

CONSTITUTION AND RULES

The Scottish Highland Football League

Instituted 1893

TITLE

1. The Association of Clubs will be called The Scottish Highland Football League, and is thereafter referred to as the League.

OBJECTIVES

2. The objectives of the League will be:-
 - (a) To conduct each season League and League Cup competitions between the Clubs in Membership.
 - (b) To conduct such other competitions as may be decided from time to time.

MEMBERSHIP

3. All Clubs must be full members of the Scottish Football Association Limited with floodlights to a lux level determined by the League Management Committee of The Scottish Highland Football League.
4. Admission to the Membership of the League will be by written application. Applications will be considered at the Annual General Meeting or Special General Meeting which may at their discretion hear verbal submissions from applicant Clubs.
All Clubs will pay an Annual Subscription as determined at the Annual General Meeting and agree over the signature of their President and Secretary to fulfil the fixtures arranged by the Office-Bearers, adhere to the League Constitution and Rules for a period of twelve (12) months from the commencement of each football season, and abide by the decisions of the League Management Committee, subject to the right of appeal as provided for in Article 134 of the Articles of Association of the Scottish Football Association Ltd.
5. Each Club will be liable for a fine and/or expulsion from the competition in the event of their not fulfilling the obligations imposed upon them by their acceptance of membership. The amount of fine on any one count will be subject to a maximum of Five Hundred Pounds (£500). All fines must be paid within fourteen (14) days; otherwise the offending Club will cease to be a member of the League.

OFFICE BEARERS

6. The Office Bearers will consist of a President and two Vice Presidents (Senior and Junior), who will be elected annually. Only persons who have been Members of the Management Committee for a minimum of two years are eligible for election as Office Bearers. Office Bearers can serve for a period of three years when they will demit their office.
The President will be elected at the Annual General Meeting and the Management Committee will elect the Vice Presidents. In the event of the Presidency falling vacant during the season a Special General Meeting must be called to elect a successor.
The Management Committee will present each new President with a Badge of Office when elected.

COMMITTEE

7. The business of the League will be conducted by the President and the Management Committee consisting of a nominated member of each Club. Six members will form a quorum. A member of the Management Committee will only be eligible to represent a particular Club at meetings of the said Committee:
 - (a) If he is a bona fide Committee member of the Club he purports to represent.
 - (b) And is not a member of any other Club represented on the said Committee.
8. The names of the Club representatives will be submitted to the Secretary seven (7) days before the Annual General Meeting. Only one member will represent his Club at a Management Committee meeting, except under unavoidable circumstances, when the Secretary of the Club or another authorised member will take the place of the appointed member.
9. The Management Committee may appoint an ex-officio member to be the League's representative on the Scottish Football Association's Council and The Scottish Football Association's Professional Games Board.
10. Long service awards
League Management Committee members will receive a long service award after serving seven (7) years on the Management Committee.

REPRESENTATIVE TO THE SCOTTISH F A'S COUNCIL

11. The League's representative on the Scottish Football Association's Council will be elected by the League Management Committee and serve for a period of two years. This person can either be a current or former League Management Committee member who has served for a minimum of three (3) years on the League Management Committee and who is named on their club's official return for the current year.

REPRESENTATIVE TO THE SCOTTISH F A'S PROFESSIONAL GAME BOARD

12. The League's representative on the Scottish Football Association's Professional Game Board will be elected by the League Management Committee and serve for a period of one year. This person can either be a current or former League Management Committee member who has served for a minimum of three (3) years on the League Management Committee and who is named on their club's official return for the current year.

SECRETARY / TREASURER

13. The Secretary/Treasurer will be a paid official appointed by the Management Committee. His appointment will be confirmed at the following Annual General Meeting. He will not be allowed to vote at any meeting, nor will he be connected with any member Club. All reference to the Secretary/Treasurer in the Constitution and Rules, except as otherwise defined will refer to the Secretary of the Scottish Highland Football League. All communications must be addressed to the Secretary, who will conduct the correspondence of the League. Additional Administration support staff may be appointed as deemed necessary.

