

The British Darts Organisation

MEETINGS

INDEX TO CONTENTS

<i>Section</i>	<i>Sub - Section</i>	<i>Page</i>
INDEX TO CONTENTS		1
1.0 DEFINITION		2
2.0 NOTIFICATION		2
3.0 CATEGORIES	A Board Meetings	2
	B Full Council Meetings	2
	C International Meetings	2
	D Annual General Meetings	2
4.0 DISCUSSION TOPICS	A Board Meetings	2
	B Full Council Meetings	2
	C International Meetings	3
	D Annual General Meetings	3
5.0 MEETING PROCEDURES	5.1 Meeting Conduct	3
	5.2 Addressing the Meeting	3
	5.3 Additional Agenda Items	3
	5.4 Proposals and Amendments	4
	5.5 BICC Playing Rules Proposals	4
	5.6 Other Matters	4
	5.7 Attendance Records	4
	5.8 Attendance Restrictions	5
	5.9 Attendance Record	5
	5.10 Recording of Proceedings	5
6.0 ATTENDEE DEFINITIONS	6.1 Board Members	5
	6.2 Member County Councillors	5-6
	6.3 International Representatives	6



The British Darts Organisation - Meetings

BDO MEETINGS

1.0 DEFINITION

The management and control of the British Darts Organisation Ltd. shall be exercised by those as elected, appointed and co-opted to do so by processes as agreed at various categories of Meetings as convened at times and at venues as determined by the Board of Directors.

2.0 NOTIFICATION

The BDO Chairman shall notify all BDO Directors of Board Meetings, unless laid down in the Minutes of a previous Board Meeting.

The General Secretary shall notify all BDO Members of all BDO Full Council, and Annual General Meetings, through the principal contacts listed in the BDO Directory.

BDO Meetings shall be held on dates free of involvement in any BDO darts event.

3.0 CATEGORIES & ATTENDEE DEFINITION

The types of Meetings to be called are as detailed below and a general synopsis of the business to be discussed in them shall be as detailed in Section 4.0 below

The definitions of attendees are set down in Section 6.0 of this document

Types of Meetings and attendees being:

A. Board Meetings

Attendees: BDO Directors only.

B. Full Council Meetings

Attendees: BDO Directors
BDO Member County Councillors
BDO Associate Member County Councillors

C. International Meetings

Attendees: BDO Directors
England, Scotland, Wales International Representatives.

D. Annual General Meetings

Attendees: BDO Directors plus
BDO Member County Councillors
BDO Associate Member County Councillors
England, Scotland, Wales International Representatives

4.0 AGENDA TOPICS

All Meetings in each Category shall be convened with an agenda that includes the discussion on topics that would come under the remit of those in attendance.

A. Board Meetings

These shall be held at frequent intervals during the year and shall normally precede a Full Council Meeting, but may also be called independently of such Meetings, at the discretion of the Board of Directors.

Business to be discussed shall include the following;

1. Management of all BDO affairs.
2. Control of Finance and Marketing.
3. Organisation and Control of all BDO darts events.
4. Discussion on negotiated terms of Sponsorship, and consequent implementation.
5. Planning of Overseas Tours, and internal tours for visiting darts bodies.
6. Organisation and Management of the British Inter-County Championships.
7. Formulation of policies to be applied throughout the BDO for the continuing standardisation and improvement, through promotion, of the Sport of Darts.
8. Discussion on the amendment, addition, and revision of the BDO Playing Rules, and other regulations relevant to all BDO darts events.

The British Darts Organisation - Meetings

B. Full Council Meetings

These shall be held at frequent intervals during the Playing Season.

Business to be discussed shall include the following;

1. Involvement in the British Inter-County Championships.
2. Member Counties involvement in the organisation, and promotion of darts events, at County, and, or Regional levels.
3. Relaying information, and documentation, relevant to BDO policies.
4. Standardisation, and improvement, through promotion, of the Sport of Darts.
5. Hearing, and consideration for acceptance of Applications to join the BDO.
6. Consideration and Approval of Recommendations made by the Board of Directors.
7. Introduction and Implementation of Sponsorship of BDO darts events.

C. International Meetings

In order to discuss International affairs the Board of Directors shall be supplemented by representatives of the 'Home International' Members.

Business to be discussed shall include the following ;

These representatives shall be called 'International Representatives' and shall be invited, by the BDO Chairman, to attend an International Meeting in order to discuss darts affairs relative to their Country Darts Body.

Particular matters being discussed are the Nations Cup; the British International Championships; involvement in the Europe Cup; World Cup; and other World, or International darts events; and involvement in the World Darts Federation.

These meetings can also be used to discuss matters promoting the working relationship between the BDO and its Home International Member Countries

D. Annual General Meetings

Annual General Meetings shall be held in TWO parts i.e.

