

<b>POLICY: POL 14</b>	<b>Moving Motions at General Meetings</b>
Reference	Fraser Coast FM Constitution 2016 QLD Associations Incorporations Act 1981 CBAA Codes of Practice (2025)

## PURPOSE

This policy outlines the procedure for moving, debating, and voting on motions during General Meetings (including Annual and Special General Meetings) to ensure fair, transparent, and orderly decision-making at Fraser Coast FM.

## Scope

This policy applies to all members of Fraser Coast FM eligible to attend and vote at General Meetings.

## Definitions

- **Motion:** A formal proposal made by a member for consideration and decision by the meeting.
- **Mover:** The member who proposes a motion.
- **Second:** A member who supports the motion being put to the meeting.
- **Amendment:** A proposed change to the wording of a motion.
- **Resolution:** A motion that has been voted on and passed by the meeting.

## POLICY

### Eligibility to Move Motions

- Any financial member of Fraser Coast FM may move a motion during a General Meeting.
- All motions must relate to the business of the Association and comply with the Constitution and relevant legislation.
- A motion must not conflict with the CBAA Codes of Practice or the aims and objectives of Fraser Coast FM.

### Notice of Motions

#### Pre-Submitted Motions:

- Motions intended for consideration at a General Meeting (including Special Resolutions) should be submitted in writing to the Secretary no later than **14 days** before the meeting date.

- The Secretary must include eligible motions in the meeting agenda and distribute them to members at least **7 days** prior to the meeting.

**Motions from the Floor:**

- At the discretion of the Chair, general motions may be moved from the floor during the meeting if they relate to agenda items or procedural matters.
- The Chair may rule out motions that are vague, unlawful, or disruptive.

**Procedure for Moving Motions**

A member must clearly state:

- "I move that..." followed by the motion's content.
- Their name and membership status.

A seconder must then state:

- "I second the motion."
- Their name and membership status.

If there is no seconder, the motion lapses.

The Chair will then:

- Read the motion aloud.
- Open the floor for discussion or debate, allowing equal opportunity for those for and against the motion.
- Call for a vote when discussion has concluded or after a reasonable time.

**Voting on Motions**

- Voting may occur by a show of hands, secret ballot, or other method deemed appropriate by the Chair.
- A simple majority of eligible members present is required for an ordinary resolution. Special resolutions require a 75% majority of votes cast.
- The Chair must declare whether the motion is carried, defeated, or referred (if further investigation is needed).

**Amendments to Motions**

- A member may propose an amendment to a motion during debate.
- The amendment must be seconded and then debated and voted on before returning to the original (or now amended) motion.
- Only one amendment may be debated at a time.

### **Procedural Motions**

Procedural motions (e.g., to close debate, refer an item to the committee, or adjourn the meeting) may be moved without notice.

The Chair may accept or reject procedural motions at their discretion to maintain meeting order.

### **Chair's Authority**

The Chair may rule a motion out of order if it:

- Conflicts with the Constitution or legislation
- Is defamatory or discriminatory
- Is substantially the same as a previously decided motion
- Is outside the meeting's powers or scope

The Chair's rulings may be challenged by a procedural motion passed by a majority of members present.

### **Recording of Motions**

- All motions (moved, seconded, carried, lost, or withdrawn) must be recorded in the official meeting minutes, including the names of the mover and seconder.
- Motions resulting in action or policy change must include a record of the resolution and any assigned responsibility for follow-up.

### **Related Documents**

- Fraser Coast FM Constitution 2016
- Queensland Associations Incorporation Act 1981
- CBAA Codes of Practice (2025)

### **Review**

This policy will be reviewed following any changes in legislation or best practice in association governance.

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