



## 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 apply to Agenda Committee.



Approved by Council on 19 December 2023

9.2 Elected members of the

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

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They should be read in conjunction with the  
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