



## **Standing Orders**

### **1 Scope**

These standing orders regulate procedures of the United Kingdom and Ireland Association of Cancer Registries (the Association), and are to be read in conjunction with the constitution of the Association.

### **2 Terms of office**

Each officer elected shall normally serve a term of two years. No officer may serve more than two successive terms in the same office.

### **3 Nominations**

A candidate for office may be nominated in writing by any two Full Members. The Chair (or Co-Chairs) will circulate a list of candidates to all Full Members one month in advance of the meeting at which elections will take place.

### **4 Elections**

Ballots for elections shall be conducted annually at a meeting designated by the existing Chair/Co-Chair. The candidate with the largest number of votes will be declared elected. Only those present at the meeting will be deemed eligible to vote.

### **5 Membership**

The Treasurer shall maintain the lists of Full Members, Associate Members and Individual Members up to date. The Executive Committee may approve applications for membership of the Association.

### **6 Secretariat**

The Secretariat for the Association will be provided by one of the Full Members. This will be reviewed and agreed after the election of officers.

### **7 Committees**

Officers are the Directors (or equivalent) of the registry concerned. Any delegate from a Full Member or Associate Member is eligible to serve as an officer or chairperson of other Committees that may be formed by the Association. Minutes of all Committee meetings will be circulated to all Members.

### **8 Review of Constitution and Standing Orders**

The Constitution and Standing Orders will be reviewed every two years by the Executive.