

2025 WALGA Annual General Meeting

Guideline for the submission of Member Motions

GENERAL PRINCIPLES

The following principles should be followed by Members in the formulation of Member Motions (Motions):

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the Motion to the total membership and to Local Government in general. Some Motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the Motion. Will it still be relevant come the AGM or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.

CRITERIA

Motions will be included in the Agenda where they are:

1. Are consistent with the objects of the Association (refer to clause 3 of the [Association Constitution](#));
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); and
5. Are clearly worded and unambiguous in nature.

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions as per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Prior to the finalisation of the Agenda, the WALGA President and Chief Executive Officer will determine whether Motions submitted by Members abide by the criteria.

Members submitting Motions will be advised of the determinations.

SPECIAL URGENT BUSINESS¹

No Motion shall be accepted for debate at the AGM after the closing date unless the motion:

- Relates to special urgent business, and
- Is approved for debate by an absolute majority.²

Where practicable, prior notice of the Motion should be provided to the President.

The Delegate is to have sufficient copies of the Motion in writing for distribution to all Delegates at the meeting.

COUNCIL RESOLUTION

Motions should be submitted with the support of a resolution of Council.

When submitting a Motion, the Member Local Government should advise that the Motion to be considered has been endorsed by Council.

MOTION TEMPLATE

A template has been prepared to assist Member Local Governments in submitting proposed Motions. The template is available on the WALGA website.

Motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

SUBMISSION

Who can submit a Member Motion

As per clause 22(5) of the Constitution, an AGM Motion may only be submitted by the WALGA State Council or an Ordinary Member.

How to submit a Member Motion

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at associationgovernance@walga.asn.au.

CLOSING DATE

Motions must be submitted before **5:00pm on Friday, 8 August 2025**.

¹ [WALGA AGM Standing Orders](#), clause 8

² "Absolute Majority" means a majority of delegates of the Association whether present and voting or not.