



FSC® General Assembly 2017

Vancouver, Canada, 8–13 October

Terms of Reference for the FSC® Motions Committee

VERSION 1-0 EN

V1-0



1. Mandate

1.1 The FSC Motions Committee (MC) acts on behalf of the FSC Board of Directors (BoD) with respect to all matters related to the evaluation, acceptance and rejection of motions proposed to the General Assembly.

2. Membership

2.1 The FSC Motions Committee shall consist of:

- 1 FSC member representing a Northern chamber
- 1 FSC member representing a Southern chamber
- 1 member representing the FSC Board of Directors
- 1 senior FSC staff member

2.2 In addition, 1 FSC staff member will be made available to act as the Technical Secretary of the Motions Committee.

3. Appointment and term

3.1 The members of the Motions Committee shall be selected by the BoD.

3.2 The BoD shall consider that the MC can work in both English and Spanish, and that at least one MC member is an English native speaker and one MC member is a Spanish native speaker, in order to make sure that the wording of the motions is correct in both official FSC languages.

3.3 The term of the MC starts with the appointment by the BoD and ends with the presentation of the motions report to the General Assembly (except that the Presiding Officer may ask for clarification from the MC representative if this becomes necessary).

4. Duties

4.1 The duties of the FSC Motions Committee include:

- a) Receiving motions
- b) Evaluating compliance of submitted motions with formal requirements
- c) Advise motion movers in case of noncompliance
- d) Recommend motion movers to merge similar motions
- e) Accept or reject motions
- f) Submit motions report to BoD
- g) Present motions report to GA

4.2 The MC shall appoint a designated representative who shall present the motions report to the General Assembly.

NOTE: the designated representative needs to be an FSC member.

5. Rules of Procedure

5.1 The FSC staff member on the MC acts as the committee's coordinator and as the drafter of the motions reports.

5.2 Quorum is required for decision making. Quorum is defined as a minimum of 3 MC members.

5.3 Decisions shall be taken by consensus.

5.4 Communication will mainly be via electronic means.

5.5 The working language of the MC is English.

6. Motions submission and evaluation

6.1 In order to be accepted, proposed motions shall conform to the following requirements:

- a) Motions have to be presented in the respective motions template and in compliance with 'motion submission protocol' (Annex 2).
- b) Motions have to be proposed by one (1) and seconded by two (2) designated representatives of FSC member organizations or individual members.
- c) Proposer and seconders of a motion shall represent the three FSC chambers.
- d) Motions shall be submitted in either English or Spanish. When the motion is not provided to the Motions Committee in both official languages, the Committee will provide the official translation to the other language.

6.2 When a proposed motion does not fully comply with the requirements in Clause 6.1 (above), the MC shall return it to the proposer, with appropriate suggestions, within three weeks of the deadline for submitting proposals.

6.3 The MC shall approach proposers and seconders of motions which relate to the same subject, and encourage them to agree to a single motion or a common set of motions.

6.4 The MC shall reject a motion if it would require FSC to violate legal requirements, and if it finally fails to comply with the requirements in Clause 6.1 (above), or deadlines.

6.5 Revised motions shall be resubmitted to the MC within two weeks of being returned by the MC.

6.6 Motions may still be proposed after the above deadline. Noting that the Governance Review Working Group is likely to only be able to propose motions after the deadline, the MC will, at its own discretion, choose to reject or accept motions submitted late.

6.7 Late motions may also be proposed during the General Assembly, however such motions will only be considered if there is time after all Motions adhering to this protocol have been discussed.

