

## **GENERAL MEETING COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Purpose**

- 1.1. The Committee shall exist to help members with resolutions and members' votes (in accordance with the Resolution passed at the 2016 AGM, see appendix).
- 1.2. At the Club Secretary's discretion, the Committee may help with other matters relating to the organisation of general meetings.

#### **2. Membership**

- 2.1. The Club Board shall at their first meeting following the Annual General Meeting (AGM) in each year, and within 60 days of this AGM, determine the Members of the Committee until the next following AGM.
- 2.2. The Committee shall consist of between 3 and 9 Club Members, a maximum of 1 of whom may also be a member of the Club Board.
- 2.3. Selection of Members of the Committee shall be from a list of Club Members who have expressed an interest to the Club Secretary in joining the next cycle prior to a deadline of 4 days before the 1st board meeting following the AGM
- 2.4. At the first meeting of the Committee its Members shall elect a Chair on a simple majority vote.
- 2.5. At the first meeting of the Committee its Members shall sign a Non-Disclosure Document referring to the release of information from the Club Secretary
- 2.6. The Club Board from among the above list shall fill casual vacancies occurring in Membership of the Committee upon request from the Committee Chair.
- 2.7. The Club Secretary may be a members of the Committee.
- 2.8. The Committee shall have no obligation to meet physically. The quorum shall be 60% of Committee members.

#### **3. Information to be Supplied to the Committee by the Club Secretary**

- 3.1. The Club Secretary shall supply The Committee via its Chair, the details of each Resolution sent by for the proposer and endorsers of each resolution.
- 3.2. The Club Secretary shall supply The Committee, via its Chair, the details of an area within the Members forum area of the Club web-site, where resolutions can be discussed prior to the cut-off date.

#### **4. Duties of the Committee**

- 4.1. The Committee shall inspect each Resolution and, subject to the below, upload it to the Members Documents area.
- 4.2. Should the Committee find a resolution inappropriate it shall inform the Proposer but take no further action. Note that the resolution shall remain for vote at the General Meeting unless the Proposer chooses to withdraw it. Should the Committee wish to get legal advice it must get prior approval from the Club Board.
- 4.3. Should the Committee find a resolution contradicts or complements an existing resolution, the Committee shall attempt to composite a resolution and seek agreement from the contributing proposers. Should agreement be reached, the contributing proposers shall be asked to withdraw their original proposals, although they shall be under no obligation to do so.

- 4.4. Should agreement on a composite resolution be reached, it shall be submitted for vote at the General Meeting in the name of the Chair of the Committee. Such resolutions may be submitted up to 32 days before the General Meeting.

**Change Control**

<b>Issue</b>	<b>Date</b>	<b>Author</b>	<b>Reason</b>
0.0	23Feb16	Roy Palmer	First draft
1.0	13Feb17	Sam Mullock	Second draft

## **Appendix – Resolution passed at the 2016 AGM**

### **Resolution**

It is proposed that Rule 29 be amended to include the following clause:

“For a period of 10 days after the closure date for resolutions and members votes, a standing subcommittee of members in conjunction with the Club Secretary and the board member for governance, will meet to consider the consolidation of all motions on a similar theme which if passed would negate each other. In doing so, the committee will seek agreement from all proposer signatories to the relevant motions.

“Where agreement is gained, the original motions will be withdrawn with the consent of all proposers, and the consolidated motion will go forward to the General Meeting. A consolidated resolution or members’ vote shall be treated as any other resolution or members’ vote.

“Where consent from all the proposers of motions subject to consolidating cannot be obtained, but there is a majority of the proposers in favour of consolidation, the motions will be consolidated.

“The proposers supporting the consolidated motions will have their names removed from the original motions and appended to the consolidated motion.

“Where a minority of the proposers of the motion so consolidated do not agree with this action, they may proceed with the motion in its original form, subject to the rule governing resolutions and members’ votes i.e. that the motion is supported by a minimum of 5 members.

“If no agreement on consolidation can be reached, the relevant motion or motions will proceed to the GM as originally drafted”

### **Explanation**

This resolution is designed to build into the timeframe of General Meeting preparation the ability to rationalise and consolidate resolutions or members votes that by and large address the same issues. This will hopefully eliminate contradictory yes/no proposals and replace them with multiple choice proposals.

The essence of this rule amendment is to offer help in getting coherent proposals to a General Meeting and hopefully assist the Club Secretary to manage his/her workload and time around General Meetings. Nothing prevents proposers of resolutions from ignoring this “arbitration system” and submitting their own motions as is done currently.

The Committee may also be able to assist the Club Secretary and the board member for governance in reviewing, on a bi-annual basis, the rules by which the club is governed to ensure that they are updated in line with resolutions passed at the AGM and the GM and that they are fit for purpose. It is envisaged that in the first instance the proposed committee will be drawn from volunteers, similar to the Finance, Catering and Sponsorship committees.