



LRCFA FOOTBALL COUNCIL CONSTITUTION AND STANDING ORDERS

A] ROLE OF COUNCIL (now the 'Football Council' and 'Council')

To future-proof the game through objectively advising and influencing the Leicestershire and Rutland County FA on key footballing matters.

- a) the Football Council will act a body to consult with on the development of footballing matters referred to it
- b) a forum for debate to advise and support the County Football Association
- c) a 'sounding board' for the Board providing advisory opinions as and when appropriate
- d) to act as ambassadors to disseminate the Association's strategic football vision
- e) a body that best reflects the game and community of Leicester, Leicestershire and Rutland
- f) to provide a pool of candidates to join committees, working groups, the Board

B] MEMBERSHIP OF FOOTBALL COUNCIL

- 12 representatives from the Youth Male game (6 League, 6 club)
- 6 representatives from the Female game (3 League, 3 club)
- 3 representatives from the Adult Male game (Sunday) (2 League, 1 club)
- 3 representatives from the Adult male game (Saturday) (2 League, 1 club)
- 2 representatives from the Veterans game (1 League, 1 club)
- 3 representatives from the Futsal game (2 League, 1 club)
- 1 representative from Walking Football (1 League)
- 2 Disability representatives (1 League, 1 club)
- 2 members from the National League System (1 from steps 1-4, 1 from steps 5-6)
- 2 members from Women's Pyramid System
- 12 Coach representatives
- 6 Referee representatives
- 5 Representatives from any underrepresented groups
- 2 members of the Leicestershire & Rutland CFA Inclusion Advisory Group

2 members of the Leicestershire & Rutland CFA Youth Leadership Group

Definitions of these roles will be determined in the Council Application Pack

Life Members are honorary members of the Football Council and shall be entitled to receive notice of and attend meetings but not vote at any such meetings

LRCFA Directors and Executive shall be able to attend as observers

The Chair and Vice-Chair of the Council will be elected by a majority vote by the Council membership for an initial 3-year period. Thereafter the process for election of these positions will take place every 3 years from the date of their election.

C] TERM LENGTHS

Each Football Council member shall serve as a Council member from the date of their appointment until a replacement or vacation of office in accordance with this constitution. A Council member shall serve office for a maximum of three terms of three years, at which point they shall retire. Each term shall run from the date of their appointment or most recent re-appointment until the Council meeting immediately preceding the end of the time period of a term of office at which point, subject to any provisions of any Council terms, they will be eligible for re-appointment at such Council meeting.

The Council may in exceptional circumstances where a suitable replacement cannot be found permit a Council member to serve for a further term of the same length as set out above beyond the date on which they would otherwise have retired without being eligible for re-appointment in accordance with the above.

D] GRASSROOTS FOOTBALL STEERING GROUP

The Grassroots Football Steering Group will be established for the following purposes:

- a) Determine the nomination and appointment process for the LRCFA Football Council members, LRCFA Football Council President and LRCFA Working Groups for each football season.
- b) To determine dates and focus areas for Football Council meetings
- c) To report to the LRCFA Board through the LRCFA Nominations and Appointments Committee
- d) To act as a reporting body for Working Groups which have been determined by this Steering Group
- e) To act as the awarding body for LRCFA recognition awards

The membership shall include the following:

The President of the Council

The Chair of the Council

The Vice-Chair of the Council

The LRCFA Chair

The LRCFA Vice-Chair

1 Director nominated by the LRCFA Chair

The LRCFA Chief Executive

2 Members of the Executive Staff nominated by the LRCFA Chief Executive

Other co-opted members as decided by the Committee

E] STANDING ORDERS FOR THE CONDUCT OF BUSINESS AT MEETINGS OF THE FOOTBALL COUNCIL OF LEICESTERSHIRE AND RUTLAND COUNTY FOOTBALL ASSOCIATION ('LRCFA') AND WORKING GROUPS OF THE GRASSROOTS FOOTBALL STEERING GROUP ("THE STANDING ORDERS")

GENERAL

1. The powers and duties of the Football Council shall be as stated in the Articles of Association ("the Articles") of LRCFA and these Standing Orders.

