

Proposals

All proposals, except those concerned with business arising from debate are to be submitted no later than 5pm Friday 8 January 2021.

What follows sets out the action required to submit a proposal. The proposal should be short, precise and explicit and specify the following points as appropriate.

1. **What is to be done** The task or action to be carried out.
2. **Who is to do it** The responsible person(s) or body.
3. **Subsequent action** Such as a report back to Synod or to some other body.
4. **The time frame** When the action is to be taken or completed.
5. **Any required personnel** If a committee or task group is to be established.
6. **Budget implications** Costing of the proposal

Proposers' names will be attached, and all proposals will have a rationale or report as further information and background material in support of the proposal.

Proposals will be dealt with in an order determined by the Business Committee.

The Presentation Process for a Proposal

- One of the named proposers speaks for up to five minutes.
- The other named proposer may speak for up to three minutes.
- The Moderator will then open the meeting for questions/ debate on the matter before it.
- The Moderator (at his/her discretion) will seek deliberation by consensus procedures (see manual for meetings).