

LIBERTY

AGM motions for inclusion on the AGM Agenda - process

The process by which motions are received and processed for inclusion onto the AGM agenda is set out in the Rules of Elections, Postal Ballots and the AGM last updated in May 2024 [which can be found here](#).

Those proposing motions should be available to respond to email correspondence about their proposed motion during February, March and April 25.

1. Submitting Motions

Proposed motions will be received and processed in the following way:

- 1.1 Motions must be received through an [online form](#) or by email to agm@libertyhumanrights.org.uk by 5pm on 31st January 25.
- 1.2 An individual member, local group or affiliated organization may propose or second a total of four motions for consideration at any one AGM.
- 1.3 Any motions must have a proposer and for motions submitted by an individual rather than a group, a seconder. The proposer and seconder must be a Liberty member.

2. Processing Motions for agreement by the Executive Committee

- 2.1 At the deadline date, all motions are passed to the Governance Sub Committee of Liberty's Executive Committee.
- 2.2 The Returning Officer in conjunction with the Administrative Team will review all proposed motions and provide guidance on: whether motions appear to be in order, whether any motion may be deemed to be out of order by the Executive Committee, or where the Executive Committee may have grounds to oppose the motion at the AGM.
- 2.3 For motions which may be considered out of order by the Executive Committee or where the Executive Committee may have grounds to oppose the motion, the guidance provided by the Returning Officer in conjunction with the Liberty Administrative Team will refer to the following four possible outcomes which the Executive Committee will consider:
 - 2.3.1 That the individual is contacted to suggest an amendment
 - 2.3.2 That the motion is opposed by the Executive Committee
 - 2.3.3 That the motion is likely to be deemed out of order because it is inconsistent with Liberty's Objects and/or values as specified within clauses 2 and 3 of the Constitution as set out in 1.3 of the 2024 Rules of Elections, Postal Ballots and the AGM.

2.3.4 A motion is likely to be deemed to be out of order if it relates to operational and procedural matters as set out in clause 1.3 of the 2024 Rules of Elections, Postal Ballots and the AGM.

2.4 The Governance Sub Committee will review the Returning Officer's guidance and will make recommendations to the Executive Committee at its meeting on 1 March 2025 as to whether that guidance should be adopted in whole or in part by the Executive Committee.

3. The Executive Committee would normally adopt the following processes where:

a. It decides to suggest an amendment to a motion

- The proposer of the motion will be contacted and the suggested amendment discussed.
- If the proposer is happy to include the suggested amendment, the motion will be included in the preliminary agenda in its amended form as though it had been originally proposed in that form by the proposer.
- If the proposer does not wish to propose the suggested amendment, the motion will be included in the preliminary agenda in its original form and the Executive Committee will propose their amendment alongside the motion within the Preliminary Agenda.

b. It decides to oppose a motion

The proposer will be contacted and informed of this decision and the Executive Committee will include their intention to oppose the motion in the Preliminary Agenda.

c. It decides to deem a motion to be out of order

The motion will not be included on the Preliminary Agenda and the proposer will be contacted on the 2 March 25 and offered the opportunity to make representations to the Executive Committee. The proposer must make any representations by the 16 March 25

The Executive Committee will consider any representations made on the 23 April 25 and the proposer will be informed of the outcome on the 24 April 25.

If after having considered any representations made, the Executive Committee continues to conclude that the motion is out of order, the individual may make representations to the Conference and Appeals Committee by the 1 May 25. The Conference and Appeals Committee will consider these representations and inform the individual and the Executive Committee of their decision by the 7 May 25.

Amendments to Motions and Emergency Motions

All motions which are deemed to be in order will be included within a Preliminary Agenda which is shared on Liberty's website from the 7 March 25 together with a form to enable members to be able to submit proposed amendments to original motions. Amendments can be submitted up to the 16 April 25 and will be considered by the Executive Committee at its meeting on the 23 April 25.

Following the 16 April 25, the Executive Committee may, by giving notice to all those entitled to receive notice of the Annual General Meeting, invite them to submit Emergency Motions to be received not less than 72 hours before the start of the Annual General Meeting. Such Emergency Motions must relate to some matter on which it would not have been possible to have submitted a motion by 5pm on 31 January 25. The emergency motion must be accompanied by an explanation as to why it could not have been submitted by that date.