



## **A brief outline of procedures in relation to the operation of 2012 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 Eastern Regional Office, North Park Offices, North Park, North Road, Dublin 11 in writing, of the name of the Delegates no less than 14 days <sup>1</sup>before the date upon which the Annual Regional Meeting is to be held. Therefore the **Club Delegate Form** must be completed and returned by the secretary of the affiliated group on or before **6<sup>th</sup> March 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. 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 be sent to the Special Olympics Eastern Regional Office, North Park Offices, North Park, North Road, Dublin 11 on or before **20<sup>th</sup> 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 to the Special Olympics Eastern Regional Office, Special Olympics Eastern Regional Office, North Park Offices, North Park, North Road, Dublin 11 on or before **20<sup>th</sup> February 2012**. Motions must be submitted on the Form provided. 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 to you in writing on or before **29<sup>th</sup> February 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.

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<sup>1</sup> Amended following 2006 ARM