POWERS OF THE MANAGEMENT COMMITTEE

Management

14. All decisions arrived at will be on a majority vote of the Club members present. The President has a casting vote only. A member of the Management Committee will not be entitled to vote on any issue before the Management Committee when the Club he represents is involved. At the discretion of the President any member may be asked to leave the meeting once he has stated his club's case and answered any pertinent questions from his fellow members. Should such a request be made by the President the member involved must comply with his wishes.
15. The Committee will have the power to deal with Clubs in breach of League and Cup Rules or infringements, which will embrace protests and/or bringing the game into disrepute and/or interpretations of the Laws of the Game in general.
16. In the event of a Club wishing to arrange a match with a non Scottish Highland League Club on a date fixed for playing a League fixture, application for postponement must be made to the Secretary seven (7) days before the match, together with the written agreement of the other League Club involved. The Office Bearers will have the power to declare the fixture off.
17. Any matter not provided herein will be determined and dealt with by the Committee whose decision will be final and binding on all Clubs and parties concerned.
18. The League Management Committee will have the power to delegate any matter to a Sub-Committee comprising members of the Management Committee and any other co-opted persons who have special skills and knowledge on the subject which has been referred to the Sub-Committee.

Finance

19. The Annual Membership Fee will be determined at the Annual General Meeting and be payable prior to 15th July each year.
20. The funds of the League will be controlled through an approved Bank Account standing in the name of the President, Senior and Junior Vice Presidents and the Secretary/Treasurer of the League. Cheques to be signed by two from the four.
21. A financial statement, duly examined and approved, will be submitted to each Club in membership fourteen (14) days prior to the Annual General Meeting. Two Accountants, with no official League connections, will be elected at the Annual General Meeting to examine the League's accounts.

Players

22. Clubs will at all times place the services of their players at the disposal of the League for any representative game when called upon to do so by the Management Committee. If more than two players of any one Club are required for any representative game,

the said Club will be allowed to postpone any League match due to be played on the same date as the representative game.

MEETINGS

Voting

23. At all Annual General and Special General Meetings of the League, each Club has one vote and the Chairman will have the casting vote only. All decisions arrived at will be by a majority vote of members present at the meeting.

Committee Meetings

24. Committee Meetings will be held at a suitable venue, as and when the President or in his absence a Vice-President determines. Sub Committee Meetings will be held at suitable venues.

Special Management Committee Meetings

25. Any three Members of the Management Committee with the consent of their Club may apply to the Office-Bearers for a Special Management Committee Meeting. The written application must state the specific business for which the meeting is required and if found to be competent, the meeting will be convened forthwith. Only the business as stated in the application will be discussed.

Annual General Meetings

26. The Annual General Meeting will be held prior to the end of May each year, at which Clubs in membership will be entitled to have three Representatives, one of whom will be the sitting Representative on the Management Committee. Each Club will have one vote only at General Meetings.
27. Notice of the Annual General Meeting and all business to be transacted will be intimated to the Clubs in writing, by the Secretary, at least fourteen (14) days before the date of the meeting.

Special General Meetings

28. On the Secretary receiving a requisition, signed by not less than three Clubs, or by three members of the Management Committee, he will convene a Special General Meeting; such requisition will state specifically the business for which the Meeting is required. The Meeting will be held within twenty-one (21) days of receipt of the requisition. The Meeting will only discuss the business as stated in the requisition.
29. At Special General Meetings, Clubs will have the same rights as at the Annual General Meeting.

ALTERATIONS TO THE CONSTITUTION

30. No alteration will be made to the Constitution or the Rules except at the Annual General Meeting or at a Special General Meeting summoned for this purpose by the League Management Committee or on requisition by three (3) Clubs. Notice of the proposed alteration(s) (unless the proposed alteration(s) is the recommendation of the Management Committee), must be sent to the Secretary on or before 23rd March. A copy of such alteration(s) will be circulated by the Secretary to each Club in

membership of the League, who will submit any amendments to the proposed alteration(s) to the Secretary on or before 15th April for inclusion in the Agenda of the Annual General Meeting. A copy of such alterations and amendments will be sent to each Club in membership at least fourteen (14) days prior to the meeting convened to deal with the matter.

