment does not alter the intended meaning of the motion. The acceptance or otherwise of any such proposed amended motion for discussion will be subject to the approval of the Annual Delegate Conference.

111. In the case of Motions on Policy, the Standing Orders Committee must ensure that, where a motion would have fallen because it was out of order as it stood, they should, where possible, propose an adjusted wording which would enable the motion to be discussed at the conference. In order to do so, however, they would need to be clear as to the actual meaning of the motion.

112. As regards the method whereby this is to be done, it has been decided that the text of Motions as adjusted by the Standing Orders Committee under their rules would appear on the Final Agenda marked by an asterisk (\*). The original wording should appear on the Final Agenda as a Category C motion – this is at the end of the Final Agenda. This category consists of motions which the Standing Orders Committee consider to be out of order in their original form.

113. This procedure enables the Standing Orders Committee to implement the provision of standing orders rules which requires the consent of the Units/Sub-Units to the adjusted text, without the necessity to engage in correspondence which would be an administrative difficulty given time constraints. If the Unit/Sub-Unit involved not accept the text as adjusted, then the original text of the Motion in question would apply (i.e. that shown in Category C) and, as it would have been out order but for the adjustment made, it should be regarded as being out of order.

114. The Standing Orders Committee will be conscious of the fact that only certain motions will be amenable to adjustment. Where, for example, a motion calls for something which would require an amendment to the Constitution, it will not be possible for the Standing Orders Committee to draft a Motion to amend the Constitution – that is fundamentally a matter for the Units/Sub-Units or the National Executive Committee and is not a mere matter of minor

wording adjustment. The same could arise where a motion contains internal contradictions or does not make any sense.

115. It should be noted that the implementation of standing orders rules can produce situations where, as a result of wording adjustments proposed by the Standing Orders Committee under the Rule, amendments to Motions which are proposed in the ordinary way may have to fall if the text of an amendment is such that it could not stand as a valid amendment to the adjusted wording of the motion.
116. In the case of Motions to amend Defence Forces Regulation S7 there are a variety of reasons which give rise to such motions being regarded as being out of order.
117. Defence Forces Regulation S7 is the basis on which RDFRA conducts itself as an organisation. S7 is a statutory instrument and RDFRA must comply with that legislation. The Association is subject to approval by the Minister. The registration of amendments requires various statutory forms to be submitted to the Minister, including a sworn statement attesting to the fact that the provisions of S7 have been complied with in the making of an alteration to S7. It is open to any member to complain to the Minister about such a Rule Amendment and the procedures followed in respect of same.
118. The Standing Orders Committee must ensure that there is an absolute necessity that motions to amend Defence Forces Regulation S7 are clearly and precisely drafted from initiation so that there is no potential for problems with the application of S7 and that it would not be appropriate to suggest adjustments to the wording of such motions under the standing orders rules.
119. Motions to amend the Regulations Governing Procedure at Meetings must be viewed in the same way as motions to amend Defence Forces Regulation S7. While the Standing Orders Committee would not have absolute view on such motions as is set out above in respect of Motions to amend S7, nevertheless, they cannot create a situation that would actually conflict with S7.
120. The Standing Orders Committee should follow the principles set out above in its recommendations or reports to the Annual Delegate Conference of any given year.

### **Conference Standing Orders**

121. The following Standing Orders shall apply to an Annual Delegate Conference of the Association.
122. General:
- a. The President, or where there is no President or the President is not available, such other member of the National Executive Committee elected by that Executive, shall act as Chairperson of Annual Delegate Conferences.
  - b. A quorum of 20% of the total number of delegates entitled to attend must be present for the opening of Conference.
  - c. Motions or amendments to motions before Conference shall be passed, rejected or remitted to the National Executive Committee for its consideration.
  - d. Resolutions for the suspension of Standing Orders or changes to the Constitution of the Association shall require a two-thirds majority of the delegates voting.
  - e. Resolutions other than at (d.) above shall require a simple majority of the delegates voting.

- f. The Standing Orders Committee may, at any time during the meeting when it deems it necessary, make recommendations to the President/Chairperson that time limits be imposed on speakers or that the order of business is changed to facilitate the more effective progress of the meeting.
- g. The Standing Orders Committee will be in session and available to delegates during the period of Conference.

