

CIRCULAR



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**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

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PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 28/17

FILE NO: 2018/2

31st July, 2017

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: 26th February, 2018

Dear Sir/Madam,

ANNUAL STATE CONGRESS MOTIONS

Please be advised that the closing date for sub-Branches and District Councils to submit motions for inclusion in the 2018 Annual State Congress agenda is Monday the 26th February 2018 as per By-Law 11 item 22. Motions need to be submitted in accordance with Clause 21.5 of the RSL NSW Constitution and By-Law 11.

Key points to remember when submitting a motion for consideration by the State Congress Agenda Committee;

- By-Law 11 directs the Agenda Committee to meet in the last week of September and the first week of March each year.
- A motion must commence with the word "That..."
- A motion must be specific in regards to;
 - (i) what action is to be taken
 - (ii) who is to take the action
 - (iii) what is the timeframe for the action to commence
- A motion must not be ambiguous or worded in the first person.
- A motion must not contain more than one sentence however it may be broken into parts of required action.
- A motion must contain a supporting argument.
- Supporting argument must not exceed half an A4 size page.
- Motions need to be signed by the President and Honorary Secretary of the submitting sub-Branch and or District Council.
- Motions from sub-Branches need to be forwarded to District Council for endorsement.

Yours sincerely

Jeff O'Brien
RSL NSW ASSISTANT STATE SECRETARY