

	Gasóga na hÉireann/Scouting Ireland			
	No.	Issued	Amended	Next Review Date
	SID-AF01	13 th Sept. 2003	7 th Jan. 2017	Jan 2020
	Category: Administration and Finance			
National Management Committee Standing Orders				

Related Documents
SID-99/13 – Selection Procedure National Appointments
SID-131/15 – Protocol for Election of a Provincial Commissioner In-between Meetings of the National Council

Revision Schedule		
Revision	Date	Description
D	07/01/2017	Document Re-numbered and Category Re-allocated. General Consistency Review by the Constitution and Rules Committee.
C	09/07/2016	6.6, 6.7, 7 & 7.1 Amended 3.4, 7.2, 7.3, 7.4 & 9.3 Added
B	22/11/2014	8.6 & 10.1 Added
A	18/06/2011	General Revisions
#	13/09/2003	Document Issued

1 GENERAL

1.1 The National Management Committee (NMC) shall exercise all powers of the National Council during the periods between meetings of the National Council provided that it shall not be empowered to amend the Constitution and Rules nor act in respect of any matters specifically reserved to the National Council.

1.2 Notwithstanding the generality of the function of the NMC set out in the Constitution, the function of the NMC shall include:

- a)** The provision of a strategy for the implementation of the Aim and Principles of Scouting Ireland;
- b)** The representation of Scouting Ireland both nationally and internationally;
- c)** The provision of support to all members of Scouting Ireland through the production and development of the Youth Programme and material to support the management of Adult Resources;
- d)** The approval of the budget as proposed by the National Treasurer;
- e)** The establishment of operational procedures and guidelines for Scouting Ireland;
- f)** The making of proposals in relation to additions or changes to the Constitution and/or Rules for consideration by the National Council.

2 MEMBERSHIP

The members of the NMC are:

- 1.** The Chief Scout
- 2.** Chief Commissioner (Youth Programme)
- 3.** Chief Commissioner (Adult Resources)
- 4.** National Secretary
- 5.** National Treasurer
- 6.** Chairperson (National Spiritual/ Religious Advisory Panel)
- 7.** Provincial Commissioners
- 8.** International Commissioner
- 9.** Communications Commissioner
- 10.** Six members of National Council elected in accordance with the Rules
- 11.** Others in accordance with the Rules

3 OFFICERS

- The Chief Scout is the Chairman of the NMC.
- The National Secretary is the Secretary of the NMC.

4 ATTENDANCE

- 4.1** The Chief Executive Officer should attend meetings and has the right to contribute to the deliberations of the NMC. Where the Chief Executive Officer is unavailable to attend any meetings of the NMC the Manager (Operations) will deputise.
- 4.2** Invitations to attend meetings of the NMC are made through the Secretary at the request of the Chairman.
- 4.3** Programme Commissioners, the Training Commissioner or others appointed by the NMC, shall be afforded the opportunity to address the NMC, upon request made to the Secretary; otherwise they may be required by the NMC to present themselves for discussion. In all other circumstances they shall report to the NMC as required.
- 4.4** The Manager (Operations) will co-ordinate and attend meetings of the NMC to provide logistical and administrative support. Where the Manager (Operations) is unavailable to attend any NMC meeting the Chief Executive Officer will arrange for another member of staff to deputise.

5 STANDING COMMITTEES AND SUB-COMMITTEES

- 5.1** The NMC shall have four Standing Committees:
 - 1)** The National Team for Policy Implementation and Co-ordination (NTPIC)
 - 2)** The National Youth Programme Committee
 - 3)** The National Adult Resources Committee
 - 4)** The National Spiritual/Religious Advisory Panel
- 5.2** The NMC shall have the power to create sub-committees for such purposes, and for such duration, as it deems necessary.
- 5.3** Any sub-committee created shall cease to exist unless it is re-appointed at the first meeting of the NMC after the Annual General Meeting (AGM) of the National Council.
- 5.4** The NMC shall:
 - a)** Appoint the Chairman and members of the sub-committee created; and
 - b)** Set out specific terms of reference for each sub-committee created.
- 5.5** The Chief Scout is entitled to attend any meeting of any Standing Committee or of any sub-committee.

6 MEETINGS

- 6.1** The NMC shall meet at least five times a year.
- 6.2** Meetings of the NMC shall be convened by the Secretary and shall require seven days notice unless otherwise agreed. Notice shall be effective where given by electronic mail (immediate) or by text message (immediate) to the e-mail address or mobile telephone number last provided by the NMC member to the Secretary.
- 6.3** Emergency meetings of the NMC to deal with a single item agenda shall be convened by the Secretary, at the discretion of the Chief Scout, and shall require 24 hours notice. Notice shall be effective where given by electronic mail (immediate) or by text message (immediate) to the e-mail address or mobile telephone number last provided by the NMC member to the Secretary.
- 6.4** The quorum for meetings of the NMC shall be six members including at least two members of the NTPIC.
- 6.5** The Chief Scout shall chair meetings of the NMC. In his/her absence, one of the Chief Commissioners shall deputise. If neither of the Chief Commissioners is present, the National Secretary shall convene the meeting. The first order of business will be to vote for a Chairperson by simple majority, such person having been properly nominated and seconded. This person shall vacate the Chair upon the arrival of the Chief Scout or a Chief Commissioner.
- 6.6** An application for inclusion of a matter in the draft agenda for any NMC meeting should be made to the Secretary at least ten days in advance of the meeting.
- 6.7** The Secretary shall present the draft minutes of the previous meeting to the next meeting for approval.
- 6.8** Documents for consideration by the meeting shall be circulated through the Secretary seven days in advance of the meeting.
- 6.9** In all procedural matters, the decision of the Chairman shall be final.

