

GUIDELINES FOR FORMULATING MOTIONS

1. Introduction

In view of the variety of regulations and procedural systems that exist in the diverse cultures that exist globally, IWAS wishes to give support to its membership on how to present motions to an IWAS General Assembly, the highest authority for IWAS matters.

The IWAS Secretary General on behalf of the Executive Board, in stressing the importance of preserving the right of every full national member of IWAS in good standing to be heard, has prepared this guideline to formulate a good and valid motion. When reviewing motions submitted to the General Assembly, the Secretary General will make every effort to ensure that there is appropriate assistance for members in re-formulating any motions where applicable and relevant. A member may also seek the assistance of the IWAS Secretary General prior to formally submitting a motion within the prescribed deadline to ensure that the motion is properly formulated.

A proposal can only be debated at an IWAS General Assembly if presented in the format of a motion.

It should be said that there are distinct benefits to be gained from formulating a motion well, including the fact that it will be more readily understood, and that it will avoid time spent in lengthy clarification and discussions. Therefore the Federation's business can be accomplished more readily and satisfactorily.

Motions will be accepted from full national members in good standing and must be received by IWAS HQ at least three (3) months prior to the respective IWAS General Assembly. IWAS undertakes to communicate appropriate deadlines in a timely fashion to its members.

2. Definition of a Motion

2.1 General Motion – requiring at least a 50% plus 1 majority vote of members present and voting

A motion is a formal proposal, made by a full IWAS member, for the Federation to take a certain action, for example

- For the IWAS Federation to take a clear and substantive action related to the authority of the Federation or
- Request IWAS Governance and Management to conduct a particular investigation and report back to the IWAS General Assembly or
- May express a particular view, subject to this statement additionally and clearly proposing a possible further action

2.2 Constitutional Motion – requiring at least a two-thirds majority of members present and voting

A constitutional motion is a formal proposal, made by a full IWAS member, which affects the IWAS Constitution (Memorandum & Articles of Association), for example

- May be a clear request for an amendment to be made to one or more articles in the IWAS Constitution complete with unambiguous rationale or
- May request the adoption of a certain principle or policy that implies or would, subject to it being adopted, lead to a constitutional change. The IWAS Secretary General will consult appropriately and judge whether or not a motion presented may lead to such constitutional change or
- May present a resolution where there is a constitutional requirement for a 2/3 majority, ie a motion to expel a full member organisation from IWAS or the dissolution of IWAS

Note 1: Changes to the IWAS Constitution require ratification by the Charity Commission of England & Wales and should include the wording “subject to Charity Commission approval”

3. Fundamental Principles to Observe when Formulating a Motion

3.1 The motion to be put to the vote must be a clear and distinct proposal to which members can respond readily with either “yes”, “no” or “abstention”

3.2 The motion should only deal with one issue, question or proposal. If an issue, question or proposal has multiple outcomes, actions or subparts, then the should be addressed in separate motions

3.3 It is preferable to phrase a motion in the positive and avoid phrasing a motion with a negative statement; otherwise it creates confusion as to the result of the vote for or against the principle expressed in the proposal

- Example positive phrasing: “IWAS shall continue to give support for countries in development by taking the following action.....”
- Example negative phrasing: “IWAS shall not refrain from providing support for countries in development by

3.4 The description of a desired action should be precise, unambiguous and to the point.

3.5 The description of a desired action should additionally also identify who is responsible for its implementation and a time frame in which the action should be carried out or completed.

Note 2: It should be noted that IWAS conducts its business at General Assemblies under Robert’s Rules of Order and it is within this publication on parliamentary procedures that you will find more detail regarding debate, amendments to motions, seconding motions, voting on motions etc