

# MOTION

## PROCESS EXPLAINED

### South Australian



### State Conference

**W**hat is a motion? A motion is a proposal put to the conference for discussion, often recommending or requesting that State 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 the organisation to carry out a specific course of action. It's important that a motion is worded in way that clearly reflects the writer's intention.

#### EXAMPLE OF A MOTION

“*That SA ICPA lobbies the State Government for equitable access to education for geographically isolated students.*”

## Types OF MOTIONS



**1. Agenda Motion** is a motion which is in the hands

of the State Secretary eight weeks prior to Conference. These are circulated to members, allowing time for every branch to discuss and decide how their delegates will vote.

**2. Supplementary Motion** is a motion about a new issue, arising since the cut off date for general motions. It should not cover issues already appearing on the main agenda. The closing date for supplementary motions is one week prior to conference.

**3. Floor Motion** is a motion presented by any financial member which generally comes 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.

**4. Foreshadowed Motion** is a motion which arises during debate on a motion as a result of the debate. A delegate advises the meeting that they intend to move another motion or amendment on the same subject later in the conference (the proposer may be asked to read the motion). If the original motion is carried, the foreshadowed motion cannot be put. Foreshadowed motions can be voted on when the original motion is lost.

#### PRESENTING A MOTION

**P**resenting a motion. A motion is moved by one delegate and seconded by another. For recording purposes, each person must state into the microphone, their full name and branch before reading the motion.

**M**oving a Motion. The Chair will nominate the motion to be put up for discussion. The person moving the motion will stand, await microphone and give their name and branch, followed by the reading of the motion.

*“Joe Bloggs, North West Branch. I move that...”*

Once the motion has been moved and read, the Chair will ask for a seconder for the motion.

*“Mary Smith, North West Branch. I second the motion.”*

The Chair will ask for the motion explanation to be read, this may be done by the person moving or seconding the motion.

The motion is then debated and voted on.

**S**ecunder of the motion - both the mover and seconder of the motion must be registered delegates, but do not have to be from the same branch.

## Debate...

The Chair will ask for speakers for the motion, speakers against the motion and comments. This will continue until the Chair feels there has been sufficient debate for delegates to make informed decisions on how they will vote.

If there is opposition to the motion and debate is involved, the **mover** of the motion has the 'right of reply'. If the mover exercises their 'right of reply' during the debate, this closes the debate and no further discussion on the motion can take place.

**Adjournment of Debate** can occur when there is a lack of information, certain people not being present or inappropriate timing. The matter can be raised at a future time. Anyone who has not spoken for or against the motion can put a motion. *“Barbara Johns, Marree Air Branch, requests that debate be adjourned”*. This motion needs to be seconded.



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**Deeming a motion covered.** Often motions can be similar, in that they have the same intent and similar wording. When this occurs, branches should consider deeming their motion covered by a similar preceding motion. Branch delegates are able, and encouraged, to support and speak to the earlier, similar motion. Motion explanations from all motions, put or deemed covered, are important to State Council, as they assist with actions taken on the motion following conference.

#### EXAMPLE

*“ Jeff Jones, Flinders Ranges Branch. I request conference’s permission to deem Motion #15 covered by Motion #14. ”*

### AMENDING OR WITHDRAWING A MOTION

There may be times when a delegate will need to amend or withdraw a motion. If a branch chooses to withdraw or amend a motion submitted, they will need to ask conference’s permission to do so.



*“Jenny Blogg, Marla Oodnadatta Branch. I request conference’s permission to withdraw (or ‘amend’) Motion #12.”*

**Word Change or Insertion** any word change or word insertion required for a motion should be asked for before the motion is read. The intent of a motion must not change with any word change or word insertion. The Chair will request the required changes be read then ask conference’s permission to accept the word change. If the word change/insertion is accepted, the delegate will then be directed to read the entire motion with the changed wording.

**Amended Motion** an amendment cannot change the intent of the motion; it can only make the motion clearer. The amendment must be moved and seconded. Members can debate or comment on the amendment and whether it should be accepted, it will then be voted on. If carried, it then becomes the motion and is read again—no need to move and second it. **The mover of the original motion cannot second the amendment.** If amendment not moved, the original motion shall be put to the vote.

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## Voting

ICPA SA Constitution allows each branch to be represented by two delegates and each are allocated one vote. If a branch is represented by only one delegate, that person is allowed two votes and will be given two voting cards. Each State Councillor is entitled to one vote. It is important for delegates to remember that they are representing their branch and hence should be voting according to the direction given by the branch to delegates prior to conference. Delegates should not be voting from a personal view point.

When the intention of a motion or explanation is not clear on reading it prior to conference, further explanation and debate on the floor may offer clarity and necessitate a change to the direction given to a delegate on how to vote on behalf of the branch. In this case, it is wise for a branch to give permission beforehand to a delegate to make the voting decision on the day according to any extra information presented.

For a motion to be carried (other than Constitutional), it must receive the majority of votes on the day or it will be lost.

Constitutional motions require three quarters of financial members present to vote in favour of the motion for it to be carried.

