

## Cycling UK AGM – Motion review process

Motions will be called for annually in sufficient time to prepare for the Annual General Meeting, with an appropriate deadline set by which all motions should be received.

Guidance and supporting forms will be provided on the Cycling UK website setting out the process and criteria used for assessing draft motions.

Motions received after the closing deadline will not be accepted.

Once received, motions will be reviewed by a selection panel comprising:

- Cycling UK Chair
- Cycling UK Vice-Chair
- Cycling UK Chief Executive
- Cycling UK Chief Operating Officer
- Director of External Affairs
- Head of Campaigns (as required)
- Others (as required)

This review panel will discuss the content of the motions and consider factors including:

- Alignment with our charitable objects and Articles of Association;
- Consistency with Cycling UK's strategy;
- Cost implications such as cost to the charity to implement or deliver the objective of the motion;
- Reputational risk to the charity; and
- Compliance by the charity with our legislative / regulatory responsibilities.

Subject to the outcome of this discussion:

- 1) The motion is accepted and goes forward to the AGM;
- 2) The proposer is asked to refine the motion or wording until it is acceptable to the panel;
- 3) The motion is ruled out of order as
  - a. it was unclear;
  - b. was a statement rather than an action that could be voted on;
  - c. duplicated an existing or planned aspect of charitable activity;
  - d. represented a material risk or issue when assessed against the above factors;  
or
  - e. would not be modified or amended by the proposer and therefore conflicted with any of the above factors (Cycling UK will engage with proposers with a view to resolving any conflicts and refining motions. In the event that agreement cannot be reached the Cycling UK Chair will take the final decision on whether to rule motions out of order);
- 4) The proposer is asked to withdraw it on grounds that there is a misunderstanding or misinterpretation of Cycling UK's role or existing position or standpoint.