COMPETITION RULES - GENERAL

31. All matches will be played according to the Laws of the Game as recognised by the Scottish Football Association Ltd.
32. All matches must be played on a ground where a gate can be taken. Clubs, however, who may be temporarily dispossessed during a season, may, at their own expense, provide another suitable ground. In such circumstances any additional travel expenses must be defrayed by the Home Club.
33. Each Club must play its full strength team in all matches, unless a satisfactory explanation is offered to the Management Committee.
34. Clubs must play in their distinguishing colours, which must be intimated to the Secretary by 1st June. All teams should play in their registered (1st) strip unless there is a clash of colours. If there is such a clash then the away team should play in their (2nd) strip.
Goalkeepers will wear colours which distinguish them from the other players and from the referee.
The players' jerseys must be clearly numbered. The number must be distinct in colour and appear on the back of the players' jerseys.
35. The make of the Ball used in both League and League Cup games must be the one recommended by the Management Committee.
36. The Secretary will for all intents and purposes be the legal holder of the Trophies in trust for the Management Committee.
37. The League will issue to the Office Bearers and members of the Management Committee and ex-Presidents of the League a membership card for each season, which will admit the holders to the ground, stand (if seats are available) and Boardroom of all League Clubs in all competitions organised by the Scottish Highland Football League. Clubs in membership of the League will be bound to recognise these cards and make provision for this recognition.
38. The Secretary will have printed each season Visitors' Complimentary Tickets which will be issued to the Member Clubs to be used at away games. These tickets will permit entrance to ground for thirty (30) players, coaches and backroom staff. Each Club will forward not later than the 15th May each year an official return which will include a list of all Committee Members plus Team Manager. Official tickets will only be issued to listed members, this will allow them entry to the ground, stand and boardroom.
No member of the Management or Players of the visiting Club will

be entitled to free admission to the home Club ground, stand and boardroom without producing the official ticket. Any Club permitting its tickets of admission to be used by unauthorised persons will be liable to have disciplinary action taken against them by the League Management Committee.

Players' tickets will be transferable. Committee Members tickets will bear their names and are NOT TRANSFERABLE.

Any person who acts as a Club representative on the Management Committee for seven years will be issued with a Life Membership Certificate and a League Badge entitling them to admission to all matches organised by the league.

39. All games must commence promptly at the times officially set by the Secretary. When floodlighting is available all Saturday League matches will kick-off at 3.00 p.m. and Mid-week matches at 8.00 p.m. unless both Clubs agree to an alternative time, which must be advised to the Secretary before the date of the game.

Postponed Games because of illness

40. In the event of a Club finding that six (6) recognised first team players are unable to play due to illness, the scheduled game will be postponed, provided that the medical certificates are in the Secretary's hands 30 hours prior to the game.

Number of Substitutes

41. Up to a maximum of three substitutes may be used in a match played in the League from five nominated substitutes.

Team Sheets

42. Not later than thirty minutes before the start of a match, each Club will hand to the Referee a list and to its opponents a duplicate both of which will be signed by the Club Secretary or other accredited official, of the proper names of the players in their team and substitutes. Team lines can be changed up to the time of kick-off.
Each member of the team will wear a distinguishing number which will correspond with the team lines.
43. Each Club will be held liable for a fine and/or expulsion from the competition in the event of their not fulfilling their obligations imposed upon by acceptance of membership. The amount of fine on any one count will be subject to a maximum of Five Hundred Pounds (£500). The allocation of fine will be at the discretion of the League Management Committee.

