

# Synod '24



## Proposals

All proposals, except those concerned with business arising from debate are to be submitted no later than **COB Monday 2<sup>nd</sup> September 2024**.

The following sets out the actions 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 Timeframe** When the action is to be taken or completed by
5. **Any required personnel?** If a committee or task group is to be established
6. **Budget implications** Costing of the proposal.

Proposers are required to:

- (i) Consult with the relevant committee or council about their proposal before submitting it
- (ii) Commit to resourcing the Synod if required by their proposal
- (iii) Consider any financial implications of the proposal. Make budgetary suggestions if necessary.

Proposers' names should 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
  - Another 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*).
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