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.

<table>
<thead>
<tr>
<th>Chaired by</th>
<th>Chair of Congress</th>
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<tbody>
<tr>
<td>Membership</td>
<td>Chair of Congress, Vice Chair of Congress, Chair of Council, 4 Elected Members and the Chief Executive &amp; General Secretary.</td>
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<tr>
<td>Accountable to</td>
<td>Council</td>
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<tr>
<td>Quorum</td>
<td>Four voting members of the Committee</td>
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</tbody>
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Approved by RCN Council 10 April 2019.