Protests

44. All questions of eligibility, qualification of competitors or interpretation of the Rules will be referred to the Management Committee, whose decision will be final. Any objection relative to the ground, goal posts or other appurtenance of the game, must be lodged with the Referee before the start of the game. In the case of protests against players, these should be lodged by recorded delivery with the Secretary, in writing, within three (3) days of the match. (Sunday not to count as a day).
Protests must be accompanied with a deposit of Fifty Pounds £50.00 which will be forfeited to the funds of the League should the Management Committee consider the protest to be frivolous or groundless. The Secretary will notify the Secretary of the Club

against which a protest has been lodged, in writing, that such a protest has been received and will invite the club to submit a written report on the subject within fourteen (14) days.

45. On points of fact connected with the play, the decision of the Referee is final. On the question of interpretation of Rules or of the Laws of the Game, an appeal may be made to the Management Committee, but the Referee's decision, although under protest, must be acted upon on the field of play.

Inspection of Grounds

46. Where it is clear that due to surface water, snow or frost a pitch is unplayable the home Club must arrange for a pitch inspection. Exemption for this inspection may be given by the Secretary. If there is the slightest doubt as to whether the pitch is playable the home Club must have it inspected by a qualified referee. All pitch inspections must be carried out by a Referee or Assistant Referee affiliated to a Referee Association, whose fee shall be Ten Pounds £10.00 plus expenses. When the officiating Referee acts as a ground inspector he shall receive his fee and expenses in addition to the fee he receives as referee of the game should it take place, provided that the inspection took place not less than two (2) hours before the game.
In the event of the match Referee declaring the ground unplayable less than two (2) hours before the kick-off, the Officials will be entitled to half their fee plus expenses provided that they have arrived at the ground not less than one (1) hour before kick-off.
47. If because of the prevailing weather conditions, it is doubtful whether the ground will be fit for play, the Home Club must arrange an inspection, not later than 8.00 a.m. on the day of the game or at a time mutually agreed by the competing clubs. In the case of midweek fixtures a ground inspection must be arranged before 12 noon.
48. Should the ground be declared unplayable, the Referee making the inspection must advise the Secretary, in writing, giving the exact time of the inspection. The Home Club will be held responsible for advising the Secretary, all parties officiating, and the visiting Club, without delay.

THE SCOTTISH HIGHLAND FOOTBALL LEAGUE COMPETITION RULES

49. The Competition will be known as The Scottish Highland Football League. The Management Committee may from time to time rename the competition in terms of any sponsorship agreement or agreements which may be concluded.
50. The gross receipts of all League matches will be retained by the Club or Clubs on whose ground the League matches are played, unless otherwise mutually agreed upon.
51. The winning of the Championship of the Scottish Highland Football League will be decided by the results of the matches between the Clubs in membership, three points for a win, one point for a draw. At the end of each competition the Club scoring the highest number of points will be declared the Champion Club

and will be entitled to the Championship Flag of the League and up to 20 mementos. The Management Committee to provide the Flag and the mementos each year. Such mementos to consist of up to 20 medals struck to an approved pattern. Additional medals may be purchased on request by the winning Club. In the event of two or more Clubs being equal in points, goal difference will decide the Championship. If the goal difference is the same the Championship will be decided by a play off at a venue to be decided by the League Management Committee. If a decision has not been reached by the end of ninety (90) minutes, extra time of fifteen (15) minutes each way will be played. If at the end of extra time there is still equality the winners will be determined by the taking of kicks from the penalty mark in accordance with the system laid down by the International Football Association Board.

If logistically possible the League Championship Trophy will be presented to the Winners at the end of the match in which they win the Championship. The winning Club will sign a receipt for the Trophy confirming its condition at the time. It is the responsibility of the winning Club to look after the Trophy throughout the period when it is held by the Club. The Trophy will be returned to the Secretary by 15th March in the following season in the same condition as it was received.

52. In the event of a Club withdrawing from the competition, or being expelled, all fixtures in which they took part will be declared null and void.

FIXTURES

53. All such fixtures shall belong to and the copyright therein deemed to be vested in The Scottish Highland Football League.
54. Matches in which League clubs take part, with the exception of The Scottish Football Association Cup Competition, shall not be transmitted in whole or in part, in any form, or by any means, electronic, mechanical, recording, via the Internet or otherwise except by the consent of the Management Committee.

