



TERMS OF REFERENCE MOTIONS COMMITTEE FSC GENERAL ASSEMBLY 2020

1. Mandate

1.1 The FSC Motions Committee (MC) acts on behalf of the FSC Board of Directors (BoD) with respect to all matters related to the evaluation, refining as appropriate, acceptance and rejection of motions proposed to the General Assembly.

2. Membership

2.1 The FSC Motions Committee shall have members from all three chambers of FSC. It shall consist of:

- 1 FSC member representing a Northern chamber
- 1 FSC member representing a Southern chamber
- 1 member representing the FSC Board of Directors
- 1 senior FSC staff member

2.2 In addition, 1 FSC staff member will be made available to act as the Technical Secretary of the Motions Committee.

3. Appointment and term

3.1 The members of the Motions Committee shall be selected by the BoD

3.2 The BoD requires that the MC can work in both English and Spanish, and that at least one MC member is an English native speaker and one MC member is a Spanish native speaker, in order to make sure that the wording of the motions is correct and true to its original intent in both official FSC languages.

3.3 The term of the MC starts with its appointment by the BoD and ends at the closure of the General Assembly.

4. Duties

4.1 The duties of the FSC Motions Committee include:

- a) Receiving motions
- b) Evaluating compliance of submitted motions with formal requirements, and advising motion movers in case of noncompliance



- c) Accepting motions, returning motions that are incomplete or do not comply with requirements, or rejecting motions that do not align with FSC's mission, present legal challenges, etc.
- d) Working with the proposers of motions supported by the Regional Membership Coordinators, to ¹
 - Advise proposers where the motion duplicates work already planned or underway elsewhere in the organisation
 - Recommend motion movers to merge similar motions
 - Work pro-actively to clarify the language, intention and analysis of effects in the proposal
- e) Submit a motions report to the BoD
- f) Administer a pre-GA motion prioritization process (to be designed)
- g) Present a motions report to the GA ²
- h) Provide advice – in cooperation with the Regional Member coordinators – on motions-related issues as requested by members during the GA.

5. Rules of Procedure

- 5.1 The FSC staff member on the MC acts as the committee's coordinator and as the drafter of the motions' reports.
- 5.2 Quorum is required for decision making. Quorum is defined as a minimum of 3 MC members.
- 5.3 Decisions shall strive to be taken by consensus.
- 5.4 Communication will mainly be via electronic means.
- 5.5 The working language of the MC is English.

6. Motions submission and evaluation

- 6.1 In order to be accepted, proposed motions shall conform to the following requirements:
 - a) Motions have to be presented in the respective motions template and in compliance with 'motion submission protocol' (Annex 1).
 - b) Motions have to be proposed by one (1) and seconded by two (2) designated representatives of FSC member organizations or individual members.
 - c) Proposer and seconders of a motion shall represent the three FSC chambers.
 - d) Motions shall be submitted in either English or Spanish. When the motion is not provided to the Motions Committee in both official languages, the Committee will provide the official translation to the other language.
- 6.2 When a proposed motion does not fully comply with the requirements in Clause 6.1 (above), the MC shall return it to the proposer, with appropriate suggestions, within three weeks of the deadline for submitting proposals.

¹ Note that this work is intended to improve proposed motions, however proposers are under no obligation to amend or withdraw their motion – they have the right to continue to submit their original proposal for consideration. The acceptance of any proposed amendments to the motion is the responsibility of the original proposer.

² The MC shall appoint a designated representative who is an FSC member to present the motions report to the General Assembly.



6.3 The MC shall approach proposers and seconders of motions which relate to the same subject in collaboration with the Regional Membership Coordinators and encourage them to agree to a single motion or a common set of motions.

6.4 The MC shall reject a motion if it would require FSC to violate legal requirements, and if it finally fails to comply with the requirements in Clause 6.1 (above), or deadlines.

6.5 Revised motions shall be resubmitted to the MC within two weeks of being returned by the MC.

Motions may still be proposed after the deadline, but this can only happen at the General Assembly itself. Such motions will only be considered if the General Assembly approves their consideration, or if there is time after all Motions adhering to this protocol have been discussed.

