

PLTC COMMITTEE: CODE OF BEST PRACTICE ACTIONS ARISING FROM ISSUES RAISED AT 2017 PLTC AGM

A number of issues were raised at this year's AGM which the Committee promised to address. This document has been produced after much consideration and discussion at length of these various issues over the course of several meetings since the AGM. Some of the items contained within the document have already been actioned.

We initially considered recommending making changes to the Constitution via an EGM in advance of next year's AGM but, after careful consideration of the issues and of the Constitution itself, we felt that this was unnecessary. Instead, we've compiled what we feel is a Code of Recommended Best Practice to be followed by any PLTC Committee, now and in future.

ISSUE	AGREED ACTION
1. TRANSPARENCY	
a) AGM minutes.	To be written up, emailed out to members and pinned up on noticeboard (and website) asap, and preferably within 1 month of AGM if possible.
b) How to communicate regularly to members what's been decided/reported at Committee meetings.	<ul style="list-style-type: none"> - Produce quarterly list of "things decided" at previous three meetings. - To be posted on website and added to bottom of newsletter. - Club Manager to keep an ongoing record by adding to it after each monthly meeting's minutes have been approved. - List isn't intended to be exhaustive. For a variety of reasons (eg confidentiality), some things need to be left off. <p><i>Note:</i></p> <ul style="list-style-type: none"> - <i>The Committee is elected to make decisions on behalf of the members, and we do so having considered the issues with the benefit of having all the necessary information made available to us. As members ourselves, we only want to work in the best interests of PLTC and its members.</i>
2. NOMINATION/ELECTION TO THE COMMITTEE	
a) Consider whether Fixed Terms are necessary.	<p>We don't think that Fixed Terms (ie excluding people from standing again after being on the Committee for a certain number of years) are necessary for the following reasons:</p> <ul style="list-style-type: none"> - If there are members who are prepared to continue to put in the time required and do a good job, then we believe that it's in the interests of the club not to make them stand down. Certain roles require specific expertise/knowledge acquired over years. - All positions on the Committee come up for election every year and members are free to put themselves forward. If someone wants to challenge an existing Committee member and take on a post that's currently occupied (where the incumbent isn't planning to stand down), then they can do so. This can be done by asking the existing incumbent if they will step down at the AGM. If the answer is 'no', then both can stand for election.

<p>b) How to encourage members to get involved/nominated/elected.</p>	<p>The Committee should actively encourage members to get involved (with the potential for them to take over in due course).</p> <ul style="list-style-type: none"> - Add a note underneath Committee photo on noticeboard inviting people to make themselves known to Committee members at any time if they're interested in getting involved. - Include same in newsletter at least 2x per year.
<p>c) What if a position on the Committee becomes available during the year?</p>	<ul style="list-style-type: none"> - The Committee should notify members (via the newsletter) at an appropriate moment when positions become available. If members have already registered interest in joining the Committee in some capacity, then they will immediately be considered for the role in question (subject to skillset etc). - Otherwise, the Committee has the right to fill the position in the interim period (ie until the AGM). <i>Per para 5.3 of the Constitution: "The General Committee may fill any vacancy on its body and may co-opt two additional Members to serve during its term of office."</i>
<p>d) Establish the procedure for running an election between 2 or more candidates at the AGM (if more than one candidate standing for any position).</p>	<ul style="list-style-type: none"> - Once it's been officially announced who is standing for election at the AGM (14 days in advance), it's possible that candidates may carry out their own unofficial canvassing amongst members. - The election will take place at the AGM, with votes cast only by members present (as for all other Committee positions) ie no proxy votes. - The expectation is that each candidate would make a very brief statement as to why he/she should be elected.
<p>e) Ensure that members know how/when they can put themselves forward for election.</p>	<ul style="list-style-type: none"> - Introduce a new timetable for nominations etc. See Recommended Timetable. - This will also be put on the main noticeboard for the avoidance of any doubt.

3. OTHER

a) Establish what decisions are made by the Committee and which ones require approval by the membership (or go to a referendum).

We believe this position is already clear. The Committee is a group of members elected by members to make decisions on their behalf. A referendum should seldom be used. We envisage that it would only be used for major CapEx projects, as has thus far been the case.

b) Clarify voting procedures.