Part One of the Annual General Meeting is to be held in late August of each year, and

Part Two of the Annual General Meeting is to be held in the November of the same year and followed by a Full Council Meeting.

Business to be discussed in Part One shall include the following;

1. To receive the Chairman's report.
2. To receive the General Secretary's report.
3. To receive a combined Group Director's report, if necessary.
4. To receive International reports from 'Home' International Members.
5. To elect Functional Directors.
6. To debate and vote on items put forward through the Board of Directors for inclusion on the Agenda of the Meeting that directly affects the British Inter-County Championship Playing Rules and Format.

Business to be discussed in the Part Two shall include the following;

1. To receive the Accounts Director's report on the consolidated Accounts of the British Darts Organisation Limited, and its subsidiaries.
2. To accept the audited Financial Statement of the consolidated Accounts.
3. To appoint Auditors for the ensuing Financial Year.
4. The second part of the Annual General Meeting shall be concluded before proceeding with the Full Council Meeting.

5.0 MEETING PROCEDURES

The following procedures shall be adopted at all BDO Meetings

5.1 MEETING CONDUCT

- a. Normal rules of Meeting conduct shall apply and the BDO Chairman's ruling shall take precedence on all matters and shall be final always providing that such ruling lies within the framework of the BDO Rules and Regulations laid down in the BDO Authorised Regulatory Documentation.

5.2 ADDRESSING THE MEETING

- a. A Member County Councillor desiring to address a BDO Meeting shall indicate, by raising his/her Voting card, that he/she wishes to speak, and shall await the Chairman's permission to speak.
- b. At a request from the Chairman, a speaker shall refrain from speaking, and shall resume his/her seat.

5.3 ADDITIONAL AGENDA ITEMS

The BDO Directors shall have the right to introduce items on to the Meeting Agenda at any time, including during the Meeting.

5.4 PROPOSALS AND AMENDMENTS

- a. Any Proposals or Amendments can only be put forward by a Full Member County, and must be seconded by another Full Member, before any debate, or voting can take place on such Proposals, or Amendments.
- b. Such Proposals or Amendments must be submitted on County letter-heading, countersigned by TWO County Executive Officers and accompanied by an extract from the Minutes of the relative meeting in which the Member County resolved to put forward a Proposal or Amendment.
- c. The Board of Directors may put forward Recommendations to the floor for debate, and voting upon, but a Recommendation must be taken up as a Proposal by a Full Member County, and seconded by another Full Member County.
- d. Any Proposals, or Amendments made and seconded in a Meeting can only be withdrawn by the full consent of all Member County Councillors present at that Meeting.

5.5 BICC PLAYING RULES PROPOSALS

- a. Items concerning the amendment, addition, or revision of the British Inter-County Championship Playing Rules and Format must be submitted to the BDO Director responsible for BDO Playing Rules by 31st May in each Playing Season.
- b. Each submission must be made in writing, on County headed notepaper, in the form of a Proposal by one Full Member County, and seconded in a similar manner by another Full County Member.
- c. Such Proposals or Amendments must be submitted on County letter-heading, countersigned by TWO
- d. County Executive Officers and accompanied by an extract from the Minutes of the relative meeting in which the Member County resolved to put forward a Proposal or Amendment.
- e. Any sheets attached to Member County proposals should also be written on County headed notepaper and duly signed to validate their authenticity.
- f. Each item in the submission must be clearly identified with the specific BICC Rule number/Clause numbers involved, with precise instructions relating to the affect that the item, if passed, shall have on the existing BICC Rule/Clauses.
- g. Any submission which does not comply with the above procedure, in any respect, shall be declared invalid, and will not be placed on the Agenda of that Meeting.
- h. Submissions which are in compliance with the above procedure shall be circulated to all BDO Member County Secretaries for consideration and discussion at County level prior to the BDO Annual General Meeting.

5.6 OTHER MATTERS

- a. Other items to be raised at Full Council Meetings or Annual General Meetings, shall be sent to the BDO Headquarters in the form of a Proposal by one Full Member County, in writing on County headed notepaper, and seconded in a similar manner by another Full Member County.
- b. Such items must arrive at BDO Headquarters not later than '14' days prior to the respective Meeting.
- c. Any item which does not comply with this procedure shall be declared invalid and shall not be placed on the Agenda of that respective Meeting.
- d. The Board of Directors reserve the right to exclude any item from the Agenda of a BDO Meeting, which in their judgement will be detrimental to the operation of the British Darts Organisation Ltd., or any of its subsidiaries, always providing that such exclusion does not contravene existing Company Laws.

5.7 ATTENDANCE RECORDS

- a. During the Roll Call of Member Counties attending a BDO Meeting, the names of the Member County Councillors present shall be recorded by the BDO Minute Secretary. Apologies for Absence will also be recorded, but such recording shall not absolve a Member County's liability to pay a Non-attendance Fine.

