



A BRIEF GUIDE BY THE NATIONAL SECRETARY TO PROPOSALS AND MOTIONS

Introduction

This document is to assist in the drafting of proposals and motions for consideration by the National Council.

Terminology

- A motion/ proposal is a subject proposed/ put forward as a basis for discussion or for consideration.
- A resolution is the same motion/ proposal after it has been voted upon ie. resolved.
- An amendment substitutes, adds or deletes words anywhere in the motion/ proposal, but must not alter the basic intention of the motion/ proposal.
- An addendum adds words to the end of a motion/ proposal.
- A rider is also added at the end of a motion/ proposal but usually in the form of a recommendation or a suggestion.

Motions/ Proposals

- A motion is an item of business put forward for consideration at a meeting.
- It must begin with the word "That".
- It must be concise and express its meaning clearly.
- The wording must be positive – it must declare an opinion and call for some action e.g. That this Council prefers rain to sunshine and an umbrella be carried by all members.
- A motion/ proposal should not be worded in the negative form – usually it is possible to reword such motions in the positive form in any event.

Procedure for recording and processing Motions and Proposals for National Council

- The Following procedure will be applied to Motions and Proposals that are received at the National Office for National Council.
- Each Motion or Proposal will be accorded a number when they are received and registered in the National Office. This number will then be applied to assign a priority on the listing of Motions and Proposals under the various Articles, Rules and General Motions headings, at National Council. e.g. if several motions are received to change an Article in the Constitution, the Motion that arrives first in the National Office will be listed first on the list of Motions on that Article.
- The National Secretary will, however, retain the discretion to place Motions or Proposals in a logical sequence in order to ensure that all Motions or Proposals submitted are debated at National Council and are not eliminated due to a technicality resulting from an inappropriate order of sequence on the Agenda.

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- The National Secretary and members of the NTPIC are also available to give advice on the drafting and submission of Motions and Proposals to National Council.
- Consultation will take place with proposers of Motions and Proposals where appropriate in order to clarify text and ensure that a Motion or Proposal is not eliminated on technical grounds.

If you require assistance

If you require assistance any further advice for drafting motions or proposals to National Council, please contact me; natsecretary@scouts.ie and I will arrange this support for you.