123. Motions:

- a. No motion or amendment may be discussed until it has been formally proposed and seconded.
- b. No motion or amendment may be withdrawn except with the consent of Conference.
- c. Subject to any time constraints imposed by the President/Chairperson, the proposer of a motion or amendment shall be allowed not more than five minutes to speak and all subsequent speakers not more than three minutes each.
- d. The proposer of a motion or amendment shall normally be a delegate of the Unit/Sub-Unit which submitted the motion or amendment. If there is no delegate representing the Unit/Sub-Unit present the President/Chairperson, at her/his absolute discretion, may nominate any other delegate or a member of the National Executive Committee to propose the motion or amendment, as the case may be.

124. In the case of a composite motion, Standing Orders Committee shall nominate any delegate or a member of the National Executive Committee to propose the motion.

125. The proposer of a motion shall be the only person permitted to speak more than once on the same motion. The proposer, in exercising her/his right of reply, may speak a second time for not more than three minutes. Where a motion has been amended, only the proposer of the original motion shall have the right of reply.

- a. Asking a question about a motion is not considered as speaking to a motion. Therefore, if a delegate asks a question about a motion (e.g., seeking to clarify something from the proposer in relation to a motion), it will not be considered as her/him expending their right to speak to a motion.
- b. The proposer of a motion, in answering such a question, will not be considered as expending their right of reply.

126. Only one motion may be before the Conference at any time.

127. An amendment to a motion may not be moved while another amendment to that motion is before Conference.

128. An amendment may not be moved where Standing Orders Committee have indicated that in their opinion, it is a direct negative to a motion.

129. New Motions:

- a. New motions or amendments to motions not on the Agenda shall not be permitted at an Annual Delegate Conference unless:
  - i. The delegates at the Annual Delegate Conference agree to suspend Standing Orders; or
  - ii. The President/Chairperson considers that:
    - 1. The issue which has arisen could not have been known at the time of the holding of the Unit/Sub-Unit meeting at which the motion was first drafted; or
    - 2. The issue requires emergency action.



130. Amendments to Motions:

- a. Where there is an amendment to a motion, it shall be moved, debated and voted upon before the original motion is taken.

131. If the amendment to the motion is passed by Conference:

- a. The substantive motion (i.e., the original motion, as amended) is debated and voted upon and the original motion falls.
- b. If then, the substantive motion is passed, the original motion, as amended, becomes policy.
- c. If, however, the substantive motion is lost, all is lost (i.e., the original motion and the amendment).

132. If the amendment to the motion is lost:

- a. The original motion is debated and voted upon;
- b. If the original motion is then carried, this motion becomes policy;
- c. If the original motion is lost, all is lost.

133. Procedural Motions:

- a. Next Business:
  - i. If a proposal to proceed to Next Business has been moved and seconded, the proposer of the motion under discussion shall have the right to speak in opposition and the proposal shall then be put to a vote without further discussion. If the proposal is carried, the discussion on the motion originally under discussion shall be abandoned and the meeting shall proceed to the next business on the Agenda. If the proposal is lost, the discussion on the original motion shall be resumed.
- b. Discussion to Close:
  - i. A proposal that the discussion be brought to a close shall be moved, seconded and decided without discussion. If this proposal is carried, the motion or amendment under discussion shall be put to a vote and decided without further discussion other than a reply by the proposer of the motion. If the proposal is lost, the discussion on the motion or amendment shall be resumed.
- c. Referral to National Executive Committee:
  - i. A proposal to refer a motion to the National Executive Committee may be moved and seconded but the proposer of the motion shall have the right to speak in opposition.

134. The acceptance of a procedural motion shall be at the discretion of the President/Chairperson.

135. Other Procedures:

- a. A delegate may not address the meeting unless proposing, seconding or asking a question about/speaking to a motion except when raising a point of order. A point of order may be raised on the following issues:
  - i. Incorrect procedures – implies that some member is contravening the rules of Conference (e.g., speaking longer than allowed).
  - ii. Irrelevancy – wandering from subject.
  - iii. Un-parliamentary language – swearing, personal abuse, etc., or anything derogatory.
  - iv. Transgression of Rules – use of procedure contrary to that laid down by Standing Orders.

136. The President/Chairperson may present, or reply to queries on, formal reports as appropriate.

137. The officers of the National Executive Committee and the General Secretary may present, or reply to queries on formal reports as appropriate, at the discretion of the President/Chairperson.

