



STANDING ORDERS ADOPTED BY THE MOTORSPORT COUNCIL

- 1.** These standing Orders govern meetings of
 - The Motorsport Council.
 - The Specialist Commissions and other groups authorised by the Motorsport Council.
- 2.** Of the above bodies, those which meet regularly should do so on the same day each month unless circumstances necessitate a temporary change in this arrangement. The remaining bodies should meet as required but in all cases, unless in the case of an emergency the date for the following meeting should be agreed at the previous one.
- 3.** Only persons properly authorised by the Motorsport Council may attend meetings governed by these Orders, the Chair being empowered to ensure that those not so entitled leave before business commences.
- 4.** An agenda, supported by any additional documentation considered appropriate, should be provided. Items for inclusion on an agenda should be in writing and be with the person charged with preparing the agenda at least seventy two hours prior to the meeting.
- 5.** All members of the above bodies will, at meetings, conduct themselves in what is generally acknowledged to be a relevant constructive manner. The Chairman is empowered to deal with any person(s) who may act otherwise. In this respect such powers entitle the Chair to:
 - Rule the offender out of order and/or call upon him/her to tender an apology.
 - Expel the offender from the meeting, but only if a majority of the entitled members present agree with such action.
 - Adjourn / suspend a meeting at which disruptive behaviour by a member or members has occurred.
- 6.** All questions of order and relevance shall be decided by the Chair.
- 7.** The Chair shall regulate the proceedings of the meeting in all matters not provided for in these Orders by analogy to parliamentary practice.
- 8.** Items of an urgent nature may be introduced by means of a motion agreed by the meeting to "Suspend Standing Orders".
- 9.** The quorum for meetings shall be 60% of the membership, present in person & entitled to vote.
- 10.** The President or relevant Chairman or Convener or his appointed deputy shall preside at all meetings. If at any meeting the Chairman, President or his appointed deputy is not present within fifteen minutes after the time appointed for holding of same, the members of the Council/Commission/Committee may choose one of their number to be Chairman of the Meeting
- 11.** In the case of all bodies other than the MSC, all motions shall be decided by a simple majority of those present in person and entitled to vote. In all such cases, the Chairman or convener shall have a second or casting vote in the event of an initial equality of votes.
 - 11.1. - 11.14.** Deleted 2015.
- 12.** The President of the MSC shall be elected annually by secret ballot of MSC members in accordance with the details set out in the constitution of the IMF, and shall hold office in accordance with the terms of that Constitution.
 - 12.1.** Use of Electronic Media, i.e. email, conference calls or similar methods of communication, may be used by members as alternative to face to face meetings.
 - 12.2.** Emails circulated within a group should be sent only to the chairman, secretary or other specifically nominated person, who will then email all members. Individual members shall not send circular emails to all other members but this does not preclude members sending emails to a limited number of members for discussion purposes on a particular issue they may be considering in preparation for a meeting, or in connection with a task agreed at a previous meeting.



12.3. The contemporaneous linking together by telephone or other means of audio communication of a number of members, not less than the quorum, shall be deemed to constitute a meeting, and all the provisions in these rules as to the conduct of meetings shall apply to such meetings. Each of the members taking part in the meeting must be able to hear each of the other members taking part. At the commencement of the meeting each member must acknowledge his presence and that he accepts that the conversation shall be deemed to be a meeting of that relevant Council, Commission, Committee or Group. A member may not cease to take part in the meeting by disconnecting his telephone or other means of communication unless he has previously obtained the express consent of the chairman of the meeting, and a member shall be conclusively presumed to have been present and to have formed part of the quorum at all times during the meeting unless he has previously obtained the express consent of the chairman of the meeting to leave the meeting as aforesaid.

A minute of the proceedings at such meeting by telephone or other means of communication shall be sufficient evidence of such proceedings and of the observance of all necessary formalities if certified as a correct minute by the chairman of the meeting.