

Protocol for Submitting Branch Motions

1. Motions for discussion at the Branch shall normally be submitted eight days in advance of the Branch meeting date to the Branch Secretary. Such motions shall be circulated to the Branch email list along with the meeting Agenda, normally three days prior to the Branch meeting.
2. Emergency motions may be considered by the Branch if they meet all the following conditions:
 - a. The topic of the motion or events connected to it have arisen since the normal deadline specified in paragraph 1;
 - b. The topic of the motion or events are such that they cannot reasonably wait until the next Branch meeting;
 - c. To ensure equity between members attending the Branch in person or virtually, any such motion must ideally be brief. The Chair should allocate adequate time at the meeting for members, in person and online, to read and assimilate any emergency motion before it is taken.
 - d. Peripheral matters etc should be submitted as a normal motion to the next Branch meeting and not be part of the emergency motion.
3. Emergency motions should normally be taken at the Motions section on the agenda and after any other motions printed on the agenda, unless the Branch decides otherwise.