



## **Procedures for Dealing with Proposals**

### **1. Making a Proposal**

- 1.1. Any member of BULSCA shall be eligible to submit proposals to BULSCA
- 1.2. Proposals may be submitted at any time, in writing, to the BULSCA Secretary.
  - 1.2.1. Proposals to be considered by a General Meeting should be received not less than fifteen (15) days prior to the meeting.
    - 1.2.1.1. The BULSCA Secretary may accept late proposals at their discretion
- 1.3. All proposals shall be accompanied with an executive summary, not more than two (2) pages in length using the template provided.
- 1.4. All proposals shall be seconded by a member of BULSCA
  - 1.4.1. The BULSCA Secretary may accept proposals that have not been seconded at their discretion.

### **2. Proposal Recommendations**

- 2.1. The BULSCA Committee will deliberate on each proposal received and provide one of the following recommendations:
  - 2.1.1. Accept without debate;
  - 2.1.2. Accept with debate:
  - 2.1.3. Debate without recommendation
  - 2.1.4. Reject with debate; or
  - 2.1.5. Reject without debate
- 2.2. Proposals that seek to amend the current version of the BULSCA Competition Manual or its subsidiary documents (such as the Calculation of Results or 1<sup>st</sup> Competition of the year document) shall be defined as a Rule Changes. These will be sent to the BULSCA Judges Panel who will also deliberate on the proposal and provide one of the following recommendations:
  - 2.2.1. Accept the Rule Change
  - 2.2.2. Reject the Rule Change
  - 2.2.3. Accept with amendment
    - 2.2.3.1. The Amendment would then be put to the proposer
    - 2.2.3.2. Should the proposer reject the amendment, the panel will reply with Reject the rule change
  - 2.2.4. Recommendations shall be determined by simple majority vote of the Committee / Panel.
    - 2.2.4.1. In the event of there being no majority on the BULSCA Committee the Chair will have the casting vote
    - 2.2.4.2. In the event of there being no majority on the BULSCA Judges Panel the recommendation will automatically be 2.2.2
- 2.3. Proposals that are submitted for a general meeting will be deliberated on and the recommendations sent to the BULSCA secretary no later than eight (8) days prior to the meeting.
- 2.4. Proposals submitted for consideration via online voting will be deliberated on within fourteen (14) days of the proposal being received.
  - 2.4.1. If the BULSCA Committee or BULSCA Judges Panel (if applicable) cannot review an online voting proposal within this time scale then a time scale should be agreed upon and the proposer informed of it.



### 3. Rule Changes

- 3.1. Where the Committee and Panel both recommend accepting a rule change, it shall be implemented in the next publication of the BULSCA Competition Manual.
- 3.2. Should the Panel and Committee both reject the rule change then the Proposer will be informed along with the reasons for the rejection.
  - 3.2.1. Should the proposer disagree with the decision they may request that the matter is added to the agenda of the next General Meeting with the Recommendation "Reject with Discussion"
- 3.3. Should the Panel and the Committee disagree as to whether or not the rule should be implemented then the proposal will be taken to the next general meeting with the recommendation "Debate without Recommendation"

### 4. Online Voting

- 4.1. Proposals that receive a recommendation by the committee of Accept without debate or Reject without Debate shall be moved to online vote.
- 4.2. Proposals that receive any other recommendation shall not be eligible for online vote but instead will be added to the Agenda of the next General Meeting.
  - 4.2.1. Under exceptional circumstances the committee may unanimously agree to disregard 4.2 and move a proposal to online vote: see 10.
- 4.3. The BULSCA Secretary will be responsible for setting a voting deadline within 24 hours of the committee approving an online vote.
- 4.4. The voting deadline should then be emailed to clubs no later than 7 days before the voting deadline
- 4.5. The proposal must be uploaded to the BULSCA website alongside the committee's recommendation and any supporting documents no later than 5 days before the voting deadline.
- 4.6. Voting can open anytime after the proposal has been uploaded but no later than 3 days before the voting deadline.
- 4.7. Voting institutions will then be allowed to vote via the BULSCA website to either
  - 4.7.1. Accept the Proposal
  - 4.7.2. Abstain from Voting
  - 4.7.3. Reject the Proposal
  - 4.7.4. Postpone to the Earliest General Meeting for further Discussion
- 4.8. The results should be tallied and the proposal moved to a general meeting if the following is recorded:
  - 4.8.1. One (1) or more clubs are recorded as voting to postpone to the earliest general meeting for further discussion
  - 4.8.2. Three (3) or more clubs disagree with the majority
- 4.9. The quorum for an online vote will be 5 member institutions.

### 5. General Meeting Agenda

- 5.1. The BULSCA Secretary will publish an Agenda seven (7) days prior to any General Meeting containing the following agenda items as a minimum:
  - 5.1.1. Apologies for absence;
  - 5.1.2. Approval of minutes from the previous meeting;
  - 5.1.3. Matters arising from the minutes;
  - 5.1.4. BULSCA Officer reports (in the order laid out in the constitution); and
  - 5.1.5. The executive summary of any proposal(s) to be discussed at the meeting along with the committee's recommendation.
- 5.2. The BULSCA Secretary will also publish the detailed copies of any applicable proposals.



