

Form for submission of motions to AGM

If you are considering submitting a motion we would encourage you to contact us to discuss its format, wording, etc. Please email us at <u>info@cieh.org</u> with a rough outline and we will find the best person to discuss your motion with.

Proposer of the motion			
Full name			
Membership			
number			
Email address			
Phone number			

Seconder of the motion			
Full name			
Membership			
number			
Email address			
Phone number			

NB: Both the proposer and seconder must be Voting members (i.e. Member, Fellow, Chartered). Your membership number is available on MyCIEH in the "My Membership" tab.

Title of the motion*

*Optional. If you provide a title, we will use this on our online and paper ballot forms. The title should be a few words or one brief sentence. If you do not provide a title, we will create one for the ballot forms.

Wording of the full motion

Please contact us at info@cieh.org if you would like advice on the wording of your motion.

What do you hope the outcome from your motion will be?*

*Optional. We are interested in your reasons for submitting the motion and what you hope will happen as a result of it passing.

Expected financial/resource implications if the motion is passed*

*Optional. This does not have to be a precise budget for your proposals. The aim is to provide the Board of Trustees and electorate with a clearer understanding of the implications.

Please contact us at <u>info@cieh.org</u> if you would like support in identifying the expected financial/resource implications of your motion.

Voting members supporting the motion					
	Full Name	Membership Number	Email address		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Supporters must be Voting members (i.e. Member, Fellow, Chartered). Your membership number is available on MyCIEH in the "My Membership" tab.

Motions should be marked for the attention of the Chief Executive and sent to: <u>info@cieh.org</u> or CIEH, 15 Hatfields, London SE1 8DJ, England, UK.

If you would like to receive this form in a different format (for example Microsoft Word) please contact us at <u>info@cieh.org</u>

Excerpt from Annual Meeting operational procedures

- 3. Motions
 - 3.1 Any Voting member who wishes to propose any motion to an Annual Meeting may do so if they have informed the Chief Executive (or his/her nominee) no later than 60 days before the date of the Annual Meeting, such notification to include the wording of the nomination. The Board, or any of its committees and advisory groups, may also propose a motion in the same manner.
 - 3.2 Where a motion is being proposed by a Voting member it must be supported by no fewer than ten further Voting Members.
 - 3.3 No resolution to amend the Charter or the Byelaws may be altered by the Annual Meeting.