

How to Post a New Motion

Step 1: On the home page go to All Motions and click on the appropriate topic for your motion.

ALL MOTIONS

View All Proposed Motions ^

Aged Care

Culture Wars

Defense & Foreign Relations

Economy & Finance

Education

Elections – Federal

Elections – Local Government

Elections – State

Energy & Environment

Freedom of Speech

Government Regulations

Health Services

Indigenous Affairs

Infrastructure

Media & IT

Other Political Parties

Party Administration

Sport, Recreation & Entertainment

Other Topics

Step 2: Use the Create New Topic in “Category” box to enter your proposed motion

Create New Topic in “Aged Care”

Topic Title (Maximum Length: 80):
{Name of the Motion} - {Branch Name proposing the motion} {***PASSED***}

Date of next branch meeting: {insert date}

About the Motion: {brief text}

Contact Person for further enquiries; {insert name}
Phone: {insert phone}
Email: {insert email}

Topic Tags:

Topic Type:
Normal

Topic Status:
Open

Notify me of follow-up replies via email

Step 3: Please adhere to the following format

Topic Title: {name of the motion} - {name of the branch putting forward the motion} {indicator if the motion has passed in the format of *****PASSED*****}IF the motion has been passed. Otherwise do not indicate.

Example:

Peter Dutton & Nuclear - Bellevue Hill Branch *****PASSED***** (if the motion has passed)

Peter Dutton & Nuclear - Bellevue Hill Branch (if the motion has not passed)

Date of next branch meeting: {insert date}

Abut the Motion: {brief text explanation}

Contact Person for further enquiries; {insert name}

Phone: {insert phone}

Email: {insert email}

Step 4: Tick Notify me of follow-up replies via email. The system will notify you of all motions posted however this ensures you specifically get notifications about this motion posted by you.

Open

Notify me of follow-up replies via email

Do not change any other settings.

Step 5: Click the "choose files" button and upload the word document copy of your proposed motion so others can easily download and print it for submission if desired.

Upload Attachments

Attachments:

No file chosen

[Add another file](#)

Step 6: If you are happy with everything, Click the "SUBMIT" button to submit the motion to the board. An email notification will be sent to all members who have followed the Branch motions section and have selected to receive email notifications.

SUBMIT

How to move your motion to the Resolved list

After the motion has been resolved at your branch meeting and it is no longer an active / proposed motion it needs to be moved to the resolved motions section.

Resolved motions come under 3 potential categories:

- Adopted
- Not Voted On
- Rejected

Step 1: Go to topic

Step 2: Click on edit

If motion is **adopted** edit to record:

Moved by: {insert name}

Seconded by: {insert name}

Date: {insert date}

Move post to the Motions > Resolved > Adopted section

If motion is **rejected** edit to record:


Date:

Move post to the Motions > Resolved > Rejected section


If motion is **not voted on**:

Move post to the Motions > Resolved > Not Voted On section

Home > Motions > Rules for Posting Motions > *** Guide for moving motions to the resolved list *** Favourite | Subscribe

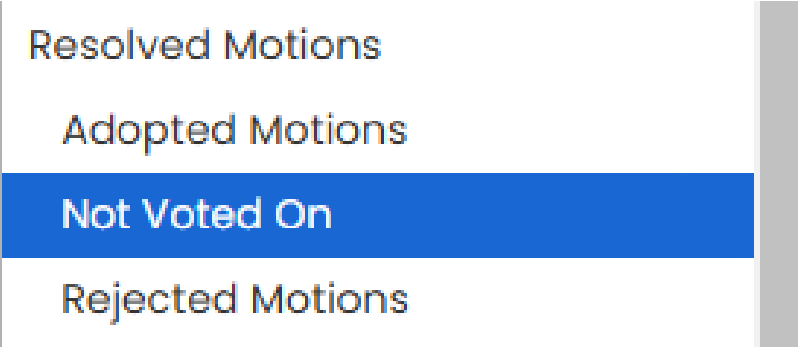
This topic has 0 replies, 1 voice, and was last updated 1 second ago by  dynamicva@outlook.com.

Viewing 1 post (of 1 total)

Author	Posts
20 November 2024 at 12:47 pm	QUICK EDIT EDIT MERGE CLOSE STICK (TO FRONT) TRASH SPAM UNAPPROVE REPLY #1230
 dynamicva@outlook.com Keymaster (49,180,81,150)	Go to the topic

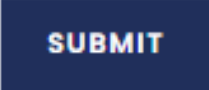
Viewing 1 post (of 1 total)

Step 3: Use forum dropdown to move the motion to one of the resolved motions lists. (Adopted, Not Voted On, Rejected)



A vertical dropdown menu with four options: "Resolved Motions", "Adopted Motions", "Not Voted On", and "Rejected Motions". The "Not Voted On" option is highlighted with a blue background and white text. A grey vertical bar is positioned to the right of the menu.

Step 4: If you are happy with everything, Click the "SUBMIT" button to record the changes. An email notification will be sent to all members who have followed the Branch motions section and have selected to receive email notifications.



A dark blue rectangular button with the word "SUBMIT" in white, uppercase letters.