- 5.3. Proposals that have received a recommendation of Accept without Debate or Reject without debate shall be eligible for a pre general meeting online vote, conducted as per 4.7 to 4.9.
- 5.4. Once the agenda has been released online voting can open and should close at least 24 hours prior to the meeting.

## **6. General Meeting Debates**

- 6.1. The BULSCA Chair shall be responsible for ensuring that debates follow these procedures.
- 6.2. Upon the commencement of the debate, the proposal shall be given the opportunity to speak in favour of the proposal for up to two (2) minutes:
  - 6.2.1. The BULSCA Chair may allow the proposer additional time to speak in favour of the proposal at their discretion.
- 6.3. The BULSCA Chair shall give members of the General Meeting the opportunity to speak against the proposal.
  - 6.3.1. Should no member of the General Meeting choose to speak against the proposal, the proposal shall be moved to a vote.
  - 6.3.2. Should more than one member of the General Meeting opt to speak against the proposal, they shall all be allowed to speak in an order determined by the BULSCA chair.
- 6.4. Members speaking against the proposal shall be allowed to speak for up to two (2) minutes.
  - 6.4.1. The BULSCA Chair may allow the member speaking against the proposal additional time at their discretion.
- 6.5. The proposer shall then be allowed to respond to those who have spoken against the proposal for up to two (2) minutes.
  - 6.5.1. The BULSCA Chair may allow the proposer additional time to respond at their discretion.
- 6.6. Proposals shall then be voted on via a simple majority vote:
  - 6.6.1. All voting members of the General Meeting shall cast their vote by raising their vote card.
  - 6.6.2. Any member of the General Meeting may request that the vote take place by secret ballot.

## **7. Interruptions:**

- 7.1. At any point during the debate, any member of the General Meeting may interrupt the debate for one of the following reasons:
  - 7.1.1. To state a point of information: Statement of a fact the member deems to be relevant to the debate;
  - 7.1.2. To propose an amendment to the proposal: See 8.
  - 7.1.3. To move the proposal to a vote: See 9.
- 7.2. Any other interruption shall be deemed out of order by the Chair, and the debate shall resume immediately
- 7.3. Members of the General Meeting may interrupt the debate by raising their hand or otherwise indicating to the BULSCA Chair that they wish to interrupt.
- 7.4. Interruptions shall be heard immediately by the General Meeting.

## **8. Amendments:**

- 8.1. Members of the General Meeting may not propose amendments to proposals that the General Meeting has chosen not to discuss.
- 8.2. Any member of the General Meeting may propose to amend a proposal.
- 8.3. Amendments must be submitted in writing to the BULSCA Chair
  - 8.3.1. All amendments must be seconded by another member of the General Meeting



- 8.4. Upon receipt of the amendment, the BUSLCA Chair shall interrupt the debate, and read out the amendment.
- 8.5. The proposer may choose to accept or reject the amendment.
  - 8.5.1. Should an amendment be accepted by the proposer, the proposal shall continue to be discussed, subject to the amendment.
  - 8.5.2. Should an amendment be rejected by the proposer, the amendment shall be debated (as per 6, with the amender acting as proposer of the amendment) and voted on before returning to the debate of the (now possibly amended) proposal.

## **9. Moving a proposal to a vote:**

- 9.1. Any member of the General Meeting may propose moving a proposal immediately to a vote.
- 9.2. Upon hearing a request to move a proposal to a vote, the BULSCA Chair shall interrupt the debate.
- 9.3. The General Meeting shall vote whether to:
  - 9.3.1. Move the proposal to a vote;
  - 9.3.2. Continue debating the proposal; or
  - 9.3.3. Abstain
- 9.4. Voting shall follow the procedure described in 6.6.

## **10. Urgent Proposals**

- 10.1. Urgent proposals can be brought forward for Online Vote on a much shorter time scale.
  - 10.1.1. The BULSCA Committee can only classify a proposal as urgent with their unanimous approval.
  - 10.1.2. A proposal should only be classified as urgent under exceptional circumstances, for example when a decision is needed by a deadline or when there would be a severe impact to BULSCA should a decision not be reached within a normal time frame.
- 10.2. The committee will unanimously agree a voting deadline and timeline for releasing the proposal.
- 10.3. The Secretary will call the vote according to the timetable set in 10.2, informing clubs of the accelerated time scale and the reason for it.
- 10.4. Voting on urgent proposals will occur as per sections 4.7 to 4.9, with the exclusion of rule 4.8.1.
  - 10.4.1. As rule 4.8.1 is excluded clubs will only be able to vote to Accept, Abstain or Reject a proposal. They will not be able to vote to "Postpone to a General Meeting"
  - 10.4.2. The committee may also unanimously choose to disregard 4.8.2 and accept the decision of a simple majority.