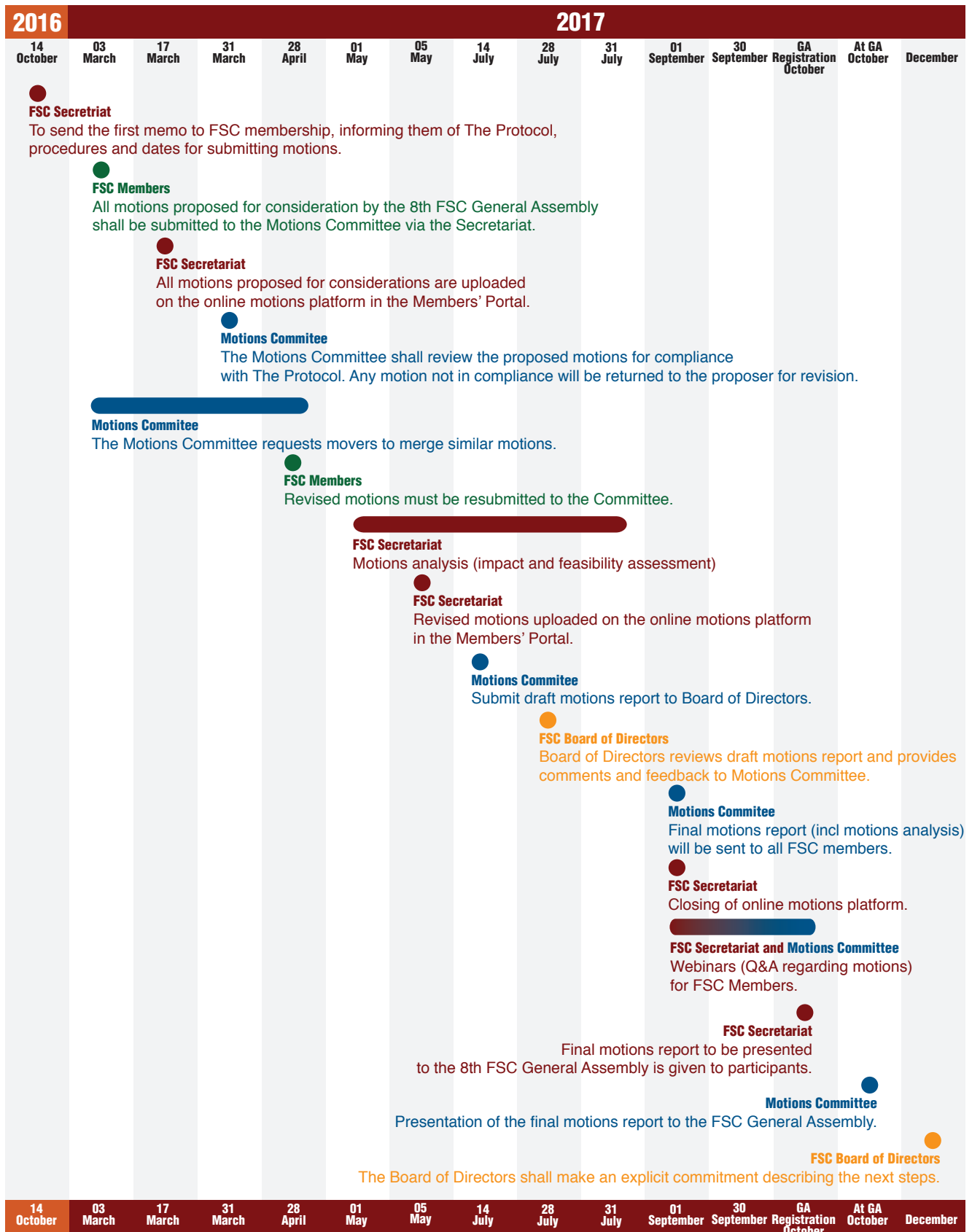
7. Motions reports

7.1 The MC shall prepare the motions report to the BoD for review. The report shall include the complete text, in both Spanish and English, of each proposed motion and any supporting information, as well as the name and affiliation of each proposer and seconder. The proposed motions shall be divided into three sections in the report, the first dealing with motions amending the Statutes; second dealing with motions related to the Principles and Criteria; and third, motions dealing with policy issues. Each motion set forth in the report shall be given a number, so that it may be easily identified at the time of the voting during the General Assembly.