Saturday Fixtures

55. The Secretary has the power to arrange Saturday matches as deemed necessary. Clubs will be allocated Home and Away fixtures for each alternate Saturday or as near to this as possible. Clubs must be given five (5) days' notice of any fixture arranged. The allocated fixtures must be played on the scheduled date except for:
- (a) Reversing the fixture to accommodate adverse ground conditions.
 - (b) Clubs can make application to the Secretary to bring forward or defer scheduled Saturday League fixture by four (4) days by submitting an application from both clubs concerned. Each Club must declare on the application, any existing player suspensions that will be incurred on or before the new proposed date. Applications should be in the Secretary's hands not later than four (4) days before the new date.
 - (c) If clubs are available and are in agreement, an application can be made to the Secretary to bring forward a scheduled game by submitting an application from both clubs concerned. Each club must declare on the application any

existing player suspensions (if known) that will be incurred on or before the new proposed date. Applications should be in the Secretary's hands not later than (4) four days before the new date. The Office Bearers will approve the applications.

Mid-week Fixtures

56. When required the Secretary will seek the Office-Bearers' approval to arrange mid-week fixtures to be played on Wednesdays. The allocated fixtures must be played on the scheduled date except:
- (a) Clubs can make application to the Secretary to bring forward or defer scheduled Wednesday League fixtures by two (2) days by submitting an application from both Clubs concerned. Each Club must declare on the application any existing player suspensions or player suspensions that will be incurred on or before the scheduled date. Applications should be in the hands of the Secretary's hands not later three (3) days before the new date.

Abandoned Fixtures

57. In the event of any match being unfinished owing to fog or other causes over which neither Club has any control, floodlight failure excepted, on being ordered to replay, the net gate drawings from the first game will be retained by the Home Club, and in the replay the gate drawings after deducting Police, Referee, Assistant Referees, ground inspection expenses and the transport costs incurred by the visiting club will be divided equally between the contesting Clubs.
- In the event of floodlight failure the circumstances will be discussed and decided by the League Management Committee. Any match not completed may be ordered to stand as a completed match or replayed for the full ninety (90) minutes as the Management Committee may determine.

Players

58. In the Scottish Highland Football League Competition, a player may only play for the Club for which he is registered. ANY PLAYER WHO IS NOT SO REGISTERED BUT WHO IS ELIGIBLE TO BE REGISTERED IN THE TERMS OF THE ARTICLES OF ASSOCIATION OF THE SCOTTISH FOOTBALL ASSOCIATION MAY PLAY FOR ANY CLUB IN THIS COMPETITION with the exception of a player aged 23 years and under, for whom a Member Club is entitled to compensation in line with the rules with the Scottish Football Association. That player can only play unregistered, a maximum of three games for any one club from the beginning of a season until 16th March in the following year.
- After 16th March in each season, a player may not play for any Club unless he was registered for that Club on or before 16th March or was registered for a Club from the Scottish Amateur Football Association, the Scottish Junior Football Association, the Scottish Welfare Football Association, the Scottish Youth Football Association and the North Caledonian Football Association. Players may play for one Club only after 16th March.
- Any player who is subject to a loan agreement (Temporary Transfer) with the Scottish Premier League, the Scottish Football League and the Scottish Highland Football League cannot be recalled and play in this competition after the 16th March.

Any member Club or the Secretary will have the power to report to the Management Committee, any contravention of the aforementioned rule. In the event of a Club being found guilty of a breach of this Rule a fine (subject to a maximum of Five Hundred Pounds [£500]) will be imposed for each game. In addition the Committee may take any other action as they see fit.

Admission charges

59. All Clubs in membership will charge a minimum entry fee of Six Pounds (£6.00) for Adults and Three Pounds (£3.00) for Concessionary Entrants. Two children (under 14 years) will be admitted to Scottish Highland Football League games free of charge if accompanied by a paying adult.