138. The Chairperson of the Standing Orders Committee may make recommendations to the Conference, which shall be decided upon immediately.

139. If two or more delegates offer to speak, the President/Chairperson will call on the delegate first observed offering. However, the Chairperson of the Standing Orders Committee shall, if offering, be accorded priority.

140. Role of President/Chairperson:

- a. The President/Chairperson at her/his discretion may declare a motion carried by agreement unless a proposal that a vote be taken be proposed and seconded.
- b. The decision of the President/Chairperson shall be final upon any point as to the interpretation to be placed upon any Standing Order, upon the point as to whether a motion has been carried or rejected, and on all points of order.
- c. Any member wilfully disobeying the ruling of the President/Chairperson may be suspended during the remainder of the time the motion in question is under discussion of for the whole conference.
- d. If, in the opinion of the President/Chairperson, grave disorder has arisen s/he may at her/his absolute discretion adjourn the Conference for a specified time.
- e. The President/Chairperson shall have a second or casting vote should the votes on any proposal be equally divided.

141. Standing Orders Committee:

- a. Where more than one motion deals with the same topic, the Standing Orders Committee shall draw up a composite motion covering the points made in the overlapping motions. Composite motions will be marked with a letter and placed in their respective sections on the Agenda. During Conference, as each section of the Agenda dealing with motions is reached, a vote of the delegates will be taken, without discussion, on whether the composite motions in that section should replace the original motions.
- b. Standing Orders Committee shall indicate the motions under specified sections of the Agenda given priority in discussion and shall so indicate those motions.
- c. If, in the time allotted for discussion of those sections of the Agenda, all the motions therein are not reached they may be deferred to a later stage of Conference
- d. Any motion appearing in the Agenda, which has not been moved before the closing of the Conference, shall be deemed to be referred to the National Executive Committee for consideration.

142. Effect of Suspension of Standing Orders:

- a. Subject to Para 143 (a.) (i.), any of the Standing Orders for Annual Delegate Conferences may be suspended for a stated purpose provided a motion to that effect is adopted by a two-thirds majority of those present at the time of the vote and entitled to vote. Such suspension of Standing Orders may not exceed 30 minutes.

## Part “G” – Finance Policies

### Expense Claims

150. This Expenses Policy provides guidance to all members claiming reimbursement of travel, subsistence or other expenses incurred in connection with Association business.
- a. While this Expenses Policy sets consistent standards for all members in most circumstances, it is recognised that situations not addressed in this Expenses Policy may arise. These should be dealt with in the spirit expressed throughout this Expenses Policy; namely that expenses incurred should be appropriate and reasonable and necessarily incurred in the course of Association business.
  - b. The Association will reimburse expenses incurred solely and exclusively in the conduct of approved RDFRA activities in accordance with this policy. Any attempt to claim expenses in breach of this policy may result in the claim being rejected and/or further action on the part of the National Executive Committee. Any attempt to submit a false claim form will be treated as serious misconduct and may lead to expulsion from the Association and/or other actions as decided by the National Executive Committee.
  - c. Expenses will only be reimbursed if they are:
    - i. Claimed using the specific expenses claims forms;
    - ii. Submitted within 30 days of being incurred;
    - iii. Supported by relevant documents (e.g., VAT receipts, tickets, credit or debit card slips, etc.); and
    - iv. Authorised in accordance with instructions in force at the time the expense was incurred.
  - d. Discretion may be allowed in the case of late submission of expenses claims where legitimate explanations for the delay are provided. Such explanations must be provided to the National Treasurer who will arbitrate in such situations.
151. All expenses must be approved by the Vice-President and no claimant may authorise their own claim. These expenses must be authorised by the National Treasurer. Where expenses are incurred by the Vice-President or the National Treasurer, these expenses must be authorised by the President/National Treasurer or President/Vice-President respectively.
152. Claims for authorised expenses submitted in accordance with this policy will be paid directly into the members’ bank/building society account.
153. In exceptional circumstances the Association may, at the discretion of the National Executive Committee, agree to reimburse expenses that have not been incurred or submitted in accordance with this policy. In each case members will be requested to provide full details of why it was not possible to follow this policy.
154. Any questions about the reimbursement of expenses should be put to the National Treasurer before incurring the relevant costs. Where members incur any expenses which do not comply with this policy, and have not sought clarification from the National Treasurer, then members incur such expenses at risk that they may not be entitled to claim those expenses and/or they may not ultimately be authorised by the National Treasurer.