7.2 The MC shall revise the motions report based on feedback and comments received from the BoD, and incorporate the impact assessment and feasibility analysis provided by the Secretariat in order to finalize the report for circulation to all FSC Members.

ANNEX 1

MOTIONS PROCESS TIMETABLE



ANNEX 2

MOTION SUBMISSION PROTOCOL

Each proposed motion must contain the name and affiliation of the person proposing the motion (the proposer) and the name of two persons seconding the motion. Only individual members or the designated representative of an organizational member (who have no outstanding membership fees) can propose or second a motion.

Each proposed motion must be clearly identified as either an amendment to the Statutes or Principles & Criteria or as a policy amendment.

Proposed Motions to amend the Statutes or Principles & Criteria are called *Statutory Motions*. Proposed motions must clearly identify the specific title, section and paragraph to be amended. The proposed amendment shall first set forth the current language from the applicable document, and then set forth the proposed new language, additions or deletions.

Motions to change FSC policies or operational procedures are called *Policy Motions*. They reflect the right of members to submit initiatives related to the Organization's work, activities, mission and purpose.

In order to aid the General Assembly when considering a motion, the person making the motion should include a brief paragraph which explains the purpose of the motion, including how the motion contributes to the implementation of FSC's Global Strategic Plan, or which supplies additional information, in addition to the actual language of the proposed motion.

The proposer is requested to include an estimate of the costs of implementing the motion and/or other impacts the motion will have on FSC and its stakeholders.

The Motions Committee will ask the Secretariat to prepare an estimate of the legal and financial implications.

Title: Click here to enter text.		Policy Motion Number: (provided by FSC)	
Original language of the motion: English Spanish			
PROPOSED BY: Click here to enter text.			
Name:	Click here to enter text.		
Organization:	Click here to enter text.		
Chamber:	Click here to enter text.		
E-mail address:	Click here to enter text.		
1) SECONDED BY:		2) SECONDED BY:	
Name:	Click here to enter text.	Name:	Click here to enter text.
Organization:	Click here to enter text.	Organization:	Click here to enter text.
Chamber:	Click here to enter text.	Chamber:	Click here to enter text.
E-mail address:	Click here to enter text.	E-mail address:	Click here to enter text.
Purpose: Click here to enter text.			
Policy Motion (high-level action request): Click here to enter text.			
LINK TO THE 2015-2020 GLOBAL STRATEGIC PLAN: Tick relevant boxes below			
Strategy 1 <i>Strengthen the FSC framework and governance</i>	Strategy 2 <i>Increase market value of FSC</i>	Strategy 3 <i>Transform the way we work: One FSC</i>	
CRA 1.1	CRA 2.1	CRA 3.1	
CRA 1.2	CRA 2.2	CRA 3.2	
CRA 1.3	CRA 2.3	CRA 3.3	
CRA 1.4			
Specifications for implementation: Click here to enter text.			
Background / rationale: Click here to enter text.			
Timeline: [Date by which policy change should be completed] Click here to enter text.			
Policy document(s) to be revised / developed: [Code & Title of policy, standard, procedure, guidance, etc.] Click here to enter text.			
Estimated Costs to FSC: Click here to enter text.			

Title: Click here to enter text.		Statutory Motion Number: (provided by FSC)	
Original language of the motion: English Spanish			
PROPOSED BY: Click here to enter text.			
Name:	Click here to enter text.		
Organization:	Click here to enter text.		
Chamber:	Click here to enter text.		
E-mail address:	Click here to enter text.		
3) SECONDED BY:		4) SECONDED BY:	
Name:	Click here to enter text.	Name:	Click here to enter text.
Organization:	Click here to enter text.	Organization:	Click here to enter text.
Chamber:	Click here to enter text.	Chamber:	Click here to enter text.
E-mail address:	Click here to enter text.	E-mail address:	Click here to enter text.
Purpose: Click here to enter text.			
Statutory Motion (change to the Statutes): Click here to enter text.			
Specifications for implementation: Click here to enter text.			
Background / rationale: Click here to enter text.			
Estimated Cost to FSC: Click here to enter text.			