

## **A brief outline of procedures in relation to the operation of the Annual Regional Meeting**

### **Club Delegates to the Annual Regional Meeting**

- All Clubs in the region are invited to elect, appoint or nominate a maximum of **two Delegates** to attend and vote on their behalf at the Annual Regional Meeting.
- Delegates must be aged 18 years or over.
- A delegate means a member who has been nominated, appointed or elected as a Delegate for the purposes of attending and voting at an Annual Regional Meeting by the club of which they are a member.
- An individual must be registered with Special Olympics Ireland to be a member.

In order for a Delegate to be entitled to attend and vote at an Annual Regional Meeting, the secretary of the club must notify the Special Olympics Connaught Office, in writing, of the name of the Delegates. Therefore the **Club Delegate Form** must be completed and returned by Friday 24th February 2012.

### **Nominations of candidates to any office**

Any member may make nominations of candidates to the position of Chairperson, Treasurer and Secretary, which is elected by the Annual Regional Meeting, while the following positions are nominated from within their own teams and ratified at council meeting (ALPs, Athlete Representative, Events, Sports, Volunteer, Families and Area Representatives). Each Committee member is elected to serve a two year term. A person may serve in the role for a total of either 2, 4 or maximum of 6 years if successfully elected at the end of each term (In accordance with the Article of Association of Special Olympics Ireland ).

Any one member may make not more than one nomination to each position. Every nomination must be completed on the **Nomination Form** provided, signed by the person making it, and returned to the Special Olympics Connaught Office by Friday 24th February 2012. A member must be aged 18 years or over to be eligible for nomination or election.

### **Submission of motions for the Annual Regional Meeting**

Submission of motions for inclusion on the final agenda for the Annual Regional Meeting must be submitted in writing on the **Motion form** provided to the Special Olympics Connaught Office by Friday 24th February 2012. Each member is entitled to submit not more than one such motion.

### **Final notice and agenda for an Annual Regional Meeting**

The final notice and agenda for an Annual Regional Meeting shall be sent on or before 2<sup>nd</sup> March 2012 and shall include all motions submitted by members for inclusion and decided by the Regional Committee to be in order and all nominations for elective office.