

**ANNUAL GENERAL MEETING  
INSTRUCTIONS HOW TO  
SUBMIT A MOTION INCL. TEMPLATE**

Motions (member's proposals) to the Annual General Meeting, here after abbreviated AGM, shall be submitted to the Board no later than two weeks before the AGM (F&S Brussels statutes paragraph 12). As a member you can submit a motion yourself or together with a group of people, teams etc. When writing a motion it is important to try to keep it short and to express the proposal clearly as well as include what is the intended result or achievement of the proposal.

A couple of tips:

1. Include the receiver (AGM of F&S) of the motion and for when the motion is (AGM 20XX).
2. Try to define a title that shortly describes the proposal.
3. Explain the background and include arguments for the proposal. Include all relevant details and none of the irrelevant ones.
4. Describe the proposal and show what is intended to be achieved by the proposal. Use simple words and language, leave as little room for interpretation as possible.
5. Propose clearly what you want. Use the syntax ***I/We move to....***. This is the same as saying 'I/We propose'. The proposal should be written so that it is possible for the AGM to vote yes or no.
6. If you have more than one proposal connected to the same topic list each proposal separately using the syntax suggested above. If the proposals are not connected you need to submit a motion per proposal.
7. The motion needs to be signed by the person(s) who makes the proposal. Please include the printed name. You have to be a F&S Brussels member to submit a motion to the AGM.

All motions submitted latest one week before the AGM will be reviewed by the board and the board's opinion and recommendation will be included before distributing/sharing the motions to/with all members. All recommendations of the board on the motions will be presented at the AGM and voted on by the meeting participants.

Please feel free to use the template attached to write your motion.

# Motion to the AGM of Friskis&Svettis Brussels for the AGM 23 April 2024

<Title>

## **Background**

Describe the background and arguments for the proposal. Try to keep it short and explicit.

## **Proposal**

I/We move to .....

Brussels dd.mm.yy

<Signature>

Printed name

**Example from RIKS AGM 2014:**

**Motion to Friskis&Svettis Riks AGM 2014**

**Increase of training fee for members from other clubs**

For many years we have had the '50-lappen'. It means that a member of one club can train at another club for 50 SEK. Many clubs have increased their prices and increased the price of a one-session card for their own members and we notice that '50-lappen' has not been part of this increase.

The Board of Friskis&Svettis XX moves that the AGM decides to increase the one-session training fee at another club to 80 SEK.

*Signed*  
NN  
Chairman

*Signed*  
NN  
Board member

For the Friskis&Svettis AGM XX.