



2020 Annual General Meeting Motion Submission Procedure

1. Introduction

As part of the Annual General Meeting (AGM) process of the Federation of Parents & Citizens Associations of NSW (P&C Federation), member P&C Associations, and under certain conditions, non-members, may submit motions for consideration relating to the policy of the P&C Federation. Non-members include P&C Associations that are not members of the P&C Federation, District Councils and other groups or individuals with an interest in supporting public education. This document details who can submit a motion, the structure and content of any motion and where to submit the motion.

2. Who can Submit a Motion to the P&C Federation AGM

The P&C Federation is mindful that the submission of motions for consideration at the AGM should be open to all those with interests in supporting public education. As such, motions will be considered:

- directly from any P&C Association that is a current member of the P&C Federation;
- from any non-member under sponsorship.

To get sponsorship ask your local P&C Federation Councillor to communicate the motion to the Executive. A Councillor may offer advice on the format or content of the motion to ensure it meets the correct criteria. You can obtain the contact details of your local P&C Federation Councillor by contacting the P&C Federation office on 1300 885 982.

3. Motion Subjects

As the peak body for NSW P&C Associations and NSW public school parents generally, it is expected that motions will generally focus on policy matters which are of broad interest and relevance throughout the state. Proposed motions with a more local focus may be better handled in other ways, such as by seeking assistance from the P&C Federation in respect of the issue concerned.

Generally, motions considered at the P&C Federation's AGM should focus on policy issues rather than P&C Federation operational matters. The P&C Federation Board cannot allow itself to be unduly constrained in its ability to fulfil its legal responsibilities and serve the interests of its member P&C Associations. Feedback and suggestions regarding operational matters are nevertheless welcomed by the Board.

4. Submission of Motion for AGM

When submitting a motion for the P&C Federation AGM it should include supporting information which explains and/or provides a case for adopting the motion. Motions should be submitted by email to agm@pandc.org.au, by 5:00 pm Friday 12 June 2020 but earlier receipt would be appreciated. An acknowledgement of receipt email will be sent back to you.

5. How to Write a Motion

A motion sets out a policy or an action that: a) you want to be carried out, or b) course of action you want the P&C Federation to perform. It should generally include what you want done, by whom (usually the P&C Federation) and, in some cases, when it should be done. It should have the following characteristics in order for it to be effective:

- Must commence with 'That'
- Must be quite specific
- Must be unambiguous
- Must not be worded in the first person
- Must not contain more than one action
- Must not be frivolous, malicious or discriminatory
- Must state the problem or issue to be addressed
- May be in parts
- May be in the negative
- May have supporting information.

A suggested format for submission is:

Subject: Motion for 2020 AGM

Content:

- state what the motion is following the guidelines above
- include any supporting information that you may consider helpful in the discussion
- any suggestions you have for actions that would flow from passing the proposed motion (this is not essential, but we welcome your ideas)
- state the member P&C Association name that is submitting the motion – the motion as submitted should have been agreed at a meeting of the P&C Association (General or otherwise)
- indicate your position within the P&C Association as the person submitting the motion.

Examples:

Ineffective – “I think we should send a letter to the Minister saying that we need more Kiss and Drop Zones.”

Effective – “That P&C Federation write to the Minister for Transport advocating for the provision of additional Kiss and Drop Zones for primary schools in the such ‘n’ such area.”

6. Acceptance or Rejection of Motions for AGM Consideration

The P&C Federation's constitution provides that the P&C Federation Executive (as elected from the Board) determines the agenda of the AGM. This includes the determination of the motions that are put to the AGM. Depending on what motions are suggested, the Executive may decide, for example, that separate but similar motions received from multiple P&C Associations may be merged.

If a motion submitted for consideration at the AGM is rejected for inclusion in the AGM agenda, the reason for rejection will be communicated back to the submitter.

There may not be enough time to consider all suggested motions at this years' AGM. Should this occur, the Board may still decide to adopt motions not put to the AGM. Passing a motion by resolution of the Board still results in that motion becoming a decision or policy of the P&C Federation, though one that can be changed by subsequent Board resolution rather than by an AGM.

7. Consequence of an AGM Motion

If a motion is passed at the P&C Federation AGM it becomes a decision of the P&C Federation and subsequent P&C Federation actions must be consistent with the motion. Only another AGM motion is able to change or reverse a decision made by an AGM motion. Careful consideration should therefore be given to the proposing and passing of any AGM motion.