

## Decision making procedure

This policy refers to all decisions regarding the operation and administration of Flight horizons and related activities. Decisions fall in to two main categories:

- 1 Financial and
- 2 Non financial

1. Financial decisions: The chairman of the governing committee has ultimate responsibility for the finances of Flight horizons and thus decision power on all matters financial. Any person may put forward a case for a particular finance decision in writing to the chairman of the governing committee. If the chairman of the governing committee sees it as necessary they may invite you to discuss the matter in person or over the telephone. If you have raised the matter then you will be informed of the financial decision within 21 working days.
2. Non Financial decisions: Any decisions not relating to finance shall be decided upon by vote by the governing committee with the majority vote indicating the governing committees decision. Any committee member disputing the decision may call for a future re-vote before which they will have the opportunity to present a case. Anyone wishing to portray any view on the relevant matter may also do so at such a case. All arguments will be heard before the re-vote. The chairman of the governing committee will set the dates and times for cases to be put across and vote to be held. If the decision is one causing a change to Flight horizons, the operation, administration, governing document, staff, volunteers or management style then the chairman of the governing committee may revoke the decision and choose to leave things as they are - this decision must be followed.

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