

Decisions and recommendations of AIUK Governance Taskforce

Date of meeting	Decisions/recommendations	Outcome
27/7/13	Set up SGs define and add to remits; define overarching issues; Publish all papers/reports; Invitation to unsuccessful applicant	
12/10/13	Create FAQ	
16/11/13	Seek extension of term of GTF	Resolution agreed by AGM
11/01/14	<p>Chairs' Forum:</p> <p>a. That a formal request be made by our Chair to the Chairs' Forum/Assembly Steering Committee that as soon as the Agenda for the Chairs Assembly is put together Section Chairs are advised of any items where it would be helpful for Sections and Structures to seek input and/or views of their memberships; ideally this information should be sent ahead of the finalised agenda;</p> <p>b. that our Section Chair and Vice Chair, along with representation from the IISC and AMSC and if appropriate the FSC, should then consider which items would need consultative input.</p> <p>To hold an AGM workshop on Governance</p> <p>Nominations Committee : revised TOR including co-option of additional member</p> <p>Survey of Board and ex Board members to inform skills/roles work</p>	<p>Agreed by Board</p> <p>Held at AGM</p> <p>Resolution agreed by AGM</p> <p>Undertaken</p>
8/3/14	<p>Board develop a Protocol for version control of all Governance documents.</p> <p>Not to work on 'balance between Governance and the executive'</p> <p>Consultation with key activists via Chairs email on AIUK role statement</p>	<p>Agreed by Board</p> <p>Agreed by Board</p> <p>Undertaken</p>
17/05/14	<p>That a specific template is designed for the Chair's email so that it can be more easily identified and be more user friendly.</p> <p>The terms of reference of Board subcommittees should be reviewed and include the following information:</p> <p>a. The role of the subcommittee and relationship with the Board, other representative bodies and the wider membership</p> <p>b. The method of appointment of members</p> <p>c. Any permanent features of its composition</p> <p>d. Method of communication (if any) with the Board, other representative bodies and the wider membership</p> <p>Each representative body (STAN committee, Country Coordinator Steering committee, Regional Reps Forum, Trade Union Network Committee, Youth Advisory Group) should have terms of reference and these must include the following information:</p> <p>a. The role of the representative body and its relationship with the Board, other representative bodies and the members it represents</p>	<p>Agreed by Board</p> <p>Agreed by Board</p> <p>Board referred to ASC – ASC have recommended agreement</p>

	<p>b. The method of appointment of members to the representative body</p> <p>c. Any permanent features of its composition</p> <p>d. Method of communication (if any) with the Board, other representative bodies and the members it represents</p> <p>A consistent procedure (ASC – consistent procedures) should be designed and agreed for the “sign-off” of the terms of reference for Board subcommittees and all representative bodies and this procedure should be set out in the terms of reference themselves</p> <p>The following representative bodies should be re-designated as “forums”: STAN committee, Country Coordinator Steering committee, Regional Reps Forum, Trade Union Network Committee, Youth Advisory Group. For example: the Student Action Network Forum, the Country Coordinator Forum, the Regional Reps Forum, the Trade Union Network Forum and the Youth Advisory Forum.</p> <p>Current AI UK e-mail circulation lists should be reviewed and clear criteria agreed for the purpose of each list and the membership.</p> <p>Each representative body (see recommendation 5) must always consider some reports from the Board at its regular meetings (eg could be Board agenda, minutes and/or supporting papers).</p> <p>Each representative group should be given the explicit right to raise matters/issues with the Board for its consideration and be entitled to receive a response from the Board.</p> <p>There should be a standing item on every Board agenda “Matters raised by forums”</p> <p>The record of matters raised and the Board response should be available for the wider membership e.g. on the website</p> <p>A representative of the Board should attend a minimum of one representative forum meeting a year and each one of the regional conferences each year</p>	<p>Board referred to ASC who agree but with shown amendment</p> <p>Board referred to ASC who are looking to draw up alternate proposals</p> <p>Agreed by Board</p> <p>Board referred to ASC who want for clarification</p> <p>Board referred to ASC who want clarification</p> <p>Board referred to ASC who rec agreement Agreed by Board</p> <p>Agreed by Board</p>
19/7/14	<p>Paper on recommendations concerning financial accountability of the IS to AIUK</p> <p>Guide for Benchmarking exercises</p>	<p>Board referred to Finance C’ttee</p> <p>Agreed by Board</p>
13/9/14	<p>Recommendations on the relationship between AIUK governance and the international movement</p> <p>Leaflet on awareness of international movement Governance</p> <p>Guide on Support for members holding elected posts</p> <p>Membership consultation on Governance</p>	<p>Board referred to IISC with varied response IISC to review</p> <p>Sent to Board</p> <p>Agreed by Board</p>