5.8 INVITATIONS

a. Member County Councillors

Only TWO County Councillors are allowed to represent their own Member County Darts Organisation, or Association at BDO Full Council Meetings. TWO additional County Councillors are allowed to represent their own Member County Darts Organisation, or Association at BDO Annual General Meetings.

NOTE – The definition of a Member County Councillor is detailed in Section 6.2 of this Document

b. Members of the Press

Bona Fide Members of the Press shall be made welcome to BDO Meetings with their presence being acknowledged and approved by the BDO Chairman, and recorded by the BDO Minute Secretary.

c. International Representatives

International Representatives of 'Home' International Members [i.e. England, Scotland, Wales] shall also be eligible to attend BDO Meetings with their presence being acknowledged by the BDO Chairman, and recorded by the BDO Minute Secretary

d. Additional Personnel

No additional persons to those listed in 'a, b, c above' shall be allowed into a BDO Meeting without the express permission of the BDO Chairman, or unless specifically invited to a BDO Meeting for a special purpose by the Board of Directors.

5.9 RECORD OF ATTENDANCE

Each person in attendance at a BDO Meeting shall complete a Registration Form as supplied

5.10 RECORDING OF PROCEEDINGS

- a. Only manual minutes of business discussed may be taken
- b. Voice recording devices shall NOT be used in any BDO Meetings unless as per the expressed instruction of the Chairman

6.0 ATTENDEE DEFINITIONS

6.1 Board Members

Those personnel currently in offices as the duly appointed Directors of the BDO

6.2 Member County Councillors

- a. Each Full and Associate Member County shall appoint, or elect, TWO members of their own Executive Council to act as representatives for that Member County in BDO Full Council Meetings, and in Annual General Meetings.
- b. These representatives are to be known as Member County Councillors, and shall be empowered to debate, and vote, on behalf of their County Darts Organisation, or Association, in BDO Full Council Meetings, and in Annual General Meetings.
- c. It is recommended by the Board of Directors that these representatives shall be the principal Executive Members of their County Darts Organisation, or Association.
- d. At Annual General Meetings TWO additional members of the Member County's own Executive Council may also attend as representatives of that Member County.
- e. The representatives must report back to their own County Darts Organisation, or Association Meetings, within a reasonable time after the BDO Meetings.
- f. Each Member County Councillor shall familiarise him/herself with the relevant BDO procedures relating to the conducting of BDO Meetings so that effective progress can be maintained by the BDO Chairman in such Meetings.
- g. Each Full Member County shall ensure that at least ONE Member County Councillor shall attend a BDO Full Council Meeting, or an Annual General Meeting.

Continued: ----

Member county Councillors [continued]

- h. In the event of neither the appointed or elected representatives being able to attend then an alternative representative shall be delegated to attend the BDO Full Council, or Annual General Meeting.
- i. Such alternative representatives shall be empowered with the same debate, and voting rights as if he/she had been appointed, or elected at his/her own County Darts Organisation, or Association, General Meeting.
- j. A Full Member County which is not properly represented at a BDO Full Council Meeting, or Annual General Meeting shall be liable to pay a Non-attendance Fine, An apology for Absence shall not absolve that liability, though it shall be recorded.
- k. The submission of a completed Registration Form, to the BDO Minute Secretary, shall be interpreted as the 'official' record of a Member County's representation at a BDO Meeting.
- l. The Registration Form must be submitted within one hour of the notified starting time of the BDO Meeting or the Non-attendance Fine shall be imposed.
- m. A Member County's representation must be continuous up to Any Other Business, or the registration of the Member County's attendance shall be declared null and void, for the purpose of the Non-attendance Fine.
- n. The expenses incurred by any Member County Councillor attending BDO Meetings shall not be met out of BDO Funds, but a travel equalisation fund, with financial payments based upon nominal distances travelled by representatives attending such Meetings shall be maintained throughout each Season.
- o. A Member County shall only receive contributions out of the travel equalisation fund if properly represented at such BDO Meetings.
- p. An Associate Member County shall be entitled by invitation to representation at BDO Meetings by their County Councillors but attendance is not obligatory, neither shall it be liable to pay a Non-attendance Fine nor be entitled to receive contributions out of the travel equalisation fund

6.3 International Representatives

- a. At the relevant Meetings each 'Home' International Country [i.e. England, Scotland, Wales] is entitled to have representation
- b. Unless otherwise specified the number of representative shall be TWO per country
- c. Representatives shall be nominated Directors or Senior Executives of the respective country
- d. The expenses incurred by any country representative attending BDO Meetings shall not be met out of BDO Funds,
- e. Fines for non-representation of a country at meetings are not applicable