

**Irish College of GPs’ Annual General Meeting**

**Faculty Motions’ Proforma**

Please submit faculty motions using the following format and ensure all fields are completed before submitting motions. Motions must be submitted by the faculty secretary along with the faculty annual report by the date advised by College each year.

Where motions of a similar theme or intent are submitted by more than one faculty, the Motions Committee may at its discretion merge similar motions. Where the wording of motions requires clarification, the Chair of the Motions Committee will liaise with the Faculty Secretary.

**Faculty AGM attendance:** Please submit the meeting attendance list when submitting fthis faculty motions’ form.

**Quorum:** A quorum of at least one third of faculty members must be in attendance at the meeting where the motions to put forward for the College AGM agreed.

**Voting:** Only faculty members in good standing are eligible to vote, associate members may not vote on motions.

**Proposer/Seconder:** Motions may only be proposed and seconded by College members and/or associate members in good standing and present at the faculty meeting.

**Return Date:** Motions must be submitted using this template provide on or before the deadline specified each year, which is the Friday six weeks before the College AGM.

The motions template is provided below, a maximum of 3 motions is advised.

**FACULTY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Motion Title:**  **Motion:**  **Proposer:** (name and position in faculty)  **Seconder:** (name and position in faculty)  **% of faculty members present who voted for this motion:** |

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Please email all completed submissions to [info@icgp.ie](mailto:icgp.notification@icgp.ie) on or before the deadline specified each year, which is the Friday six weeks before the College AGM.

Please include a list of all present at the faculty AGM at which the motions were passed.