



Terms of Reference: Agenda Committee

1. Name of Committee/Board
Agenda Committee
2. Purpose
To organise and develop RCN Congress on behalf of Council
3. Delegated responsibilities
 - 3.1 The role of the Agenda Committee is:
 - 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.

4. Reporting and accountability

- 4.1 The Agenda Committee is responsible and accountable to RCN Council.
- 4.2 Formal minutes of meetings will be kept and approved at subsequent meetings of the Agenda Committee.
- 4.3 The deliberations of the Agenda Committee shall be reported to RCN Council and any resolution passed or decision taken shall be reported to RCN Council.
- 4.4 Key messages from the Agenda Committee meetings will be disseminated to RCN Council.
- 4.5 Formal minutes of meetings of the Agenda Committee will be included in RCN Council papers for information. Associated papers will be made available to RCN Council at their request through the Chair of RCN Council.
- 4.6 The Chair of Congress is a non-voting ex officio member of RCN Council and will deliver regular scheduled Agenda Committee updates to RCN Council meetings.
- 4.7 The Agenda Committee may set up such sub-committees or other groups as it thinks fit to further its work, but these shall be approved by RCN Council.

5. Meetings and quorum

- 5.1 The Agenda Committee will meet at least 4 times a year in addition to twice daily meetings each day of Congress week.
- 5.2 Special ad hoc meetings may also be called if the business of the Agenda Committee is of such urgency that it cannot wait until the next scheduled meeting.
- 5.3 The quorum for decision-making is half the Agenda Committee.
- 5.4 The rules and procedures in the *RCN Meetings policy and process* apply to Agenda Committee.

6. Membership

6.1 There shall be 8 members of the Agenda Committee as follows:

- Chair of Congress
- Vice Chair of Congress
- Chair of RCN Council (ex-officio)
- 4 elected Committee members
- RCN General Secretary & Chief Executive (ex-officio)

6.2 Further eligibility requirements are set out in the *RCN Elections policy* and in the specific election procedure for each election which is held.

7. Observers

7.1 Observers may attend meetings at the discretion of the Chair and the agreement of the Agenda Committee. Observers can speak and/or participate in the meeting only with the permission of, or at the request of, the Chair.

7.2 Individuals attending in observer status will receive those papers relating to the areas relevant to their observer role.

7.3 Observers will not usually attend private or confidential sessions of Agenda Committee.

8. Election/appointment to the Agenda Committee

8.1 Elections/appointments to the committee will be conducted in accordance with the *RCN's Elections and Appointments policies* and with the specific procedure for each election/appointment.

8.2 Elections for the four directly elected Agenda Committee members will take place every two years. The elections of both the Chair and Vice Chair of Congress occur in alternate years to the four directly elected Agenda Committee members.

8.3 The RCN General Secretary and Chief Executive and the Chair of Council both sit on the Committee ex-officio and are not elected to the Committee.

9. Terms of office

9.1 Terms of office for elected members of the Committee will be for two years except for casual vacancies which will be to the end of the vacant term.

- 9.2 Elected members of the Agenda Committee are asked to commit to serving their full term once elected and not stand for another RCN role if that meant they would need to stand down from the Agenda Committee mid-term.
- 9.3 The *RCN Regulation on Terms of Office* shall apply in respect of elected members serving more than one term.
- 10. Mid-Term (casual) vacancies
 - 10.1 A casual vacancy on the Agenda Committee shall be filled in accordance with the *RCN's Process for filling casual vacancies*.
- 11. Chair and vice chair
 - 11.1 In accordance with Rule 2.2 in the *Royal Charter* the Agenda Committee shall have a Chair. A Vice Chair shall also be elected.
 - 11.2 The Chair and Vice Chair shall be elected every two years by Congress submitting entities as set out in the election procedure.
 - 11.3 The terms of office for the Chair and Vice Chair shall both be for two years.
 - 11.4 The *RCN Regulation on Terms of Office* shall apply in respect of serving more than one term.
 - 11.5 The Chair and Vice Chair must relinquish these roles at the end of the term of office for the role, or if, for whatever reason, they cease to be a member of the Agenda Committee.
 - 11.6 The process for the election of Chair and Vice Chair will be conducted in accordance with the *RCN's Election policy*.
- 12. Staff support, advice and guidance
 - 12.1 The lead Executive Director will be the Director of Policy, Communications and Marketing who will ensure support and advice to the Agenda Committee as appropriate.
 - 12.2 Committee members and staff will work together positively and constructively, in line with the RCN's Respect Charter, to deliver the purposes of the Committee and within the Operating Framework**.

12.3 In the unlikely situation where key professional advice presented by staff is not accepted by the Agenda Committee, the advice and reasons for not accepting the professional advice will be fully documented in the minutes of the meeting. Should the responsible director/sponsor conclude this position poses a risk to the organisation and its members, the circumstances will be brought to the attention of the General Secretary & Chief Executive who will assess the seriousness of the position and advise the Chair of Council accordingly. Should a resolved position not be reached the matter will be escalated to Council for a determination on the way forward.

12.4 Secretariat support to the Agenda Committee will be provided by the Director of Governance Support and his/her team.

13. Removal from the Agenda Committee

13.1 An Agenda Committee member may be removed before the end of their term of office on the grounds if they:

- a) have exceeded their powers in a way that is detrimental to the RCN
- b) have failed to discharge their duties
- c) have acted in breach of the RCN's Code of Conduct and/or Respect Charter
- d) have acted in a manner likely to bring the RCN into disrepute
- e) they have failed to attend three consecutive meetings (excluding special ad hoc meetings)
- f) have any active cautions from the NMC, or other regulator, against their name, are currently subject to any NMC, or other regulator's, sanction, and/or they are subject to any ongoing disciplinary proceedings with any of their employers or professional disciplinary proceedings before the NMC or another regulator.
- g) are subject to ongoing disciplinary proceedings in respect of any role they hold at the RCN and/or currently subject to any RCN disciplinary sanction.

13.2 The processes for such removal will be in accordance with the Member Resolution policy.

The template for these terms of reference will be reviewed annually and was approved by the RCN Council on 27 July 2022 and amended in September 2022

Approved by Council on 19 December 2023

They should be read in conjunction with the *Operating Framework for RCN Committees*** and other documents referred to above.

*Note – these terms of reference are subject to ongoing change in line with the implementation of the recommendations of the Council-led governance review (2022). *Scheme of delegation under revision. ** Operating Framework for Committees in development [July 2022]*