SCOTTISH HIGHLAND LEAGUE CUP RULES Instituted in 1946 & SFA REGION CHALLENGE CUP RULES Instituted in 2007

60. The Competitions will be known as The Scottish Highland Football League (Morganti) Cup and The SFA North Region Challenge Cup respectively. The Management Committee may from time to time rename the competitions in terms of any sponsorship agreement or agreements which may be concluded. The competitions will be held annually and will be open to all clubs in membership of the Scottish Highland Football League and invited Clubs from the North Caledonian FA and Clubs or Representative Teams from Affiliated National Associations per article 49 of the SFA articles of Association and on payment of an Entry Fee as determined at the Annual General Meeting.
61. The Competitions will be conducted by the League Management Committee.
The League Management Committee will decide the dates of all ties.

Ballot for ties

62. The Management Committee will decide the number of ties before the draw takes place. The Clubs will be balloted in pairs and these Clubs will play a single tie. Any Club whose name is not drawn will receive a bye into the next round.
The winning Clubs and the name of the Club/s which received a bye in the previous round will then be balloted in pairs. The Clubs will compete as in the previous round, and so on until two Clubs are left to compete in the final tie.

Ground for Ties

63. The clubs drawn to compete in all rounds except the final will play on the ground of the first named drawn in the ballot unless otherwise deemed by the Management Committee. If for any reason the ground is out of commission, the Office-Bearers can decide on another venue.
In the final tie, which will consist of one match, the game will be played on a ground selected by the Management Committee.

Postponements

64. In the event of a tie being postponed it will be played the following Saturday, unless the Clubs involved agree to bring it forward to the mid-week. If a further postponement occurs the game will be played in the following mid-week.

Drawn Ties

65. If the score is equal at the end of ninety minutes play, an extra fifteen minutes each way will be played. If at the end of extra time there is still equality, the winner will be determined by the taking of kicks from the penalty mark in accordance with the rules laid down by the International Football Association.

Division of Receipts and Payment of Expenses

66. The League Management Committee will fix the minimum admission charges for all Ties. Concessionary entrants (subject to article 59) will be admitted at half price. Club Season Tickets and Membership Tickets will not be accepted for admission.
67. Up to two Children (under the age of 14 years), if accompanied by an adult, will be admitted free of charge.

Round One, Round Two and Semi Final Ties

68. When a match is played on the ground of one of the competing Clubs, the total gate receipts (excluding stand) at all ties, after deducting Police, Referee, Assistant Referees and ground inspection expenses (if incurred) will be divided between the two competing Clubs equally.
- (a) The home club will be responsible for payment of match expenses.
- (b) The home club will pay the visiting club their share of the gate within seven (7) days of the game taking place.

Final Tie

69. In the Final Tie the gate and stand drawings will be divided equally between the competing clubs after deduction of the following:
- (a) The contesting clubs' travel expenses (Bus travel only at a rate per mile determined by the Management Committee)
- (b) The fees and expenses of the Referee & Assistant Referees
- (c) The cost of Advertising, Medals and Policing.
- (d) A ground rent as agreed with the Management Committee is payable to the host club.
- (e) The actual cost of segregation and stewarding, if required, on production of the relevant invoices.
- (f) A per capita payment along with the number involved for hospitality as decided by the Office-Bearers beforehand.
- (g) Any other payment considered appropriate by the Management Committee
- The ball used in the Final Tie will be purchased by the Host Club and will be retained by them as their property after the game. The Host Club will be responsible for the cost of any payment due to the grounds man and gatemen.

Eligibility of Players

- 70.
- (a) A player cannot play for more than one Club during the duration of the Scottish Highland League Cup and the SFA North Region Challenge Cup.
 - (b) A player may not play for any Club unless he was registered for that club prior to that club's participation in the competition or was registered for a Club from the Scottish Amateur Football Association, the Scottish Junior Football Association, the Scottish Welfare Football Association, the Scottish Youth Football Association and the North Caledonian Football Association. Any player who is subject to a loan agreement (Temporary Transfer) with the Scottish Premier League, the Scottish Football League and the Scottish Highland Football League cannot be recalled and play in this competition.
 - (c) When a match which is postponed, drawn or abandoned, is played or replayed, only those players who were eligible at the date fixed for playing the round may play.
71. Sixteen (16) players' and one (1) manager's mementos for the winning team, and the same for the runners-up of approved quality and pattern will be presented at the Finals. Mementos will also be presented to the officials.
72. When the winning team is declared, the Secretary of the Competition will hand the Trophy to its Representatives, and will receive a document signed by the President, Secretary and Member of the Winning Club to return the Cup 42 days before the Final Tie in the succeeding season is due to be played, in like good order and condition.