### Travel

155. The Association will reimburse the reasonable cost of necessary travel in connection with the business of the Association. The most economic means of travel should be chosen if

practicable/possible. The following are not treated as travel in connection with the Association's business:

- a. Travel which is mainly for members' own purposes; and
- b. Travel which goes beyond that which is necessarily required.

## **Methods of Travel**

156. Trains:

- a. Members will only be reimbursed for the cost of standard class travel. A receipt must be obtained for submission along with an expenses claim form.

157. Taxis:

- a. The Association does not expect members to take a taxi when there is public transport that would not greatly increase the journey time. However, when this is not the case, or the number of staff travelling together make it cost effective to do so, members can travel by taxi. A receipt must be obtained for submission along with an expenses claim form.

158. Car:

- a. Where it is cost effective for members to use personal cars for travel in connection with Association business, and when members have been authorised to do so, members can claim a mileage allowance on proof of mileage in accordance with the current authorised mileage rates payable by the Association. Details of the current mileage rates can be obtained from the National Treasurer. Members can also claim for any necessary parking costs and road tolls, the claim for which must be supported by a receipt or the display ticket.

159. Air Travel:

- a. In the event that members are required to travel by plane in the course of Association business members should seek authorisation for such travel from the National Executive Committee. Members must discuss travel arrangements with the National Treasurer in advance. Where authorisation is given by the National Executive Committee, arrangements will be made by the National Executive Committee on members' behalf but where this is not possible members will be advised of the documentation that they will need to submit to reclaim expenses.

160. The Association will not reimburse any penalty fares or parking fines that members may incur while travelling on Association business.

161. In general, it is not expected that members will be required to stay overnight in the course of Association business. However, if members are engaged in Association activities for a time period in excess of four hours, not including any travel time, then members may be entitled to stay overnight if they satisfy the following:

- a. The activities carry on until after 2230hrs; and
- b. The return travel time is in excess of two hours; or
- c. Members are required to remain at that location to engage in Association business on the following day.

## **Accommodation**

162. The Association is conscious that there may be circumstances, particularly on the grounds of health and safety, where members may need to stay overnight when engaging in

Association business. The Association expects that members will use best judgment on this issue and must provide a full written explanation of the circumstances to the National Treasurer when submitting an expenses claim. If the National Treasurer is satisfied with the explanation and of the necessity for the overnight stay, then members may be entitled to recoup the expenses accordingly.

163. If members are required to stay away overnight in the course of Association business they should seek to stay in a local barracks. In the event that there is no accommodation available in the local barracks or members are in an area where there is no barracks within 30km of their location, they may obtain accommodation in a reasonable quality hotel up to 3 Star standard. However, where members are in an area where there is a local barracks they must provide proof that they have inquired as to the availability of accommodation in the local barracks, and that none was available, before they will be allowed to claim for accommodation expenses in a reasonable quality hotel. Where possible members should discuss accommodation requirements in advance with the National Treasurer.
164. When members are required to stay away overnight in the course of Association business, to the extent that these are not included in the cost of accommodation and/or provided or are available in the barracks, the Association will reimburse reasonable out-of-pocket expenses provided they are supported by receipts for the following (subject to the provisions of the subsection on Subsistence below):
  - a. Breakfast up to a maximum of €10 a day;
  - b. Lunch and an evening meal (including non-alcoholic drinks) up to €15 a day for lunch, €20 a day for an evening meal, or, where both are incurred on the same day, an overall maximum of €35.
165. For the avoidance of any doubt, when the cost of attending an event (such as a conference) involving an overnight stay includes the cost of accommodation and/or meals, additional claims under this policy should not be made for those items.
166. Where members are required to travel on Association business, the Association will endeavour to provide meals as appropriate. Where the Association provides members with meals and other subsistence on any particular day, or members are provided with meals and/or other subsistence by any third party in connection with their activities, members shall not be entitled to make any claims in respect of subsistence for that day.
167. In the event that the Association is not in a position to provide members with meals as outlined above, members may claim for the cost of meals on the following basis:
  - a. Where members are away from home for a period of more than five hours, they may claim for meals to a maximum of €15; and
  - b. Where members are away from home for a period of more than ten hours in any day, they may claim for meals to a maximum aggregate of €35 for each day.
168. All expenses claims must be supported by receipts.
169. Expenditure claims relating to reimbursement for the purchase of alcohol will not be considered an eligible expense.
170. In general, the Association does not support a substitution or exchange philosophy with regard to travel expenditures. If a member chooses a less expensive option, it is not appropriate to use any cost savings and claim them under another heading.

