

Terms of Reference: Agenda Committee

Role of the Committee

To organise and develop RCN Congress on behalf of Council.

Key responsibilities

The key responsibilities of the Agenda Committee are described below:

- a. To receive agenda items (resolutions and matters for discussion) from the submitting entities
- b. To redraft agenda items subject to the agreement of the submitting entity.
- c. To combine agenda items subject to the agreement of the submitting entities.
- d. To recommend to Council the agenda items for debate during Congress.
- e. To reject other agenda items.
- f. To determine the order in which agenda items will be debated during Congress.
- g. To review the progress of business during Congress and guide members about timing.
- h. To receive and consider emergency agenda items for debate at Congress.
- i. To receive and consider amendments to agenda items during Congress.
- j. To be available as a source of advice to members regarding the business of Congress.
- k. To recommend to Council the overall programme for the week
- l. To oversee the planning and organisation of the whole of Congress working with the Executive Team and the staff Project Board.
- m. To evaluate Congress annually
- n. To work in partnership with Council on the development and changing nature of Congress
- o. To keep Council informed, by means of regular reports on all matters relating to Congress
- p. To advise Council on any proposed amendments to the Congress Policy and Process document.

Chaired by	Chair of Congress
Membership	Chair of Congress, Vice Chair of Congress, Chair of Council, 4 Elected Members and the Chief Executive & General Secretary.
Accountable to	Council
Quorum	Four voting members of the Committee

Approved by RCN Council 10 April 2019.