

Operating Procedure

ROLE AND FUNCTION OF COUNCIL



Contents

Council	2
1. Document Control	2
2. Overview of Council.....	2
3. Introduction	2
4. Council Membership Requirements.....	2
5. Functions of Council	3
6. Composition of the Council	3
6.1 At full strength, the Council shall consist of the following:	3
6.1.1 Tenure of Council Membership	4
6.2 The Quorum for Council Meeting.	4
7. Appointed Officials	4
8. Powers of Council.....	5
9. Council Meetings and Voting.....	5
10. Frequency of Council Meetings.....	6
11. Meeting Formats	6
Appendices	7
1. List of Legally required Operating Procedures.....	7
1.1 Legal Requirements	7
2.2 FIDE Requirements.....	7
2.3 Other	7



Council

1. Document Control

Policy Prepared by:

Jim Webster, President

Approved by:

Council Meeting: September 2022

Policy Operational from:

Annual General Meeting: November 2022

Document Review Date:

5 Years

2. Overview of Council

Chess Scotland is the governing body for chess in Scotland: it is one of the oldest national chess associations in the world.

The affairs of Chess Scotland are managed by its directors and other officials who work (with other promoters, as appropriate) to fulfil the objectives of the organisation. Most of these posts are filled by election at the Annual General Meeting of Chess Scotland. Officials are required, where appropriate, to undergo "Disclosure" certification, under Scotland's Protection of Vulnerable Groups (PVG) legislation.

3. Introduction

This Operating Procedure is design to guide and administer the requirements of those elements that are out-with the remit of the Executive Committee, Management Board and Appointed Officials.

4. Council Membership Requirements

The Chess Scotland Constitution can be interpreted that all meetings (which includes Council meetings) are only open to members of CS. This may create difficulties where outside bodies provide representatives to Council.

This Operating Procedure thereby defines that Council members who hold Official positions or are elected at the AGM (or SGM) as an Individual member must be fully paid-up members (or Life Members) of Chess Scotland AND retain that status for their tenure on Council.

For members who are Club Representatives, League Representatives, and Affiliation Representatives it is hoped that those selected will be members of Chess Scotland, but this is not mandatory. If a representative is not a member, then Council reserves the right to request the Club, League, or Affiliate to select an alternative candidate (who also does not have to be a Chess Scotland member).



5. Functions of Council

The principal function of Council is to represent the interests of Scottish chess on behalf of the membership. These are defined under the Constitution Section 9.2 – Power and Duties of Council and is subsidiary sections 9.2.1 through 9.2.6

6. Composition of the Council

6.1 At full strength, the Council shall consist of the following:

There is the possibility of ALL positions not being in place it may be necessary to amend this quota as necessary. To account for any shortfall of the membership of Council, it should, at all times, be as listed on the Chess Scotland website –

<https://www.chessscotland.com/information/contacts/>

This will also highlight any vacant positions and allow appropriate actions to fill these.

Numbers in the Executive Committee and Management Board may change in response to structural change approved by a General Meeting. This, and similar approved changes in governance structure, will automatically be reflected in Operating Procedure details.

Executive Committee	Defined by Constitution	4 Members
Management Board	Defined by Constitution	8 Members

Appointed Post Holders

*By vote	2 Positions
By appointment	9 appointments

Defined as necessary, and approved by Council

Members Representatives	
Members	8 members

Includes the following –

At least one of each from each of life members, senior members, female members, junior members (over 14 years)

Club Representatives	4 Clubs
Affiliated Representatives (see Section 7. Appointed Officials)	
League Representatives	5 Leagues
External Organisations	6 Members

A previous President may hold a place on Council so we can make use of their experience as Ex-Officio (non-voting).

Members may hold more than one position within the above list, but they may only cast one vote. Appropriate adjustments of the number of votes for voting procedures will be applied.



6.1.1 Tenure of Council Membership

The Executive Committee, Management Board and Appointed Post Holders will hold tenure for their periods of office. For Members Representatives and Affiliated Representatives their period of tenure will normally be 2 years. In order that the bulk of Council is not changed at the same time, appropriate 'staggering' of elections (at the AGM) will occur. This may necessitate some Representatives hold Council position for either 1 or 3 years in order to maintain the balance of numbers elected annually.

For Representatives of Club, League, and External Organisations these can be changed permanently during term of Office provide that the organisation they represent formally communicates this to the Executive Committee. This change will be approved at the next Council meeting or AGM (whichever comes first chronologically). Temporary replacement of Representatives is NOT permitted. Inability to attend a meeting is covered by the facility to cast votes online beforehand or to send written information via the Executive Director (or appropriate deputy) to be communicated at the meeting.

6.2 The Quorum for Council Meeting.

Except in the case of a decision that overturns or modifies an Executive decision, the Quorum for a meeting shall be set at 10 of all votes allowed to Council members in order that decision can be reached and voting requiring to satisfy the requirements as specified by Section 9

The Quorum must include ALL representatives of Chess Scotland including Directors, Appointees, and membership. Under the constitution, Council includes all Directors/Management members.

