



Standing Orders Committee Congress 2027

Terms of Reference

Version	Date Board Approved	Author	Changes
1.0	7 September 2026	Governance and Risk Committee	Terms of Reference SO Committee for Congress 2027

1. COMPOSITION

- a.** The Standing Orders Committee shall be appointed by the Board, on the recommendation of the Governance & Risk Committee at a minimum of three months before Congress 2027. The Committee's term shall continue for up to two months following Congress 2027 to allow it to review the operation of the Standing Orders and submit its final report to the Board.
- b.** The Standing Orders Committee will consist of two members of the Governance and Risk Committee and a Chair with suitable experience (typically having served as a Board Member). The committee will include at least one male and one female member. All members of the Committee will be members of Athletics Ireland.

2. ROLE OF THE STANDING ORDERS COMMITTEE

- a.** The Committee shall set the rules of debate and procedural motions for Congress 2027.
- b.** The Committee will consider the motions and amendments for Congress 2027, and the nominations for elections at Congress, and report thereon as to whether they are in order. The Committee shall also group similar motions together or draft a composite motion and endeavour to eliminate unnecessary duplication.
- c.** The Committee shall meet as required, typically following the deadline for submission of motions and again following the deadline for amendments. Members of the Committee shall attend Congress 2027.
- d.** The Committee shall report to the Board and make whatever recommendations it deems appropriate to the Board. All documentation to and from the Committee will be channeled through the Office of the CEO for recordkeeping.
- e.** The Committee shall perform its functions independently and objectively. Its deliberations shall remain confidential except where disclosure is authorised or required for the proper discharge of its responsibilities.
- f.** Nothing in these Terms of Reference or the Standing Orders shall override the Constitution. In the event of any conflict, the Constitution shall prevail.

3. PRIMARY RESPONSIBILITIES

- a.** Set Standing Orders for Congress 2027 that will ensure the integrity of Congress.
- b.** Set process for motions, amendments and nominations for elections at Congress 2027.
- c.** The Committee will assess the eligibility of all nominees for election, as per constitutional requirements and report thereon as to whether they are in order.
- d.** Examine each motion to ensure it is both procedurally correct and does not conflict with contractual, legal, regulatory or other binding obligations, and is appropriately and clearly worded. Propose all appropriate motions to the Board.

- e. The Committee may engage with the relevant proposer to suggest amendments, formatting or the merging of motions. Any changes affecting the substance or intent of a motion shall be made in consultation and agreement with the relevant proposer.
- f. Where a motion is not deemed to be in order by the Committee, there shall be no formal right of appeal. In exceptional circumstances, the Board may, at the request of the proposer, review the Committee's determination. The Board's decision shall be final.
- g. The Committee may obtain such legal or other professional advice as it considers necessary for the discharge of its responsibilities through an agreed process with the CEO.
- h. Where a motion, amendment or nomination is not deemed to be in order, the Committee shall provide written reasons to the relevant submitter, with a copy forwarded to the CEO for the records of AAI.
- i. Following Congress 2027, review the operation of the Standing Orders and submit a final report to the Board, including any observations and recommendations considered appropriate for future General Meetings.