

## District and Sub Branch Motions

Under the Constitution, Districts and Sub Branches may submit motions for the 2025 AGM by sending them to [CompanySecretary@rslqld.org](mailto:CompanySecretary@rslqld.org), using the Notice of Motion Template (attached to these Guidelines), by no later than **5pm Saturday 26 April 2025**.

Generally speaking, a motion submitted to the AGM should be concerning or relevant to District Branches, Sub Branches and Members, and ultimately veterans and their families. It is also important to remember that the motion should be written in a way that requires RSL Queensland to take an action that is within RSL Queensland's power.

These Guidelines are provided to assist Districts and Sub Branches in understanding what can be included in a motion, and what information should be provided when submitting the motion.

### 1. What is a Motion?

A motion is a formal proposal put forward for discussion and decision at the AGM. Under the RSL Queensland Constitution, District Branches and Sub Branches may submit a Notice of Motion for the AGM. If the motion meets the requirements, it will be included in the AGM documentation for members to review in advance.

### 2. What can be included in a Motion – and what is 'out of order'

Motions should propose specific actions and must be worded in the affirmative. If no action is intended, there is no need for a motion.

Some motions may be deemed out of order if they:

- **Breach meeting procedure** (e.g., violating rules of conduct)
- **Conflicts with the law**
- **Contradict the Constitution or By-Laws** (e.g., the Constitution provides that the Board holds responsibility for the management of the organisation, therefore a motion that affects the management or operations of the organisation may be considered 'out of order' as it conflicts with the Constitution)
- Are **irrelevant to RSL Queensland's Objects or strategy**. Take a moment to review the objects and 2030 Strategy to ensure your motion aligns with them.
- **Outside of the control** of RSL Queensland (e.g., requiring the organisation to do something that relies on a third party).

Generally speaking, a motion submitted to the AGM should be concerning or relevant to District Branches, Sub Branches and Members, and ultimately veterans and families.

### 3. Be clear and concise

Motions should be clear, specific, and to the point. Avoid vague language as unclear motions are harder to discuss and may be rejected. Before drafting, ensure that you are clear about:

- what action you want to achieve
- the details needed to make your motion clear to those who will be voting on the motion
- whether there are legal or financial aspects to consider.

If the motion requires multiple sentences, this might mean it addresses more than one issue, in which case separate motions may be more appropriate. If your motion is unclear or out of order, the RSL Queensland Board may amend it, as long as the intent remains unchanged.

### 4. Provide supporting information

All motions must be accompanied by supporting information, which should include:

- A brief rationale for the motion
- Details of all implications considered when proposing the motion, such as:
  - **Financial implications** – Will this come at a cost to RSL Queensland? If so, do you have an estimate of these costs?
  - **Legal implications** – For example, are there privacy or confidentiality concerns? This is especially relevant if the motion relates to advocacy or welfare.
  - **Impact on third parties** – Will this impact third parties? Does it require the assistance or approval of third parties?
  - **Relation to Objects and Strategy** – How does the motion align with RSL Queensland's objects (clause 2 of the [RSL Queensland Constitution](#)) and 2030 Strategy ([2030 Strategy](#) | [About Us](#) | [RSL Queensland](#))?

This helps others understand the reasoning behind the motion and its impact.

### 5. Submit your Motion on time

The deadline for submitting motions to [CompanySecretary@rslqld.org](mailto:CompanySecretary@rslqld.org) is **5pm Saturday 26 April 2025**. Timely submission ensures the agenda can be prepared and shared with all District Branches and Sub Branches ahead of the AGM.

---

**Did you know that Sub Branches can submit motions to the State Council of District Presidents? The State Council of District Presidents meets eight times a year, offering a more regular forum for discussion. Contact your District Secretary for more details.**

<b>Motion:</b>	
<b>Moved By</b>	<i>[insert name of District or Sub Branch]</i>
<b>Motion</b>	<i>[insert wording of motion/resolution]</i>
<b>Considerations:</b>	
<b>Rationale</b>	
<b>Financial implications</b>	
<b>Legal implications</b>	
<b>Impact on third parties</b>	
<b>Relation to Objects and Strategy</b>	