7 MOTIONS, PROPOSALS AND POLICIES

- 7.1** Every motion, proposal or amendment to a motion must be proposed and seconded.
- 7.2** Motions and proposals for decision are required to be made in writing to the Secretary ten days before the meeting of the NMC to allow for due consideration.
- 7.3** The procedure for adopting a new official policy is as follows:

- The proposed policy, along with an implementation plan, is circulated to the NMC and the Constitution and Rules Committee seven days in advance of the meeting.
- The NMC will note the proposed policy at the meeting and set a deadline for receiving feedback.
- The final draft will be considered for decision at the next available meeting.
- Official policies will not be published until a roll out plan is agreed by the NMC or NTPIC.

7.4 The procedure for amending an existing official policy is as follows:

- The policy with changes ‘tracked’, along with an implementation plan, is circulated to the NMC and the Constitution and Rules Committee seven days in advance of the meeting.
- The NMC may decide to accept the changes or have the option of noting the proposed changes at the meeting and setting a deadline for receiving feedback. This will depend on how significant the changes being proposed are.
- If the NMC has decided to allow for feedback, the final draft will be considered for decision at the next available meeting.
- Official policies will not be published until a roll out plan is agreed by the NMC or NTPIC.

8 DECISIONS

8.1 All voting shall be by show of hands.

8.2 In the event of an equality of votes the Chairman shall have the casting vote whether or not he/she exercised an original vote.

8.3 A ballot on any matter may be called by the Chairman, or if proposed by three members.

8.4 Where voting is by ballot, the meeting shall appoint two scrutineers who shall count the votes and provide the result to the Chairman.

8.5 All resolutions of the NMC shall be posted on Scouting Ireland’s website or made available to the members of Scouting Ireland unless the resolution is of a confidential or of a sensitive nature or the NMC, acting through its Chairperson and Secretary, determines that the non-publication of a resolution would be more beneficial to Scouting Ireland.

8.6 No member of the NMC shall disclose any business discussed at an NMC meeting or disclose any document circulated to the NMC, unless it is specifically authorised by these standing orders, the NMC, the Chairperson or the Secretary.

9 APPOINTMENTS

9.1 National Appointments

The NMC will make National Appointments and appointments for positions on sub-committees consistent with the procedure outlined in SID 99-13 – National Appointment Selection Process.

9.2 Nominations for Positions to be filled at National Council

The NMC may make nominations for the following positions to be filled by election at the AGM of the National Council:

- Chief Scout
- National Secretary
- National Treasurer
- Chief Commissioner (Youth Programme)
- Chief Commissioner (Adult Resources)
- Communications Commissioner
- International Commissioner
- Director of the Scout Foundation

If the NMC chooses to make nominations for these positions, the Secretary shall seek nominations from members of the NMC for consideration as nominees. Nominations must be returned to the Secretary within the specified timeframe of the date of the notice to allow the documents to be circulated to the members of the NMC in good time. All nominations must be accompanied by the curriculum vitae of the nominee including his or her Scouting record and a verification of their acceptance of the nomination. The NMC will consider all nominations properly received by the Secretary. Persons nominated for any of these positions may be afforded the opportunity to address the meeting, prior to any vote, to allow them to provide information on their plans for carrying out their job in the nominated position.

Where there is only one nominee 50% plus 1 of the members present must agree to nominate the nominee.

If there is more than one nominee seeking a nomination, voting shall be by ballot using a single transferable vote. The quota for the voting shall be 50% plus 1 of the members present.

The decision to make any appointment or nomination will be by ballot.

9.3 Vacancies

Where a vacancy occurs for any of the following positions in between meetings of the National Council, the NMC may make an appointment that will be valid until the next meeting of the National Council:

- Chief Scout
- National Secretary
- National Treasurer
- Chief Commissioner (Youth Programme)
- Chief Commissioner (Adult Resources)
- Communications Commissioner
- International Commissioner

If a vacancy occurs for a Provincial Commissioner appointment in between meetings of the National Council, the relevant Provincial Management/Support Team can make an appointment consistent with SID 131-15 - Protocol for electing a new Provincial Commissioner when a Commissioner vacates office before end of term.

Where a vacancy occurs for an 'Ordinary Member' position in between meetings of the National Council, the position will remain vacant until the next meeting of the National Council.