**TaPRA AGM: Motion Submission Form**

* Please complete this form before finalising your motion, as it provides useful prompts and guidelines.
* Please submit this form, along with the finalised motion, to the Executive Committee no later than **six weeks** before the date of the AGM: exec@tapra.org
* The TaPRA Chairs are available to discuss any question relating to your motion as you prepare it, and we encourage dialogue throughout. The Chairs will be in touch after you submit the form to initiate any further discussion as needed.

**Important:** this form includes questions ensuring that TaPRA can meet its operational, constitutional and financial obligations. If a motion commits TaPRA to reaching beyond its capacities and mission, then motion-proposers will be asked to consider refocusing the motion before it is circulated to the membership.

|  |  |
| --- | --- |
| **Title of Motion** |  |
| **Date of AGM:** |  |
| **Name/s of Motion- Proposer/s** |  |
| **Name/s of Motion- Seconder/s** |  |

NB any significant implications raised below should be discussed with the TaPRA Chairs in advance of the submission of the motion, to avoid delays at a later stage.

|  |
| --- |
| **TaPRA strategy, mission and values:***Does this motion support or deliver outcomes related to TaPRA’s Constitution and its Manifesto? If yes, please specify. If no, please specify how the proposal supports the work of TaPRA.*  |
| **Consultation:***Has any consultation taken place to inform this motion and with whom? (e.g. Exec/Membership/external organisations)* |
| **Implications of the motion:*** Finance *(Does this proposal incur an additional cost or generate additional income? Do the activities included in motion require funds? If so, has consultation taken place with the Exec as budget holders?)*
* Operations, IT and Infrastructure *(Does this proposal impact on the operational procedures for TaPRA? Does this proposal require specific investment in new IT systems or change existing ones? Is there any potential impact on cyber security?)*
* Strategy and Planning *(Is this proposal in an existing plan or is it new / replacement activity that will impact on existing planning assumptions e.g. around membership numbers?)*
* Membership and Human Resources *(Does this proposal require a change in the staffing arrangements of TaPRA? Does it change the number of people with responsibilities within the organisation. – such as WG convenors? Does it have an impact on membership figures? Does it impact the number of people eligible for financial support from TaPRA - concession rates for conference etc?)*
* Equality, Diversity and Inclusion *(Does this proposal have implications for TaPRA’s commitments to EDI?)*
* Legal and regulatory *(Does the proposal involve contractual issues, include legal risks, have implications for the Constitution?)*
* Communications *(Are there any internal or external communications required as a result of a decision on this proposal or in relation to future implications? If so, will additional people need to be consulted?)*
 |
| **Supporting the membership in engaging with the motion:***Do you wish to provide any supplementary material or discussion to support engagement before the motion is brought to the vote? If yes, please outline below. NB there is no need to provide such materials, as most motions are served very well by discussion at the AGM.* |
|  |

Motion template

|  |  |
| --- | --- |
| **Title of Motion**: |  |
| **Motion Proposer/s:** |  |
| **Motion Seconder/s**: |  |

(Please aim to keep the below to **350 words** or under.)

|  |
| --- |
| TaPRA Notes: |
| TaPRA Believes: |
| TaPRA Resolves: |