171. It is expected that there will be a certain amount of telephone use in the context of carrying out activities associated with the Association and that such expenses will not be claimed.
172. Members may entertain external individuals in connection with Association business only where the proposal to do so has been agreed in advance with the National Treasurer.
173. A proposal to entertain an external contact should be made in writing and should include the following details:
  - a. What form of entertainment is proposed (e.g., a meal at an identified restaurant);
  - b. Who will be attending both from the Association and the proposed guest(s);
  - c. How it is considered that the Association's interests will be furthered by this proposal; and
  - d. The anticipated costs that will be incurred.
174. The National Treasurer will discuss the proposal with the proposer and, subject to authorisation, where possible arrangements will be made by the National Treasurer on the proposer's behalf. Where this is not possible the proposer will be advised of the documentation that they will need to submit to reclaim expenses.

### **Association Mandays**

175. This Manday Usage Policy provides guidance to all individuals claiming mandays in connection with Association business. It is highlighted that mandays are a significant resource of the Association and should be treated as such. Any attempt to claim mandays in breach of this policy may result in the claim being rejected and/or further action on the part of the National Executive Committee. Any attempt to submit a false claim form will be treated as serious misconduct and may lead to expulsion from the Association and/or other actions as decided by the National Executive Committee.
176. The Vice-President shall be responsible for the administration and allocation of mandays made available by the Department of Defence to RDFRA for the conduct of Association business.
177. At the beginning of each calendar year the Vice-President shall prepare a detailed schedule allocating the available mandays to the various officers and committees of the Association. Committees and Elected Officers shall not exceed their budgeted allocation of mandays without the prior permission of the National Executive Committee.
178. Mandays may only be claimed where, in so far as is practicable, they have been authorised in advance by the National Executive Committee. It is accepted that attendance at Formation Committee meetings and/or National Executive Committee meetings will generally entitle an individual to claim a full manday for a meeting of the committee of which they are a member. However, half-day meetings should be aggregated to form a single manday claim. In addition, mandays may only be claimed for activities, i.e. official RDFRA meetings, relating solely and exclusively to the Association.
179. It is accepted, however, that circumstances may arise where members are required to engage in Association business and the ability to claim mandays for these activities may not have been authorised in advance by the National Executive Committee. In such circumstances, the individuals should contact the Vice-President or the President/Chairperson of the National Executive Committee and seek guidance on whether they may be entitled to claim any mandays.

180. If a member wishes to claim mandays for a particular activity or exercise which they are conducting on behalf of the Association, they must seek authorisation from the National Executive Committee in advance. In seeking such authorisation, they should submit a written proposal outlining the nature of the activity or exercise, the basis on which it is being carried out, the length of time involved and the reason why mandays should be authorised. The National Executive Committee may authorise the use of mandays, including the level of mandays that may ultimately be claimed, in respect of the particular activity or exercise or they may refuse to provide authorisation, as appropriate.
181. Mandays may only be claimed using the authorised manday claim forms and all requirements in respect of such forms must be met before any claim will be considered.
182. Members are advised that if they fail to comply with the provisions of this policy, they run the risk of having their manday claims rejected.
183. The National Executive Committee reserves the right to exercise its discretion in relation to the authorisation of manday claims, including instances which do not fully comply with the terms of this policy.
184. The National Executive Committee reserves the right to review this policy at its discretion.
185. In the event of any dispute arising in relation to expenses claims and/or manday usage claims, the matter shall be referred to the President/Chairperson of the National Executive Committee who shall make a decision on the dispute. The President/Chairperson's decision will be final and binding in any such dispute.
186. Any queries regarding the Expenses Policy should be addressed to the National Treasurer.
187. Any queries regarding the Manday Usage Policy should be addressed to the Vice-President.

## **Part “H” – Data Protection**

### **Members’ Records**

188. All personal data recorded by the Association and pertaining to members will be stored and retained/deleted in strict compliance with General Data Protection Regulations.

### **Employees’ Records**

189. All personal data recorded by the Association and pertaining to employees will be stored and retained/deleted in strict compliance with General Data Protection Regulations.