- We would like to clarify that the AGM agenda consists of:

- **'Ordinary Business'**

(eg accepting the minutes, receiving the accounts, electing club officials, appointing an auditor etc).
Votes cast by those present for these matters are binding.

- **'Special Business'**

(ie a resolution/specified item on the published agenda, submitted by/to the Committee no later than 14 days in advance of the AGM and accompanied by appropriate paperwork detailing the issue).

The result of votes taken on Special Business during the AGM are binding. Those present at the meeting for these matters may vote and also, for these Special Resolutions, if members are unable to attend the AGM, they can appoint the Chairman to vote in his or her stead at the meeting via a proxy form which is obtainable from the Hon Sec on request. When all votes have been counted (including any proxy votes), in the event of a tie, the Chairman has a casting vote.

This is the only place in the Constitution where proxy votes are allowed for (with the exception of an EGM) ie in respect of votes pertaining to any 'resolution' specified on the agenda ie an item of 'Special Business' for which accompanying paperwork has been submitted.

(Note: We propose that this deadline should be changed, via a constitutional amendment at the 2018 AGM, to the end of the second week in February.)

- **'Any Other Business'**

(ie items brought up spontaneously at the meeting itself with no advance notice).

Votes cast by those present for these matters are not binding. This is purely a straw poll of those actually present.

c) Encourage members to directly raise comments/subjects for discussion with Committee members/Club Manager.

- Put notice on noticeboard near the photos of Committee members.
- Include in occasional newsletter (see Recommended AGM/Committee Nominations Timetable).

RECOMMENDED AGM/COMMITTEE NOMINATIONS TIMETABLE

<p>September (ie 6 months post-AGM and halfway through year)</p>	<p>New half-yearly email update to members (NOT in the Constitution):</p> <ul style="list-style-type: none"> - Hon Sec to advise members of any mid-term Committee changes due to people stepping down for whatever reason. - Members to be reminded that they can put themselves forward for election to these roles at the following AGM. - Reiterate that members should make themselves known to the Committee if they're interested in getting involved in any way. It also sends out an early signal to anyone who may be interested in standing for election at the following AGM. - Reminder that if there's any issue that members want to raise with the Committee at any point, then please do so at any time during the year, rather than just wait till the AGM.
<p>By 31st December</p>	<p>Committee members to have advised Hon Sec by this date if they're definitely planning to step down at next AGM.</p>
<p>January Committee meeting (usually second Monday in January)</p>	<ul style="list-style-type: none"> - Hon Sec to confirm with Committee who's standing down at the AGM. - Discussion re potential Committee nominations for replacements. - Agree date of AGM.
<p>By end of second week of January</p>	<p>Hon Sec to email all members (NOT in the Constitution):</p> <ul style="list-style-type: none"> - Notification of the date of the AGM. - Advise which Committee positions are unfilled, as well as specifying those people intending to stand for election/re-election. - Remind members that all nominations for election need to have been received by end of second week in February (as per the Constitution). - Request that it would be helpful if anyone interested in standing for election against either available/unavailable position to make themselves known to/have had a conversation with Hon Sec and outgoing Committee member (where appropriate) by 31st January latest so that he/she is clear about roles and responsibilities. - Advise that items of Special Business and any accompanying paperwork must be received in writing by the Honorary Secretary at least 2 weeks before the AGM. <p><i>(Note: We propose that this deadline should be changed, via a constitutional amendment at the 2018 AGM, to the end of the second week in February.)</i></p>

<p>By 31st January</p>	<p>Any member interested in putting themselves up for election to have had a conversation with Hon Sec/outgoing Committee member by this date. This is recommended, not obligatory.</p>
<p>End of second week in February</p>	<ul style="list-style-type: none"> - Deadline for nominations for election. - Proposed deadline (<i>via recommended constitutional change at 2018 AGM</i>) for receipt by Hon Sec of any Special Business together with any accompanying paperwork.
<p>No less than 14 clear days in advance of AGM</p>	<p>Per the Constitution, Hon Sec to email members re the date of the AGM, together with:</p> <ul style="list-style-type: none"> - a list of those standing for election/re-election. - the Agenda, which includes any items of Special Business plus accompanying paperwork (this to be highlighted in covering email).
<p>Day before AGM</p>	<p>Club Manager to remind members re the AGM (this currently happens but isn't specified in the Constitution).</p>