**Name of Member / SIG / Board Committee:**

**To be returned via email not later than: 12noon Wednesday 16th of April 2025**

**Date of AGM: 29th of May 2025**

|  |
| --- |
| **Motion:** |
| **Explanatory Note:** (In no more than 200 words you should explain the intention/reason for your motion/give background information so that there is no uncertainty as to what your motion is trying to address). |
| What action is required? |
| Who should take the action? |
| In what time frame should the action by taken? |
| Are there financial and resource implications for IASW? |

*\*All sections of the form must be completed.*

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

**IASW BRIEF GUIDE TO PROPOSALS AND MOTIONS**

**How do I table a Motion or Amendment?**

You will need to complete the Motion / Amendment(s) Proposal Template form (at link below - no more than one Motion / Amendment on each form).

* The Motion / Amendment Text must clearly state the proposed change.
* The Motion / Amendment Text must be supported by a clear explanation and rationale of **no more** than 200 words for the proposed change.
* All draft Motions / Amendment(s) must be proposed and seconded to include names of both the Proposer and the Seconder.
* The Proposer (or in their absence, the Seconder) must attend the AGM in person in order to speak to the motion

**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 Motions Committee.

The Chair and/or members of the Motions Committee 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.

**Further Information**

For further information on submitting a motion please view our ‘Guide to Proposing a Motion’ document, which is available to view here: <https://www.iasw.ie/AGM-IASW>