



## HANDY HINTS FOR BRANCHES AND DELEGATES

### STATE CONFERENCE MOTIONS

*Considering a Motion at State Conference—what steps does our branch take?*

**Read the relevant Portfolio Policy and latest Portfolio Report** available in the Branch Information folder and on the website. Policy is kept very broad to enable flexibility when lobbying issues. All this information will give you an update on issues Council is currently lobbying, and whether your issue have been raised previously. Get as much background as you can.

**Utilise your Branch Mentor.** Your branch has been allocated a mentor (a State Councillor). Use them to help with Motion wording and to provide extra background or relevant information around regarding the issue. They can also direct you to the relevant Portfolio Leader for further assistance.

**Motions shape the Policy.** When a motion is passed at State Conference, the Policy is updated to reflect this. If a motion has been lost at conference this will also be reflected in Policy. This is important. For eg. if ICPA WA has in their distance education Policy to “ensure teachers have a minimum of 2 years’ experience before they can teach at a School of Distance Education”, a motion of a similar nature that comes to conference and is lost will mean this clause gets taken out of Policy.

**Take care with your wording.** Never use people’s names. Try not to limit the motion by being too specific or using people’s names. This may limit the action Council can take, or will be subject to amendment on the Conference floor.

**Ensure that wording reflects the intent of the motion.** Your branch may be familiar with what it wishes to achieve, but the wording of the motion must clearly show this to others. If the branch wishes a specific outcome, this needs to be put in the wording of the motion. Motions are sometimes lost on the Conference floor not because the issue is not supported by members but the wording chosen has not clearly defined the outcome desired or the wording is confusing or ambiguous. Ensure your explanation complements and reflects the motion.

**Ask for help from State Council.** Council is more than happy to help with the wording of motions. Allow a reasonable amount of time before the due date for their input. Once motions are with the State Secretary and on the Agenda, they cannot be changed until on the floor of conference.

**Talk to other branches which may have similar proposed motions.** You may be able to combine them and make one motion which covers all of your concerns in a particular area.

**Remember, a supplementary motion should only be submitted if it concerns a new issue not already covered by a previous motion.** Remember to peruse the motions already on the main Agenda first.