

### Assistance with Motion Writing for ICPA Qld State Conference

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

A motion should ask State Council to lobby a particular entity or Minister and seek a particular outcome. It is important that a motion is well written and well researched clearly reflecting the Branch's intention, and therefore giving the motion the best chance to be carried on the Conference floor. It is important to note that a motion lost will not be included in policy and if the subject matter is in current policy, it will be removed.

#### Guidelines:

When writing your Branch Motions, please observe the following guidelines to ensure uniformity of documentation:

- Use Calibri size 11 font for your motion(s) as below
- Use full names the first time an organisation is mentioned, with its acronym in brackets eg. Department of Education (DoE). From then on, the acronym may be used when the organisation is mentioned again.  
Note: some persons and organisations will not have acronyms.
- Some common organisations and their acronyms are included here for your convenience:
  - Department of Education (DoE)
  - Schools of Distance Education (SDE)
  - Distance Education (DE)
  - Living Away from Home Allowance (LAFHAS)
  - Remote Area Allowance (RAA)
  - Remote Area Travel Allowance (RATrA)
  - Queensland Curriculum and Assessment Authority (QCAA)
  - Department of Education Infrastructure Services Division (DISS)
  - Distance Education Teaching Allowance (DETA)
  - Minister for Education
  - Director-General of the Department of Education
- Commence your Motion with "That ICPA Qld lobbies....." or "That ICPA Qld thanks...."
- Where a Branch submits more than one motion, each motion is to be written on a separate page

#### Motion Template:

**Motion Template** (Please use this link to access fillable template)

'XYZ' (Insert Name) Branch

"That ICPA Qld lobbies ....."

#### Explanation:

.....

.....

*Motion approved at Branch meeting held on (INSERT DATE) OR, approved via email sent to members on (INSERT DATE).*

**Example of a Motion** (taken from 2016 Motion Agenda and edited)

XYZ Branch

**"That ICPA Qld lobbies the Department of Education (DoE) to provide more regional positions for support staff and therapists."**

**Explanation:**

More regional positions for support staff (eg. Guidance Officers) and therapists (eg. Speech Language Pathologists and Occupational Therapists) should be made available to increase the face-to-face access to these specialist staff in rural and remote schools. Due to the distance required to be travelled by staff and the sheer size of school clusters, visits are infrequent and there is a lack of continuity. The demand for these services far exceeds the supply and students are missing out on the care they require. We are appreciative of the increased focus on online initiatives to provide services like speech language therapy, however, this should be complementary to face to face services, and not a replacement.

**Types of Motions:**

**Agenda Motions** need to be submitted to the State Secretary at least six weeks prior to conference & Supplementary Motions at least five days prior to conference. Only issues related to Queensland should be presented at the State Conference. Explanations are very important. Please remember to include them when sending your Branch's Motion(s) to [secretary@icpaqld.com.au](mailto:secretary@icpaqld.com.au)

**Supplementary Motions** are designed to address an issue that has arisen since the Agenda Motion cut-off date. Supplementary Motions will only be accepted onto the agenda if they pertain to an issue which is **not** already covered in the main agenda. Please contact the State Secretary [secretary@icpaqld.com.au](mailto:secretary@icpaqld.com.au) for more information.

**Floor Motions** generally come about as a result of discussion and debate during Conference. Occasionally they cover issues that have arisen since the closing date for Supplementary Motions. Floor Motions can only be accepted for debate with the consent of delegates, after the Motion has been read to the Conference by the Chair. Please contact the State Secretary [secretary@icpaqld.com.au](mailto:secretary@icpaqld.com.au) for more information. Forms for Floor Motions are available at Conference from the Assistant Secretary located at the Conference Minutes table.

- **Motions should be approved by the Branch and submitted after a majority decision**
- **Explanations should be sent with your motions for printing in the booklet**
- **Queensland State Council is happy to provide assistance with motion wording**