



Process for Submitting Items for Discussion at the AGM

The following process will be used when members wish to submit items for discussion or review by the committee either during the year or for the AGM.

Adopted at the Executive Committee Dec. 2016

a) Members are invited to submit any items for discussion at the AGM, after the main agenda.

Items for discussion can be submitted through the year; however, any for inclusion at the AGM must be delivered no later than the date detailed on the AGM notice.

b) Items submitted for the AGM will form part of the open discussion after the formal AGM resolutions.

c) In the first meeting "Post AGM", any discussion points at the AGM will be assigned to a subgroup of the committee appointed by the Chair and Secretary for their consideration, together with the minutes to the AGM. The sub-group can be a sub-committee and / or a cross section of the committee.

d) The integrity of the original proposal submitted / discussed from the member(s) will be maintained through any analysis by the sub-group, and the original proposer(s) contacted to receive their input.

e) The sub-group can either, accept the proposal, reject the proposal or propose amendments.

The sub-group may also poll members as required to reach a conclusion. An abiding principle will be to listen to the voice of the members.

f) When the Chair and Secretary assign a member proposal to a sub-group, it will be made clear at the start of the process, whether any recommendations from the sub-group would be binding on the committee; or that it will require a vote by the committee.

g) All items submitted for discussion or review to the committee will receive a response both to the proposer, and also will be published on the FRA web site.

Adopted 2.17

Review 2.20