# **Blind Citizens Australia**

# **Guidelines for Submitting Recommendations for Discussion at National Conventions**

# **Introduction**

In recent years, the BCA board has been seeking to more actively engage with members. We have held forums and spoken with many members to find out what they want from BCA. One of the suggestions which has been made consistently is that we reintroduce a forum at national conventions to enable members to bring forward recommendations for discussion regarding issues which BCA might address. The purpose of these guidelines is to outline the process for members to submit recommendations to be put to the convention.

# **Eligibility to Submit Recommendations**

Recommendations can be submitted by:

* Full members of BCA or
* BCA branches

# **Content and Format**

Recommendations should be short, easy to understand statements which suggest a particular action that the BCA Board could take in relation to issues directly impacting on people who are blind or vision impaired or the functioning of the organisation. For example, recommendations could relate to BCA policy and advocacy work, strengthening engagement with branches, or any other aspect of the organisation’s work. Recommendations should:

* Be no more than 250 words in length.
* Be written in simple language without jargon or acronyms.
* Clearly state the issue and recommend a solution or action to be taken.
* Be relevant to the work of BCA and its members.
* Be constructive and positive.
* Be of national relevance.

# **Submission Process**

A call for recommendations will go out as part of the notice of BCA’s annual general meeting. Members will have at least 21 days to submit recommendations in their preferred format.

The board will convene a recommendations committee to undertake the following tasks:

* Review recommendations submitted to ensure they adhere to the guidelines.
* Amend recommendations to ensure they are consistent and accurate.
* If the number of recommendations received exceeds the time allocated for the convention session, the committee will prioritise those recommendations of most relevance to members for discussion. The remainder will be considered by the board.

# **Recommendations Session**

At each national convention, a session of at least one hour will be programmed for discussion of submitted recommendations. The session will be chaired by the president or their delegate. Each recommendation will be read and the person who made the recommendation, or their delegate, will have three minutes to speak to the recommendation. The recommendation will then be discussed, before being voted on by the convention. Text messaging and social media will be used to enable those unable to attend to contribute to the discussion, but only those present will be able to vote.

# **Post-convention Reporting**

The recommendations committee will prepare a brief report outlining the recommendations submitted and which of them were passed by the convention. The board will provide updates on progress of recommendations via BCA’s various communications channels.

# **Sample Recommendation**

“That the BCA board considers adding a third day to the national convention. This would allow more time for sessions and would make it more cost-effective for people who are blind or vision-impaired living in regional and remote areas to attend.”