**Name of Member / SIG / Associate Group / Committee:**

**To be returned via email not later than:** 12noon on Friday 6th May, 2022

**Date of AGM:** Wednesday May 25th, 2022

|  |
| --- |
| **Motion:** |
| **Explanation:** |

|  |  |
| --- | --- |
| **Proposed by:** | **Seconded by:** |

**IASW BRIEF GUIDE TO PROPOSALS AND MOTIONS**

**Introduction**

This document is to assist in the drafting of proposals and motions for consideration by the IASW Board of Directors

**Motions/ Proposals**

1. A motion is an item of business put forward for consideration at a meeting.
2. It must begin with the word "That".
3. It must be concise and express it's meaning clearly.
4. The wording must be positive and call for some positive action i.e. that the IASW send a letter to the Met Office to ensure sunshine for the summer or that the Association adapt a policy to support a disadvantaged group.

**Procedure for recording and processing Motions at the IASW AGM**

The Motions and Proposals that are received at the IASW Office are considered by IASW Board of Directors.

The Chair and members of the Board are available to give advice on the drafting and submission of Motions and Proposals to IASW.

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.