



Assistance with Motion Writing for Federal Conference

A motion is a proposal put to the Federal Conference for discussion, often recommending or requesting that Federal Council takes a particular course of action. If a motion is carried, the outcome forms the basis for actions and decisions by Council to carry out the business of the organisation.

A motion should be directed to someone and ask ICPA (Aust) to carry out a specific course of action. It is important that a motion is worded in a way that clearly reflects the intention of the Branch or State Council submitting the motion.

Motions must be education and rural and remote focused to reflect the ICPA (Aust) Aims and Objectives as outlined in its Constitution and By-law 20.

Motion Template

Please write the motion in Calibri size 11 font as below:

Inland Branch (WA)

CARRIED/LOST

"That ICPA (Aust) lobbies the....."

Explanation:

.....
.....

Approved at branch meeting held on

Signed:(President) &/or (Secretary).

Motion Example

Outback Branch (NT)

CARRIED/LOST

"That ICPA (Aust) lobbies the relevant ministers to increase the Assistance for Isolated Children (AIC) Boarding Allowance so that it is in line with increases that have occurred in boarding school fees."

Explanation:

Families are leaving remote communities to access secondary schooling as the costs involved in boarding are unsustainable. Others are taking out considerable debt. Education needs to be viable for families to remain in these communities and continue to provide resources for Australia.

Approved at branch meeting held on 10 March 2023.

Signed: Jan Smith (President) &/or John Brown (Secretary).

Types of Motions

Only motions related to federal issues which need to be actioned at a national level should be presented at the Federal Conference. Issues that are best actioned through State/Territory Governments should be presented to the State Conference in that particular State/Territory. Motions do not need to be presented at a State Conference in order to be presented at Federal Conference.



Important Dates for Motions

Agenda Motions need to be submitted to the [Federal Secretary](#) at least **8 weeks** prior to conference.

Due Date: **Midnight on Tuesday 28 May 2024.**

Supplementary Motions are designed to address issues that have arisen since the agenda motion cut-off date. Supplementary motions will only be accepted onto the agenda if they pertain to an issue **not** already covered in the main agenda. Supplementary motions need to be submitted to the Federal Secretary 2 weeks prior to conference.

Due Date: **Midnight on Tuesday 9 July 2024.**

Explanations are very important - please remember to include them when you send in your motion.

General Motion Information

- Branches are reminded that a motion does not have to be presented at a State Conference to be accepted as a Federal Agenda Motion.
- Motions should be approved by the branch and submitted after a majority decision.
- Full explanations are to be sent with your motions for printing in the booklet, however if the explanation is lengthy, due to time constraints Federal Council asks that a short summary of the explanation be presented at conference.
- If an explanation does need to be shortened, Branches are asked to please prepare summaries prior to conference and have the shortened versions ready to read instead of the full written explanations.
- Word choice can be important in writing a motion. This ensures the intent and action being asked for by the branch is clearly understood.
- Federal Council can be contacted for assistance with motions including wording.

Contact details:

Name	Position/Portfolio	Email Address
Louise Martin	President	fedpresident@icpafc.org.au
Kim Hughes	Secretary	fedsecretary@icpafc.org.au
Alana Moller	Boarding/Hostels/Second Home	alana.moller@icpafc.org.au
Sally Brindal	Communications	sally.brindal@icpafc.org.au
Anna McCorkle Naomi Obst	Curriculum	anna.mccorkle@icpafc.org.au naomi.obst@icpafc.org.au
Louise Martin	Distance Education	fedpresident@icpafc.org.au
Julia Broad	Early Childhood Education and Care	fedvicepresident@icpafc.org.au
Naomi Obst	Rural Schools	naomi.obst@icpafc.org.au
Jennifer Ruska	School Travel	jen.ruska@icpafc.org.au
Miffy Waugh	Specific Education Needs	miffy.waugh@icpafc.org.au
Kate Thompson	Tertiary	kate.thompson@icpafc.org.au
Anna McCorkle	Training	anna.mccorkle@icpafc.org.au

Conference Workshop

Federal Council holds a **“Conference Procedures Workshop”** late in the afternoon prior to Day 1 of conference. All conference attendees, whether they are first time delegates or have attended conference before, are invited to attend. Presenters will run through a variety of scenarios that arise during conference including how to present a motion, how to present a word change and withdrawing motions.