MEETINGS OF COUNCIL

2. Save where expressly stated to the contrary or following a written decision of the Football Council in accordance with Standing Order 19, the Council may exercise any power or carry out any duty only at a meeting of the Council.
3. There shall generally be not more than 3 meetings of the Council in any calendar year from 1st July – 30th June in any given year (the "Council Year").
4. The Grassroots Football Steering Group shall determine the dates for Football Council meetings.
5. Meetings of the Football Council may be hosted either at a physical location(s), or on an electronic platform(s).
6. The CEO of LRCFA in agreement with the Chair of the Football Council may at any time postpone or cancel a meeting of Council and give no less than 4 days' notice to each Member of Council of such postponement or cancellation which would only occur in the event of exceptional circumstances such as health emergencies or adverse weather conditions.

NOTICE AND BUSINESS OF MEETINGS

7. Not less than 7 days (or, where the Board of LRCFA considers the matter(s) for consideration to be of an emergency nature, not less than 3 days) before

a meeting of Council, each Member of Council shall receive an agenda and relevant papers of the business to be conducted.

8. A Member of Council may propose that a matter be an item on the agenda of a meeting of Council by giving no less than 14 days' written notice before the proposed date of the meeting. A matter which is proposed in compliance with this Standing Order shall be an agenda item.

QUORUM

9. The quorum for a meeting of Council shall be 50% or more of the Members of Council entitled to attend and vote.

CONDUCT OF MEETINGS OF COUNCIL

10. The Chair of Council or, in their absence, the Vice-Chair shall preside as Chair at a meeting of Council.
11. If at any meeting neither the Chair of Council nor Vice-Chair is present within fifteen minutes after the time appointed for holding the meeting, the Members of Council present shall choose one of their number to be Chair of the meeting.
12. The Chair of the meeting may with the consent of the meeting (and shall if so directed by the meeting) adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business which might properly have been transacted at the meeting had the adjournment not taken place.
13. The conduct of a meeting of Council and the order of proceedings shall be at the discretion of the Chair of the meeting. The order of proceedings at a meeting of Council shall generally be as follows:
 - a. the minutes of the previous meeting of Council shall be presented to the meeting and voted upon;
 - b. any apologies or other correspondence the Chair of the meeting deems necessary or appropriate to present to the meeting shall be read out;
 - c. the Chair of the meeting may invite debate by Council on any current and significant issues relating to football within Leicestershire and Rutland;
 - d. A member of the Grassroots Football Steering Group will provide an update on matters considered by the Steering Group, including Working Groups since the previous meeting of the Football Council;
 - e. any proposals to amend these Standing Orders shall be considered and, if thought fit, approved, subject to agreement by the LRCFA Board;

- f. if relevant, the appointment, re-appointment or removal of the Chair of the Football Council shall be considered at a meeting of the Football Council.
14. A Member of the Football Council wishing to speak on any matter shall be entitled to do so only at the invitation of the Chair of the meeting.
 15. A Member of the Football Council may at any time raise a point of order which will be dealt with by the Chair of the meeting in such manner as considered appropriate.

VOTING

16. (a) Save where provided specifically to the contrary: (i) a matter shall be passed if supported by more than 50% of those Members of the Football Council present and voting in accordance with Clause 9 – quorum - of the Standing Orders; and (ii) a Member of Council may vote only if they are present at a meeting of the Football Council except:
 - (b) A member of the Football Council may appoint another Member of Council as their proxy to vote on their behalf in any one or more of the following matters: (i) for the appointment and reappointment of the Chair; (ii) elections for Vice-Chair.
17. LRCFA Directors, LRCFA Executive and Life Members are not entitled to vote.
18. In the case of an equality of votes, whether on a show of hands or on a recorded vote, the Chair of the meeting shall be entitled to a casting vote.

