**WHAT IS A MOTION?**  
A motion is a suggestion or idea relevant to your Branch and/or others that is put to the conference as a request, for further discussion or recommendation. If a motion is carried, State Council will take a particular course of action to carry out the business of the organisation to improve educational outcomes for members.

**Motion Template**

Notes for writing motions:

* A motion should ask SA ICPA State Council to follow a direct course of action
* The motion should address State issues only. Federal issues go to Federal Conference
* Be clear on what the branch is asking for
* One idea per motion
* Use only one sentence for the motion if possible. Further information can be given in the explanation
* Direct it to the relevant minister or department e.g. Department for Education or Minister for Education
* Ensure you have your facts and statistics right
* Motions should be discussed and agreed upon by your whole branch, not an individual

**Example 1:**

**(Name of) Branch**

“That SA ICPA lobbies the relevant ministers (or the Minister for …) to increase the State Education Allowance so that it is in line with the increases that have occurred with boarding school fees.”

**Explanation:**

Some background information about the issue, with relevant fact and statistics if possible, which is not too long but explains why the branch is making the above request.