

SCOUTING IRELAND/GASÓGA NA hÉIREANN  
Online Annual General Meeting **8<sup>th</sup> September 2023**  
**General Guidance in Drafting Motions and Proposals and Useful Terminology**

General Guidance in Drafting Motions / Proposals: - Guidance

- A motion is an item of business put forward for consideration at a meeting.
- The motion must begin with the word 'That'.
- The motion must be concise and express its intended meaning clearly.
- The wording of the motion should be positive, and it should declare an opinion and call for some action.
- A motion or proposal should not be worded in a negative way. It is usually possible to reword such motions in a positive form, in any event.

Terminology:

- A motion /proposal is a subject proposed /put forward as a basis for discussion or for consideration.
- A resolution is the same motion / proposal after it has been voted upon i.e. resolved.
- An amendment substitutes, adds or deletes words anywhere in the motion/ proposal, but must not alter the basic intention of the motion/ proposal.
- An addendum adds words to the end of a motion/ proposal.
- A rider is also added at the end of a motion/ proposal but usually in the form of a recommendation or a suggestion.