7. Appointed Officials

Not all Appointees are members of the Executive Committee or Management Board and yet fulfil functions that are essential for Chess Scotland to operate. Therefore, these Appointees are included in the Council format. To do otherwise would exclude them from any authority or accountability.

The Management of Chess Scotland should be required to call on their expertise if be necessary.

Those requiring specific skill sets include

- Scottish Chess Editor
- PVG Lead Signatory
- Disability Officer
- Webmaster

General Appointments currently available

- FIDE Delegate
- ECU Delegate
- Youth Training Officer
- Coaching & Training
- Membership Secretary



Additional appointments may be necessary as required.

This Operating Procedure includes these appointed officials as an essential element of Council

8. Powers of Council

Council shall receive all Reports, both written or verbal, on Management Board activities. Before approval of these reports Council may ask for clarification and/or modification. In extreme circumstances, Council may overrule a decision of the Executive, but only under the strict voting conditions imposed in Section 9 of this Operating Procedure. Please note that the term 'Reports' does not include Minutes of meetings.

Council can request the Executive to produce a Report on an issue that it considers of importance to the membership or the continued good governance of CS.

Council will be tasked with approving any business plan or longer-term budget (i.e. beyond the annual report presented to the AGM)

Council has the power to create Operating Procedures or request these be produced by the Executive. Where appropriate, Council will approve all Operating Procedures (or request modifications) and will also ensure that the Operating procedures are adhered to as part of the overall governance of Chess Scotland.

Some Operating Procedures will, for legal and other reasons, lie out-with the remit of Council. A list of these Operating Procedures is given in the Appendix, which may be amended from time to time

Council may create ad hoc Committees to deal with specific issues as deemed fit. Such Committees may co-opt individual members who are not Council members or, in exceptional circumstances, use input from individuals or organisations out-with Chess Scotland.

The AGM will be informed of all appropriate decisions by Council. The AGM can also overrule any decision of Council and, indeed, can reverse a ruling by Council to overturn a decision of the Executive.

9. Council Meetings and Voting

Council meeting will be called by the Executive Director, or a nominated deputy, with at least 4 weeks' notice. The agenda is to be circulated at least 1 week before the meeting, including any relevant written documents. Agenda issues will be based on Executive reports and issues plus any matters raised by other Council members.

The Council will be chaired by the CS President, or a nominated deputy. In exceptional circumstances Council may elect their own Chairperson for a meeting or part of a meeting.

Council members can cast one vote only, even if they hold more than one position within the Council framework. For most procedures a simple majority of a quorate attendance is sufficient (but see Section 6.2 of this Operating Procedure). Members who are not able to attend (either



online or in person) may submit their votes on specific proposals to the Executive Director (or his nominated representative) before the start of the meeting. In addition, members not in attendance can provide a written document, via the Executive Director or appropriate deputy, prior to the meeting on any issue(s) and this will be made available to the rest of Council. If a vote is tied then the motion is not supported.

The exception is where motions to overturn or modify decisions already made by the Executive are proposed. In this case, a simple majority of ALL potential Council votes would be required. In practice, this means that any Council member who either abstains or does not cast a vote is effectively voting against the motion to overturn or modify an Executive decision. If the vote is tied then the motion is not supported.

10. Frequency of Council Meetings

The Annual General Meeting held in May 2022 has approved that Council must hold a minimum of TWO Council Meetings each year. The recommendation was that these meetings be held approximately 3-4 months before and after each AGM (i.e. in March/April and August/September under current arrangements). Should additional Council Meetings be required these can be called by the Executive Committee or as a request from 20% + 1 of the current Council membership allowed to vote.

The Council Meeting will provide minutes of any, and all, meetings and be made available on the Chess Scotland Website <https://www.chessscotland.com/information/>

11. Meeting Formats

Permissible meeting formats should allow for as wide an audience and available of Council Members and should include:

- 11.1 In person
- 11.2 Virtual Online, e.g. ZOOM
- 11.3 Hybrid

In practice, to encourage participation either Virtual Online or Hybrid formats are the most likely.



Appendices

1. List of Legally required Operating Procedures

This list contains all Operating Procedures that are necessary to meet Chess Scotland legal requirements, and some will be out-with the remit of Council. It may be prudent for Council to have sight of such procedures, but the content will be solely based of the obligations of law of the land.

1.1 Legal Requirements

The content will be solely based of the obligations of law of the land.

- Data Protection
- Privacy
- PVG

2.2 FIDE Requirements

- Fair Play regulations

2.3 Other

- Disability Procedures
- Discrimination Policy
This **MUST** be created/managed/maintained by the Disability Officer; however it should be authorised by Council.
- Standards Committee Procedure
This requires an AGM/SGM. This Procedure is independently set-up and out-with scope of Council.