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- The matter couldn't be raised in debate on the agenda.
- The action called for is not covered by another motion, amendment or composite.
- The facts giving rise to the subject matter have occurred since the closing date for the submission of amendments to motions. (It is not sufficient that the branch was not aware of the facts until after the closing date).
- The subject cannot be dealt with through normal channels other than Community Service Group Conference.

The motion should be accompanied by an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines.