

Forest Stewardship Council®



**TERMS OF REFERENCE FOR THE
MOTIONS COMMITTEE
FSC General Assembly 2025**

FSC-ToR – Version 1.0 English

1. MANDATE

- 1.1. The FSC Motions Committee (MC) acts on behalf of the FSC Board of Directors (BoD) with respect to all matters related to the evaluation, providing feedback on quality and compliance as appropriate, acceptance and rejection of motions proposed to the General Assembly.

2. MEMBERSHIP

- 2.1. The MC shall have members from all three chambers of FSC. It shall consist of:
 - 2.1.1. one FSC member representing a Northern Chamber
 - 2.1.2. one FSC member representing a Southern Chamber
 - 2.1.3. one Member representing the FSC Board of Directors
 - 2.1.4. one Senior FSC staff member
- 2.2. In addition, one FSC staff member will be made available to act as the Technical Secretary of the MC.

3. APPOINTMENT AND TERM

- 3.1. The members of the MC shall be appointed by the BoD.
- 3.2. The BoD requires that the MC can work in English, French and Spanish. Therefore, the Motions Committee should include members fluent in one, or more of English, French and Spanish, so that the three official languages of FSC are represented and in order to make sure that the wording of the motions is correct and true to its original intent in the three official FSC languages.
- 3.3. The term of the MC starts with its appointment by the BoD and ends at the closure of the General Assembly in 2025.

4. DUTIES

- 4.1. The duties of the MC include:
 - 4.1.1. Receiving motions;
 - 4.1.2. Evaluating compliance of submitted motions with formal requirements and advising motion movers on how to establish compliance. This includes motions that have been merged and/or amended.
 - 4.1.3. Accepting motions, returning motions that are incomplete or do not comply with requirements, or rejecting motions that do not align with FSC's mission or present legal challenges.

- 4.1.4. Working pro-actively with the proposers of motions, supported by the Regional Membership Coordinators and the assigned staff members, until the time of the GA, to¹
 - Advise proposers where the motion duplicates work already planned or underway elsewhere in the organization.
 - Recommend motion movers to merge similar motions.
 - Advise proposers to improve the quality of motions.
- 4.1.5. Submit a motions report to the BoD.
- 4.1.6. Present a motions report to the General Assembly²
- 4.1.7. Provide advice – in cooperation with the Regional Member Coordinators – on motions-related issues as requested by members in chamber, regional and/or global membership meetings and during the General Assembly.

NOTE: When Motions Committee members are joining a motion discussion, they shall declare in what capacity they are participating, either as Motions Committee members or individual members. In their role as Motion Committee members, they shall only join in motion discussions in a neutral position and within the mandate of these ToRs.

5. RULES OF PROCEDURE

- 5.1. The Senior FSC staff member on the MC acts as the MC's coordinator and as the drafter of the motion's reports.
- 5.2. Quorum is required for decision making. Quorum is defined as a minimum of 3 MC members.
- 5.3. The MC shall strive to make decisions by consensus.
- 5.4. Communication will mainly be via electronic means.
- 5.5. The working language of the MC is English.

6. MOTIONS SUBMISSION AND EVALUATION

- 6.1. In order to be accepted, proposed motions shall conform to the following requirements:
 - 6.1.1. Motions have to be presented in the respective motions template and in compliance with 'motion submission protocol' (Annex 1).
 - 6.1.2. Motions have to be proposed by one (1) and seconded by two (2) designated representatives of FSC member organizations or individual members'
 - 6.1.3. Proposer and seconders of a motion shall represent the three FSC chambers.

¹ Note that this work is intended to improve proposed motions, however proposers are under no obligation to amend or withdraw their motion – they have the right to continue to submit their original proposal for consideration. The acceptance of any proposed amendments to the motion is the responsibility of the original proposer.

² The Motions Committee shall appoint a designated representative who is an FSC member to present the motions report to the General Assembly.

- 6.1.4. Motions shall be submitted in either English, French or Spanish. When the motion is not provided to the MC in one of the official languages, the MC will provide the official translation to the other language.
- 6.2. When a proposed motion does not fully comply with the requirements in Clause 6.1 (above), the MC shall return it to the proposer, with appropriate suggestions, within three (3) weeks of the deadline for submitting proposals.
- 6.3. The MC shall approach proposers and seconders of motions which relate to the same subject in collaboration with the Regional Membership Coordinators and encourage them to agree to a single motion or a common set of motions.
- 6.4. The MC shall reject a motion if it would require FSC to violate legal requirements or misalignment with FSC's mission, and if it finally fails to comply with the requirements in Clause 6.1 (above), or deadlines.
- 6.5. Revised motions shall be resubmitted to the MC within two (2) weeks of being returned by the MC. Motions may still be proposed after the deadline, but this can only happen at the General Assembly itself. Such motions will only be considered if the General Assembly approves their consideration, or if there is time after all Motions adhering to this protocol have been discussed.

7. MOTIONS REPORT

- 7.1. The MC shall deliver a preliminary Motions Report to the BoD for review at BM102 in 2025.
- 7.2. The report shall include the complete text, in English, French and Spanish, of each proposed motion and any supporting information, as well as the name and affiliation of each proposer and seconder. The proposed motions will be presented in numerical order, identifying Statutory and Policy motions. Each motion set forth in the report shall be given a number, so that it may be easily identified at the time of the voting during the General Assembly.
- 7.3. The Secretariat shall conduct a motion analysis that shall be included in the Motions Report to the Membership. This will give an opinion as to for instance whether the intent of the motion is covered in the Global Strategy (GS) or work already undertaken or planned by the secretariat, whether the motion would contribute to the GS, or whether it would reduce its focus.
- 7.4. The MC shall revise the Motions Report based on feedback and comments received from the BoD and incorporate the feasibility analysis provided by the Secretariat in order to finalize the report for circulation to all FSC Members prior to the hybrid General Assembly in October 2025.
- 7.5. A report for all motions that will be debated and voted at the hybrid General Assembly in October 2025 shall be presented to members three weeks before the General Assembly, by 06 October 2025.

ANNEX 1: MOTION SUBMISSION PROTOCOL

1. Each proposed motion shall contain the name and affiliation of the member proposing the motion (the proposer) and the name of two members seconding the motion. Only individual members or the designated representative of an organizational member (who are in good standing and have no outstanding membership fees) can propose or second a motion.
2. Each proposed motion shall be clearly identified as either an amendment to the Statutes or Principles & Criteria or as a policy amendment.
3. Proposed Motions to amend the Statutes or Principles & Criteria are called **Statutory Motions**. Proposed statutory motions must clearly identify the specific title, section and paragraph to be amended. The proposed amendment shall first set forth the current language from the applicable document, and then set forth the proposed new language, additions or deletions in a track changes mode.
4. Motions to change FSC policies or operational procedures are called **Policy Motions**. They reflect the right of members to submit initiatives related to the Organization's work and activities.
5. In order to aid the General Assembly when considering a motion, the member proposing the motion should include a brief paragraph which explains the purpose of the motion, including how the motion contributes to the implementation of FSC's Global Strategy, or which supplies additional information, in addition to the actual language of the proposed motion.
6. The Motions Committee will ask the Secretariat to prepare a a feasibility analysis of each motion including an evaluation of the GS alignment and an estimate of the legal, financial and technical implications.

MOTIONS PROCESS FOR FSC GENERAL ASSEMBLY 2025 Time line

