

National Council Select Committees – Protocol as approved 16 January 2021

1. Any national councillor may propose the establishment of a select committee by sending the National Council Chair their proposal, suggested terms of reference and possible members. Similarly the Board or (with the CEOs approval) a staff member may request the establishment of a select committee.
2. The National Council Chair will request the office to circulate the proposal to all national councillors who may:
 - a. indicate whether or not they support the proposal;
 - b. suggest changes or additions to the terms of reference;
 - c. put themselves forward for membership or request the opportunity to provide oral or written evidence to it if it is established.
3. The majority of committee members should be national councillors but any other TTE member may be invited to be a member.
4. The purpose of a select committee is to investigate a topic or issue, produce a report covering the current situation and provide recommendations for the best way forward.
5. Select committees are intended for issues where there is no simple solution. If a councillor already has a clear view as to the way forward it is more appropriate to put forward a motion for Council.
6. A councillor proposing a select committee should consult MAG through its chairman. If MAG is interested in the issue they should discuss how to avoid duplication. For example National Council could invite MAG members to join its committee or vice versa.
7. The relevant staff member(s) should be invited, through the Head of Operations and Governance, to discuss the issue with the select committee through a Zoom call.
8. The National Council Chair will make a provisional decision as to whether a select committee should be established and if so the chair, membership and terms of reference. This will be reported to the next Council. Council may reverse the provisional decision or make amendments to it – for example to add members.
9. On completion of its work a Select Committee should present a written report with recommendations to the council chair and secretary in sufficient time for it to be included with the papers for discussion at the next Council.
10. If the Select Committee report is approved by Council the report and its recommendations would be submitted to the Board for consideration.