

## GUIDANCE NOTES

How to complete the motion form:

**Red** sections are required

**Name of Suburb**

**Motion – Title:**

**State clearly what you want the Council to do – Example below (from last AGM)**

1. That Vincent Council does not hold citizenship ceremonies on 26 January.
2. That citizenship ceremonies be held before 26 January.
3. That the Vincent Council voice their support for the movement to change the date of Australia Day.

### **At the Meeting**

- You will be required to propose your motion
- A seconder will be required before it can be discussed
- If no seconder, the motion will lapse and will not be considered
- You will then have the opportunity to provide more information for your motion.
- Once you are finished, other residents present are invited to speak to your motion
- A vote will then take place. The vote is just to accept the motion for consideration
- Administration will provide feedback on the motions at the March 2024 Council Meeting