06/12/14	<p>Response to NCVO findings:</p> <p>Overarching principles:</p> <p>Ensure decision making is focused on its need to defend human rights</p> <p>Always consider the balance of costs of governance against our overall goal to have human rights impact.</p>	Agreed by Board
	<p>Provide info to stakeholders on why changes required.</p>	Agreed by Board
	<p>General Meetings – Overall principles:</p> <p>Make AGM accessible to wider group of Members and more effective at meeting needs of organisation as a whole.</p>	Agreed by Board
	<p>Ordinary resolutions are indication of members’ views but non-binding on Board.</p>	Agreed by Board
	<p>Communicate to members, mechanisms for engaging with members on policy making outside of general meetings.</p>	Agreed by Board
	<p>Pre-General Meeting:</p> <p>Empower Directors to call general meeting on 14days notice in urgent circumstance.</p>	Agreed by Board
	<p>Not to adopt option for Directors to call general meeting on less than 14 clear days’ notice.</p>	Agreed by Board
	<p>Allow more time between the deadline for receipt of resolutions and AGM notices going out to Members.</p>	Agreed by Board
	<p>Not adopt the option to remove the requirement for resolutions at a general meeting to be with Company Secretary 60 days in advance.</p>	Agreed by Board
	<p>Strengthen process for improving resolutions between submission and AGM.</p>	Agreed by Board
	<p>Board Background Note to include their position for or against.</p>	Agreed by Board
	<p>Not to increase number of members required to second a resolution to one hundred (as a minimum).</p>	Agreed by Board
	<p>Not introduce requirement for 20 seconders (or 20% of room if lower) at start of working party.</p>	Agreed by Board
	<p>Encourage greater use of compositing of resolutions.</p>	Agreed by Board
	<p>Block ‘repeat resolutions’ from being proposed at AGMs, where they have been defeated at recent AGM.</p>	Agreed by Board
	<p>General Meetings -</p> <p>Debating Procedures:</p> <p>Maintain working parties</p>	Agreed by Board
	<p>Amendments:</p> <p>Maintain option for amendments to resolutions on day at GMs.</p>	Agreed by Board

Prevent amendments on day that significantly alter core features of resolution.	Agreed by Board
Voting: All votes where less than 75% majority by show of voting cards are moved to a card vote.	Sent to Board
Put in place process to deal with conflicting resolutions.	Agreed by Board
Allow for linking of conflicting resolutions (tagging)	Agreed by Board
Returning Officer: Not move to electing the Returning Officer at the AGM.	Agreed by Board
Structure and Organisation of AGM: Board required to circulate Directors (i.e., board members') report for previous year, draft accounts of previous year, most recent audited accounts, budget estimates for current and ensuing financial periods for ratification, and details of nominations of Directors, prior to AGM	Agreed by Board
Allow Board to be questioned by members at AGM on items mentioned above.	Agreed by Board
Allow Board to be questioned by members at AGM	Agreed by Board
EGM: Keep number of members required to call an EGM at 100	Agreed by Board
Board of Directors – Composition: Maintain the maximum size of Board at 15/not to reduce size	Agreed by Board
No members of Board recruited as 'representative' (i.e. remove reserved elected posts)	Agreed by Board
Maintain voting right at Board meetings of co-opted Board members.	Agreed by Board
Term of office: Should not introduce an overall cap of between 6 and 9 years on the number of years that an individual can serve on the Board.	Agreed by Board
Eligibility: Not introduce a requirement for co-opted Directors to have been a member for set length of time prior to being co-opted.	Agreed by Board
Not increase the requirement for elected Directors to have been a member for a minimum of 6 months to 2 years prior to appointment.	Agreed by Board
Not lower the minimum age of Directors from 18 to 16.	Agreed by Board
Elections: Board members elected unopposed require ratification at AGM by ordinary resolution.	Sent to Board

	<p>Membership: Develop and implement a Membership Policy</p>	Agreed by Board
10/01/15	<p>Communications: Develop a digital strategy for Governance and consider having an on-line members' forum</p> <p>Board to ensure they have on-going engagement with members</p> <p>Agree list of documents which should be always available to members – GTF to recommend documents to be included</p> <p>Activism Sub Committee should be responsible for oversight of future consultation</p>	<p>Sent to Board</p> <p>Agreed by Board</p> <p>Sent to Board</p> <p>Agreed by Board</p>
30/05/15	<p>Board committees to consider and make recommendations to Board on their composition and membership requirements which, on approval should form part of terms of ref</p> <p>Level of transparency for committees should be same as for Board</p>	<p>Sent to Board</p> <p>Sent to Board</p>