

These guidelines are provided to help District Branches and Sub Branches:

- understand what can and cannot be included in a motion; and
- provide the right information to support a motion.

Who can submit a motion?

Under the Constitution, **District Branches** and **Sub Branches** may submit motions for consideration at the 2026 Annual General Meeting (**AGM**).

Motions must be submitted using the Notice of Motion Template (attached to these Guidelines) and emailed to **companysecretary@rslqld.org** by **5pm, Friday 24 April 2026**.

As a general guide, motions should relate to matters of interest or concern to District Branches, Sub Branches and members, and ultimately support veterans and their families. Motions must also ask RSL Queensland to take action that is within its power and authority.

To assist members when voting, the Board will include brief commentary on each motion in the AGM papers. This commentary is intended to provide context only and help members make an informed decision.

What is a motion?

A motion is a formal proposal asking RSL Queensland to do something specific. If no action is being requested, a motion is not required.

If a motion meets the requirements of the Constitution and these guidelines, it will be included in the AGM documentation so District Branches and Sub Branches can review it in advance and vote on it at the AGM.

What can be included in a motion?

Motions should:

- clearly propose a **specific action**;
- be written in **affirmative language** (for example, “that RSL Queensland does...”); and
- relate to matters relevant to RSL Queensland, its members, and its Objects.

Motions should be something that RSL Queensland can reasonably do using its own authority and resources.

When is a motion “out of order”?

A motion may be ruled “**out of order**”, meaning it cannot be debated or voted on at the AGM, if it:

- breaches meeting rules or procedures;

- conflicts with the law;
- conflicts with the Constitution or By-Laws;
- interferes with the Board's responsibility to manage the organisation (for example, directing day-to-day operations);
- is not aligned with RSL Queensland's Objects or 2030 Strategy; or
- requires action by a third party outside RSL Queensland's control.

Before submitting a motion, it is recommended that you review:

- the Objects in clause 2 of the RSL Queensland Constitution; and
- the RSL Queensland 2030 Strategy.

Be clear and concise

Clear and well-written motions are easier to understand, discuss and vote on. Avoid vague or broad wording.

Before drafting your motion, be clear about:

- what action you want RSL Queensland to take;
- what detail is needed so voters understand exactly what is being proposed; and
- whether there are financial, legal or practical considerations.

If a motion is unclear or out of order, the Board may amend the wording to improve clarity, provided the original intent of the motion is not changed.

Provide supporting information

All motions must be accompanied by supporting information. This information helps District Branches and Sub Branches understand why the motion is being proposed and what its impact may be.

Supporting information is not voted on, but is provided for context, and should include:

Rationale

Explain why the motion is being proposed and what issue or opportunity it addresses.

Relation to Objects and Strategy

Explain how the motion aligns with:

- RSL Queensland's Objects (clause 2 of the Constitution); and
- the RSL Queensland 2030 Strategy.

Additional considerations

Include any other relevant matters, such as:

- **Financial implications** – will this cost RSL Queensland money, and is there an estimate?
- **Legal implications** – for example, privacy, confidentiality or compliance considerations;
- **Impact on third parties** – does the motion affect, or rely on, other organisations or stakeholders?

Providing this information helps voters make an informed decision.

Examples

- **Requesting a change to laws**

RSL Queensland cannot change laws (this is outside of RSL Queensland's control) – however RSL Queensland can make submissions to the Queensland Veterans Council (State Laws) or the National Veteran Affairs Committee (Federal Laws). A motion relating to a change in laws should read *“That RSL Queensland make a submission to [Queensland Veterans Council / National Veteran Affairs Committee] regarding...”*

- **Clarity and brevity**

A motion requiring RSL Queensland to consider improving communications with Sub Branches should read *“That RSL Queensland develop and publish clear communication guidelines for Sub Branches”*.

Submit your Motion on time

Completed Notice of Motion Templates must be emailed to companysecretary@rslqld.org by **5pm, Friday 24 April 2026**.

Did you know?

Sub Branches can also submit motions to the **State Council of District Presidents**, which meets eight times a year and provides a more regular forum for discussion. Contact your District Secretary for more information.

Guidelines

Submitting Motions for the 2026 AGM



Motion:	
Moved By	
Motion	
Considerations:	
Rationale <i>Why is this motion being proposed? What issue does it address?</i>	
Relation to Objects and Strategy <i>Which Object(s) of RSL Queensland or parts of the 2030 Strategy does this support?</i>	
Additional Considerations <i>Any financial costs, legal issues or impacts on third parties?</i>	

To be sent to CompanySecretary@rslqld.org by 5pm Friday 24 April 2026.