7. Motions reports

7.1 The MC shall deliver a motions report to the BoD for review at BM84 in July 2020.

7.2 The report shall include the complete text, in both Spanish and English, of each proposed motion and any supporting information, as well as the name and affiliation of each proposer and seconder. The proposed motions shall be divided into three sections in the report, the first dealing with motions amending the Statutes; second dealing with motions related to the Principles and Criteria; and third, motions dealing with policy issues. Each motion set forth in the report shall be given a number, so that it may be easily identified at the time of the voting during the General Assembly.

7.3 The MC shall propose to the Board a “Board Comment” to be included in the Motions Report to the Membership. This will give a Board opinion as to for instance whether the intent of the motion is covered in the draft update of the Global Strategic Plan (GSP) or work already undertaken or planned by the secretariat, whether the motion would contribute to the GSP, or whether it would reduce its focus

7.4 The MC shall revise the motions report based on feedback and comments received from the BoD, and incorporate the impact assessment and feasibility analysis provided by the Secretariat in order to finalize the report for circulation to all FSC Members at least 2 months prior to the GA.



ANNEX 1

MOTION SUBMISSION PROTOCOL

Each proposed motion must contain the name and affiliation of the person proposing the motion (the proposer) and the name of two persons seconding the motion. Only individual members or the designated representative of an organizational member (who have no outstanding membership fees) can propose or second a motion.

Each proposed motion must be clearly identified as either an amendment to the Statutes or Principles & Criteria or as a policy amendment.

Proposed Motions to amend the Statutes or Principles & Criteria are called *Statutory Motions*. Proposed motions must clearly identify the specific title, section and paragraph to be amended. The proposed amendment shall first set forth the current language from the applicable document, and then set forth the proposed new language, additions or deletions in a track changes mode.

Motions to change FSC policies or operational procedures are called *Policy Motions*. They reflect the right of members to submit initiatives related to the Organization's work and activities.

In order to aid the General Assembly when considering a motion, the person making the motion should include a brief paragraph which explains the purpose of the motion, including how the motion contributes to the implementation of FSC's Global Strategic Plan, or which supplies additional information, in addition to the actual language of the proposed motion.

The proposer is requested to include an estimate of the costs of implementing the motion and/or other impacts the motion will have on FSC and its stakeholders.

The Motions Committee will ask the Secretariat to prepare an estimate of the legal, financial and technical implications.



ANNEX 2 MOTIONS PROCESS – TIMETABLE

2019	2020									
1 September	31 January	15 February	29 February	31 March	30 April	17 July	31 July	31 August	1 September	At GA October
<p>FSC Secretariat To send the first memorandum to FSC membership, informing them of the Protocol, procedures and dates for submitting motions.</p>	<p>FSC Members All motions proposed for consideration by the 9th FSC General Assembly shall be submitted to the Motions Committee via the Secretariat.</p>	<p>FSC Secretariat All motions proposed for considerations are uploaded on the online motions platform in the Members' Portal</p>	<p>Motions Committee The Motions Committee reviews the proposed motions for compliance with the Protocol. Any motion not in compliance with the Protocol will be returned to the proposer.</p>	<p>FSC Members Revised motions must be resubmitted to the Committee.</p>	<p>FSC Secretariat Revised motions are uploaded on the online motions platform in the Members' Portal</p>	<p>Motions Committee The Motions Committee will submit its draft report to the Board of Directors.</p>	<p>Board of Directors Board of Directors reviews draft motions report and provides comments and feedback to Motions Committee</p>	<p>FSC Secretariat Closing of online motions platform</p>	<p>Motions Committee The complete report is sent to all FSC members. The report will include the complete text, in both Spanish and English, of each proposed motion and the analysis prepared by the FSC Secretariat.</p>	<p>FSC Secretariat Final motions report presented to the FSC General Assembly.</p>
1 September	31 January	15 February	29 February	31 March	30 April	17 July	31 July	31 August	1 September	At GA October
2019	2020									