WRITTEN DECISIONS OF THE FOOTBALL COUNCIL

19. Subject to Standing Order 19 and only following the unanimous approval of the Chair of Council and the Vice Chair, the Chair of Council may ask Council to make a decision in writing on a specific matter. Save where a decision on a certain matter specifically provides to the contrary, a decision approved by more than 50% of the Members of Council entitled to vote at a meeting of Council in accordance with Clause 9 shall be valid and effectual as if it had been passed at a meeting of Council provided that such will be effective only if it can be demonstrated that every member of Council entitled to attend a meeting of Council received notice of the proposed matter.
20. The following decisions of Council may not be made by way of a written decision of Council:
 - a) the appointment or removal of the Chair (and the filling of any vacancy thereof);

- b) the election or removal of the Vice-Chair (and the filling of any vacancy thereof);

REMUNERATION AND EXPENSES OF MEMBERS OF COUNCIL

20. No member of Council shall receive remuneration as such other than expenses incurred by them in connection with their attendance at meetings of Council. Payment of expenses for attendance at any other meetings when representing LRCFA will require the prior approval of the LRCFA Chief Executive.

INTERESTS

21. A member of Council must disclose to the Chair at any meeting of Council the nature and extent of any interest that a Member of Council may be a party to, or otherwise interested in, and will affect any decision or arrangement which indirectly relates to that interest.
22. If a question arises at a meeting of Council as to the right of a Member of Council to vote, the question may, before the conclusion of the meeting, be referred to the Chair of the meeting and the Chair's ruling in relation to any Member of Council other than themselves shall be final and conclusive.

VACATION OF OFFICE

23. The office of a Member of Council shall be vacated if:
 - a. the person ceases to hold the position or office by virtue of which they became eligible to be a Member of Council; or
 - b. the person resigns their office by notice to Council; or
 - c. the person is absent for six consecutive months from meetings of Council without the permission of the Chair of Council; or
 - d. the person is subject of a decision of LRCFA, UEFA or FIFA that they be suspended permanently or temporarily from taking part in football management and/or football administration and/or any football related activity pursuant to any applicable disciplinary provisions under the rules or the statutes of UEFA or FIFA (as appropriate); or
 - e. the person is removed for the reason that the person is subject of a decision of the Council or LRCFA that they are or have been in breach of the LRCFA Council Members Code.
 - f. if he or she is convicted of any criminal offence other than any minor motoring or similar offence that cannot reasonably damage the reputation of LRCFA.

- g. any person whose office as member of Council is vacated in accordance with Clauses c, d, e and f above will have the right of appeal to the Chair of the Board of Directors of LRCFA.

MINUTES

24. All resolutions and proceedings of Council in meetings or otherwise, and the names of those present at any meeting, shall be minuted and be submitted to Council and shall be subject to the approval of Council.
25. The minutes of a meeting of Council if agreed by the Chair, shall be conclusive evidence of the matters stated in such minutes and the minutes of the previous meeting shall be sent 7 days in advance of the notice convening the next meeting of Council.

STANDING ORDERS (INTERPRETATION AND AMENDMENT)

26. In these Standing Orders, and unless otherwise expressed, defined terms shall have the same meanings as set out in the LRCFA Articles of Association and in the event of any conflict between these Standing Orders and the Articles, the provisions of the Articles shall prevail.
27. Subject to the powers given to the Football Council in the Articles and the LRCFA Board's right of approval over any amendment to these Standing Orders, these Standing Orders shall be as recommended by Council from time to time. Proposals to amend the Standing Orders may only be made by the Board of LRCFA or the Football Council.
28. Any proposals to amend these Standing Orders will be subject to the final approval of the Board of LRCFA.