

STATE CONFERENCE MOTION PROCESS EXPLAINED

WHAT IS A MOTION?

The purpose of a motion is to propose a course of action by somebody stating which authority/document etc. should be targeted to achieve the desired result. If a motion is carried, the outcome forms the basis for actions and decisions by Council to carry out the business of the organisation. It's important that a motion is presented correctly and is worded in a way that clearly reflects the writers intention as often the meaning of a badly worded motion is not clear except to the person who wrote it. This can lead to frustration and delays at conferences.

For Example:

"That ICPA-NSW lobbies the State Government for equitable access to education for geographically isolated students."



HOW TO FRAME A MOTION

A motion is not an essay:

- It should not begin: "Outback branch demands, pleads etc.... that something should happen."
- It is not an expression of opinion: "We believe that the Government should abandon the principal of asset testing of allowances"
- Motions should focus on general policies for NSW and not just individual cases.

A motion should begin with the word "That" followed by a person or association being directed to do something. **For example:**
"That ICPA-NSW request the State Government or Minister for Education and the Department of Education and Communities (DEC) to....."

A motion should be as short as possible with only one sentence.

It can have a number of parts. **For example:**

"That ICPA-NSW requests the relevant authorities to ...the following criteria"

- a) Remote and very remote*
- b) Small enrollments etc."*

TYPES OF MOTIONS

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 on the motions.

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. Motions which do not fall into this category cannot be accepted. The closing date for supplementary motions is one week prior to conference.

Floor Motion - is a motion presented by delegates (ie: they come from the conference floor) 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.

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.

ON THE CONFERENCE FLOOR

Presenting a motion - motions must be moved by one delegate then seconded by another delegate. Conference proceedings are recorded for the minutes so a microphone is to be used at all times and the following information is required by standing and facing the Chairman:

- First Delegate (mover) stands and states name and branch:
Joe Bloggs Outback Branch,
- The reading of the motion: *"I move that ICPA-NSW lobbies the State Government to..."*
- Chair: *"Do we have a seconder for motion A1, Outback branch."*
- Second Delegate (seconder) stands and states name and branch: *Sue Bloggs, Outback branch and declare, "I second this motion."*
- An explanation is then read either by the delegate moving or seconding the motion.
- The motion is then debated and voted on.

Who moves a motion - the mover and seconder of a motion do not have to be from the same branch but must both be registered delegates. If a branch only has one delegate attending conference, a person to second the motion must be organised beforehand. Please speak to someone on State Council if you need assistance with this. A delegate who seconds a motion or amendment may speak at any stage of debate.

Debate - the Chair will ask for speakers for the motion, speakers against the motion or comments and this will continue until the Chair feels that sufficient debate has been received for delegates to make an informed decision. If there is opposition to a motion and debate is involved, the **mover** of the motion has the 'right of reply'. If the mover chooses to speak and exercises their right of reply during debate, this closes the debate and no further discussion on the motion can take place.

Adjournment of Debate - moved when debate cannot continue because of lack of information, certain people not being present or inappropriate timing. The matter can be raised at a future time. The person requesting the adjournment can put the motion: "That debate be adjourned" or "...adjourned until..." Anyone who has not spoken for or against the motion can move this. This motion needs to be seconded.

Deeming a motion covered - often a number of motions on the conference agenda will be similar in their intent and wording. This will only be discovered when the conference motions are circulated to branches for discussion prior to conference. When this situation occurs, it is recommended that branches consider deeming their motion covered by a similar, preceding motion.

This will assist with progressing the conference program as the motion intent will have already been carried by an earlier motion. Branch delegates with similar motions are able to support and speak to the earlier motion if they wish.

Before requesting a motion to be deemed covered, the mover of the motion must state their name and branch and then request conference's permission to deem the motion covered.

For example: Motion 68 (A21)

- "That ICPA-NSW requests the Minister forHome Allowance."
- "Conference permission sought for Motion 68 (A21) to be deemed covered by Motion 67 (A20)."
- "Permission granted."

If carried, there will be no debate and the Chair will move to the next item on the agenda.

AMENDING OR WITHDRAWING A MOTION

There may be times when a Branch will need to amend or withdraw a motion.

Withdrawing a motion - if a branch chooses to withdraw a motion submitted, they will need to ask conference's permission to do so. For Example: *Joe Bloggs Outback Branch, "I request conference's permission to withdraw Motion No. #."* Conference will then vote on whether to allow the motion to be withdrawn.

Word Change or Word 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. **For Example:**

- The motion is this "That ICPA-NSW requests that the.....in NSW."
- The Delegate will say "Conference permission sought for a word change."
- Chair will say "Permission granted"
- Delegate will read the motion with the word change.

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. Example would be the same as above but using the word 'amendment'. Members can debate or comment on the amendment (debating whether to accept the changed wording put forward, not the motion itself), then the amendment will be voted on. If carried, it becomes the motion which is read again - no need to move and second it. **The mover of the original motion cannot second the amendment.**

When the amendment has been decided a further amendment may be moved, which, if carried, shall in turn supersede the motion.

The mover and seconder of any of these motions or amendments may speak to the following amendment.

If no amendment is carried, the original motion shall be put to the vote after the mover has responded. The Chair may refuse to receive any amendment which is a direct negative or does not preserve the substance of the original motion.

VOTING

The ICPA - NSW constitution allows each branch to be represented by two delegates and each 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 and every 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.

In order for a motion other than a constitutional motion to be carried, it must receive the majority of the votes or it will be lost. Constitutional motions (including policy motions) require three quarters of delegates to vote in favour of the motion for it to be carried.

More information on the Isolated Children's Parents' Association rules of debate can be found in the back of your conference booklet.

