



## GUIDELINES FOR MOTION FORM

### 1. Introduction

In view of the variety of regulations and procedural systems that exist in the diverse cultures that exist globally, IWAS and IPCH wish to give support to its membership on how to present motions to an IPCH Sport Congress, the authority for IPCH matters.

IWAS and IPCH, in stressing the importance of preserving the right of every full national member of IWAS in good standing to be heard, has prepared this guideline to formulate a good and valid motion. When reviewing motions submitted to the IPCH Sport Congress, the IWAS Secretary will make every effort to ensure that there is

appropriate assistance for members in re-formulating any motions where applicable and relevant. A member may also seek the assistance of the IWAS prior to formally submitting a motion within the prescribed deadline to ensure that the motion is properly formulated.

A proposal can only be debated at an IPCH Sport Congress if presented in the **IPCH Motion Form**.

It should be said that there are distinct benefits to be gained from formulating a motion well, including the fact that it will be more readily understood, and that it will avoid time spent in lengthy clarification and discussions. Therefore the business of the national IWAS members can be accomplished more readily and satisfactorily. Motions will be accepted from full national IWAS members in good standing and must be received by IWAS and IPCH Office at least four (4) months prior to the respective IPCH Sport Congress. IWAS and IPCH undertake to communicate appropriate deadlines in a timely fashion to its members.

### 2. Definition of a Motion

#### 2.1. General (Non-Constitutional) Motion – requiring at least a 50% plus 1 majority vote of members present and voting.

A non-constitutional motion is a formal proposal on IPCH rules and regulations and IPCH specific technical management, made by a full national IWAS member, to take a certain action or to change a certain rule or regulation to improve the PCH-sport, for example:

- For IPCH to take a clear and substantive action related to the authority of the IPCH.
- To request IPCH to conduct a particular investigation and report back to the IPCH Sport Congress.
- To express a particular view, subject to this statement additionally and clearly proposing a possible further action.
- To change a current IPCH Rule or Regulation (see example in 3.6)

#### 2.2. Constitutional Motion – requiring at least a two-thirds majority of members present and voting

A constitutional motion is a formal proposal, made by a full national IWAS member, which affects the IWAS Constitution (Memorandum & Articles of Association), for example:

- May be a clear request for an amendment to be made to one or more articles in the IWAS Constitution complete with unambiguous rationale
- or

International Wheelchair & Amputee Sports Federation (IWAS)  
PowerChair Hockey



14<sup>th</sup> Sport Congress  
Monday 8<sup>th</sup> June 2020  
Pajulahti - Finland



- 
- May request the adoption of a certain principle or policy that implies or would, subject to it being adopted, lead to a constitutional change. The IWAS Secretary General will consult appropriately and judge whether or not a motion presented may lead to such constitutional change
  - or
  - May present a resolution where there is a constitutional requirement for a 2/3 majority, i.e. a motion to expel a full member organisation from IWAS or the dissolution of IWAS.

Changes to the IWAS Constitution require ratification by the Charity Commission of England & Wales and should include the wording "subject to Charity Commission approval".

### 3. Fundamental Principles to observe when formulating a Motion:

3.1. The motion to be put to the vote must be a clear and distinct proposal to which members can respond readily with either "yes", "no" or "abstention".

3.2. The motion should only deal with one issue, question or proposal. If an issue, question or proposal has multiple outcomes, actions or subparts, then the motion should be addressed in separate motions.

3.3. It is preferable to phrase a motion in the positive and avoid phrasing a motion with a negative statement; otherwise it creates confusion as to the result of the vote for or against the principle expressed in the proposal.

- Example positive phrasing:

"IPCH shall continue to give support for countries in development by taking the following action....."

- Example negative phrasing:

"IPCH shall not refrain from providing support for countries in development by....."

3.4. The description of a desired action should be precise, unambiguous and to the point.

3.5. The description of a desired action should additionally also identify who is responsible for its implementation and a time frame in which the action should be carried out or completed.

3.6. A motion on IPCH Rules or Regulations shall be described as follows:

- a) Mention the IPCH rule book where the motion refers to.
- b) Mention (copy) the complete current article.
- c) Mention "**Motion**" and the purpose of the motion in **red and fat**.
- d) Mention the article as proposed precisely. Underline what is changed or added.
- e) Mention "**Explanation**" in **green and fat**.
- f) Mention shortly the explanation as to why the motion is proposed.

*Example:*

a) *IPCH Competition Regulations*

b) *B.5.4. At the IPCH Event the legitimate passports, identity cards or received authorisation (or copies of these) of that particular nation shall be checked by the IPCH Jury before the first match (on the Day of Control).*

c) ***Motion to change into:***

International Wheelchair & Amputee Sports Federation (IWAS)  
PowerChair Hockey



*14<sup>th</sup> Sport Congress*  
Monday 8<sup>th</sup> June 2020  
Pajulahti - Finland



---

d) B.5.4. At the IPCH Event *each participating player shall provide their own legitimate passport, identity card or received authorisation (or copies of these) of that particular nation. Those documents will be checked by the IPCH Jury before the first match (on the Day of Control).*

e) **Explanation:**

f) In this way it is as a rule/regulation with the responsibility to the player.