REFEREES

73. The Scottish Football Association or the Scottish Highland Football League will appoint Refereeing Officials to all games. Their fees and expenses will be as per Scottish Highland Football League tariff.
74. The referee will have power in all matches to decide as to the fitness of the playing surface.
75. The tariff for Referees will be reviewed annually by the Management Committee, and will be paid by the ground Club on the day of the match.
76. At the end of each playing season member Clubs will submit to the Secretary a statement of all Match Officials' expenses for league games. Average expenses will be calculated and the Club charged or reimbursed as appropriate.
77. Referees must report to the League:-
- (a) The exact time of the commencement of each game, along with the name of the Club responsible for a late start.
 - (b) The result of each game.
 - (c) Submit team sheets as supplied to them by both teams within three (3) days of the match (Sunday not to count as a day).

78. The Refereeing Officials will receive a long service award after giving eleven years continuous service.

THE SCOTTISH HIGHLAND FOOTBALL LEAGUE STANDING ORDERS

1. All meetings of the League Management Committee will be held according to the Constitution.
2. The Secretary will give three (3) clear days notice to each member of every ordinary meeting of the League Management Committee.
3. The notice of all intended motions or business not on the Agenda will be given in writing to the Secretary, who will place them on the Agenda in the order received. No motion of which notice has not been given at a previous meeting will be considered unless urgency is pleaded and the consent of two-thirds of the members is obtained.
4. The Order of Business will be as follows:-
 - (a) Minutes of previous ordinary meeting and of any special meetings will be circulated with the Calling Notice of the meeting and, if adopted, be signed by the Chairman and Secretary.
 - (b) The Chairman will have the power at any time to alter the order in which the business is conducted.
5. Each member speaking will address the Chairman and not any other member. All other members will remain silent during the time any one member is addressing the Chairman. When the Chairman addresses the meeting all members will remain silent.
6. The mover of an original motion, and not of any amendment (unless it becomes an original motion) will alone have the right to reply, and on his having replied, any discussion will be closed, and the question be put immediately from the Chairman. No other member will be allowed to speak more than once on the same question, unless permission is given, to explain, or the attention of the Chairman is being called to a point of order.
7. The cross-examination of the parties before the League Management Committee will also be conducted by the Chairman. Members may ask questions through the Chairman.
8. When two or more amendments have been proposed against any one motion, the order of procedure will be by first voting on these amendments, placing one against the other. The Chairman will then put the successful amendment against the motion, the result of which will become the finding of the meeting. This result will duly be recorded in the Minutes.
9. All votes will be taken by a show of hands, by ballot or by a roll call vote.

10. Six members will form a quorum and if it is found during the transaction of business that a quorum is not present, the Chairman will declare the meeting at an end.
11. It will be the duty of the Chairman to preserve order, and to ensure that every member receives a fair hearing. He will decide all questions of order that may arise. He will decide the question of priority as between two or more members claiming to be heard by calling on the member whom he first observed wishing to speak.
12. No motion to alter or rescind a decision of the League Management Committee will be competent within three months from the date of its adoption, except with the consent of two thirds of the members present.
13. A Member representing a Club in dispute will be given the opportunity to state their case after which they will be asked to leave the meeting to allow discussion and voting on the contentious issue. After which they will be invited to rejoin the meeting and the Chairman will advise them of the outcome of the Committee's deliberations during their absence.
14. No motion for the suspension of Standing Orders will be carried unless supported by two-thirds of the members present.

Approved at a SHFL AGM on 23rd May 2013