

ICPA Qld

Isolated Children's Parents' Association Queensland Inc.



Is your Branch considering submitting motion(s) for State Conference?

Here are some handy tips!

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Discuss as a Branch

- Potential Branch Motions should be discussed amongst Branch members, ideally at a Branch meeting, or, if this is not possible, by a group email.
- Suggested motions should be moved, seconded and carried by the Branch and recorded in the Branch Minutes before submitting to the State Secretary.
- If motions are lost at a Branch level, they cannot be submitted to the State Secretary.
- It is important that motions relate to educational opportunities for isolated children (Qld By-Law 22).

Do Some Research

- Before putting forward a motion, consider what has already been done to rectify the problem. Some questions to ask are:
 - Can this issue be dealt with locally?
 - Is this a "stand-alone" issue, or is it an example of a wider problem?
- Read through the latest State Council Portfolio Report which is relevant to your motion issue. Ascertain if this issue is already an existing lobby. This may help you with your motion wording and provide extra information.
- Ensure the Branch Motion and Explanation are accurate and current.

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Who Can Help?

- Each ICPA Qld Portfolio has a State Council Portfolio Leader who is more than happy to assist with motion wording and provide advice. Their contact details can be found at [Contact Us](#).
- Branches can also contact your Branch Mentor for assistance.
- Allow a reasonable amount of time before the due date for State Council input.

Motion Wording

- 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 worded in a way that clearly reflects the Branch's intention.

eg. "That ICPA Qld lobbies the Minister for Confectionary to provide green frogs at all rural and remote State School tuckshops."

- Your Explanation should directly relate to your motion, reflect the intent of the motion and provide sufficient detail.

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Where do we send Motions?

- Once the Branch Motion has been carried by the Branch, it should be emailed as a Word document attachment to the ICPA Qld Secretary secretary@icpaqld.com.au
- Please use the following template as a guide:

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Motion Template

Motion Template (see “Assistance with Motion Writing for ICPA Qld State Conference” document.)

Please write the motion in Calibri size 11 font as below and submit each motion on a separate page.

'XYZ' (Insert name) Branch

“That ICPA Qld lobbies” or “That ICPA Qld thanks.....”

Explanation:

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

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Main Agenda/Supplementary Agenda

- Motions are required to be submitted for the Main Agenda prior to the deadline, which is approx. six weeks before Conference.
- Supplementary Motions may be submitted after the Main Agenda closes. The deadline for these is approx. two weeks before Conference.
- The acceptance of Supplementary Motions is at the discretion of State Council and the issue must not be already covered by Motions on the Main Agenda.
- Conference information will be provided via email on a regular basis. Be sure to read your emails!