



Standing Orders for the 2026 Hybrid AGM

Introduction:

These Standing Orders are established to regulate the proceedings of the Annual General Meeting (AGM) of Cycling Ireland, in accordance with the Company's Articles of Association and the applicable laws and regulations of Ireland. The AGM is a significant event where members come together to receive company updates, review financial reports, and make important decisions. The following Standing Orders aim to ensure fair, transparent, and efficient conduct of the AGM, whether attended in person or virtually.

1. Eligibility to Address the Meeting:

Only delegates representing clubs, commissions, or provincial executives, or persons invited by the Chairperson, may address the meeting.

In the case of virtual attendance, delegates must use the designated online platform to request the floor and will be called upon by the Chairperson in order.

2. Moving a Motion:

A motion may only be moved by either the proposer, a delegate representing the entity of the proposer or a Board member irrespective of whether in person or attending virtually.

3. Seconding a Motion:

A motion or amendment shall be seconded immediately after the mover's speech and before any discussion is permitted.

In a hybrid setting, the seconding may be done verbally by a delegate present in the meeting or via the online platform by a virtual delegate.

4. Limitations on Speaking:

A speaker shall not speak more than once in debate on any motion or amendment, except under the following circumstances:

- a) A seconder may reserve their speech until later in the discussion, provided the seconding is purely formal.
- b) The mover of the motion shall be entitled to reply to the debate on the motion.
- c) The movers of any amendment and the original motion shall be entitled to reply in that order at the end of the discussion on each amendment, before voting takes place.
- d) By permission of the Chairperson, a speaker may address the meeting if an explanation, information, or correction is necessary.

5. Duration of Speeches:

Speakers may be limited to three minutes for the mover of the motion, two minutes for the mover of the amendment, and one minute for other speakers.

Virtual participants will adhere to the same time limits as in-person attendees. In the event of technical difficulties, the Chairperson may extend time for virtual speakers.

6. Amendment Process:

If more than one amendment is proposed to the original motion, they shall be set against the motion in their order on the final agenda. If a final amendment is carried, the motion, as amended, shall become the substantive motion.

7. Decision Rescinding or Amending Motions:

A decision shall not be rescinded or amended at the same meeting by any subsequent motion.

8. Delegates Not Participating in Debate:

Only delegates who have not taken part in the debate may move formally:

- a. That the question be put;
- b. That the meeting proceeds with the next business;
- c. That the debate (or meeting) be adjourned;
- d. The previous question.

9. Voting Procedure:

The vote on a motion shall be taken immediately without discussion if the motion "that the question be put" is carried.

For virtual voting, delegates will cast their votes via the designated online platform, with in-person delegates voting by a show of hands or by the appropriate electronic voting system, as determined by the Chairperson.

10. Disruptions and Order:

Any person ruled out of order by the Chairperson will cease speaking and resume their seat. In the case of virtual participation, the Chairperson may mute the participant if necessary.

Any person who, having been ruled out of order by the Chairperson, refuses to comply with these Standing Orders will be expelled from the meeting, either by being removed from the online platform for virtual participants or escorted out of the meeting space for in-person participants.

11. Suspension of Standing Orders:

The meeting may, on a motion duly moved and seconded, and with the consent of not less than two-thirds of the delegates voting, suspend such provisions of these Standing Orders as shall be specified by the motion. In moving such a motion, the mover shall state the purpose for which the suspension is sought, and the motion shall be put to the meeting without discussion.

For virtual participants, voting on the motion to suspend standing orders will be conducted via the designated online platform, and the results will be announced by the Chairperson.

12. Procedure for Elections

If there are no contested elections, the Chairperson may propose that the candidates be elected en bloc by acclamation. This decision will be subject to the approval of the AGM by a majority vote.

If there is to be a contested election, Candidates will be invited to address the meeting before a vote is taken utilising the following process:

12.1 Candidates' Speeches:

Each candidate will be given the opportunity to address the AGM before the vote takes place.

- **In-person Candidates:** Candidates present in person will have up to **three minutes** to address the meeting.
- **Virtual Candidates:** Candidates attending virtually will also have up to **three minutes** to speak, and the time will be monitored by the Chairperson.
- Candidates will be asked to confine their speeches to their qualifications, vision, and reasons for standing for election, and not introduce any new business or unrelated matters.

12.2 Q&A Session (if applicable):

Following the candidates' speeches, a brief **question-and-answer session** may be held if requested by the Chairperson or AGM delegates.

- Each questioner will be given **one minute** to ask their question, and each candidate will have **two minutes** to respond.
- In a hybrid setting, questions can be submitted via the online platform for virtual attendees or asked in person by those attending the meeting physically. The Chairperson will call on questioners in an orderly manner.

12.3 Timing of Speeches and Questions:

The Chairperson will enforce the time limits for speeches and questions. Should any speaker exceed their allotted time, the Chairperson may call them to order and may restrict further speaking on that issue.

In the case of virtual candidates, the Chairperson will ensure that speaking times are monitored through the online platform.

12.4 Order of Speaking:

Candidates will be called to speak in the order determined by the Chairperson, which may be based on the order of nominations or randomly chosen to ensure fairness.

13. Election Voting

Hybrid Voting will be conducted by both:

- **In-Person Voting:** Electronic voting on the designated online platform where in-person delegates will be able to cast their vote securely.
- **Virtual Voting:** A vote via the designated online platform where virtual delegates will be able to cast their vote securely.

13.1 Vote Counting and Results:

- The Chairperson will oversee the vote counting, which will be conducted immediately after the election. Each candidate will be entitled to nominate one observer to also monitor the vote counting.
- In the case of hybrid voting, the results will be announced through the online platform and by the Chairperson simultaneously.

13.2 Voting Transparency and Security:

- All voting, whether virtual or in-person, will be conducted in a transparent and secure manner. Virtual voting systems must ensure that only eligible delegates are able to vote and that the process remains anonymous.
- For in-person voting, delegates will follow the same process for voting on the designated online platform as their virtual counterparts.

14. Hybrid Meeting Etiquette:

- a) In-person delegates will adhere to the protocols for addressing the meeting in person.
- b) Virtual delegates must ensure they are visible and audible to the Chairperson and other delegates when requesting to speak.
- c) Delegates attending virtually must use the designated online platform to raise their hand or signal if they wish to speak. The Chairperson will call on delegates in the order of their requests.