

A Guide to Drafting Motions

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Members are invited to submit motions to AGM for Divisional Conferences 2019

- Why should I submit a motion?

Motions are the means by which a member may direct the focus of business of their Branch or indeed the Union.

- What can a motion be about?

Motions by and large encompass the work or terms, or conditions of a member e.g. retirement age, compassionate leave. A motion may also be based on a trade unionist or social justice theme e.g. bus for members to attend Housing rally or solidarity with other Trade Unions.

- What happens with my motion?

Once you have submitted your motion for inclusion in the Branch's AGM in writing, by the deadline, to the branch Secretary it will be included in the AGM programme. The Branch Executive will have reviewed the motions prior to AGM and will be prepared to speak to it. It will become evident at AGM whether a motion has merit to be put forward for voting by the AGM and will be actioned in accordance with the vote taken at AGM up to inclusion as a motion to Conference.

To ensure your motion can be discussed and voted on at AGM you must be present and you must speak to the motion i.e. give your explanation and reasonings behind the motion to AGM

Points to Note:

- Motions should be submitted in writing to the Secretary by the deadline and must be signed by the proposer as well as a seconder who both have to be members in benefit.
- The motion must contain a clear statement of action, and its full substance must be included in the agenda of the AGM.
- Motions should start with "that", for example, *"That this AGM opposes the attempt to introduce a new graduate scheme"*.
- Be specific in the motion about whether members are for example just voting to "begin working on the issue of fitness to practice" or actually "approve the work carried out by the CORU sub-group to date".
- Be specific in the motion about the timeframe that the investigations or the actual work will commence and end.
- Your motion should be accompanied by an explanatory note which supports and explains the proposed motion.

ONLY MEMBERS IN BENEFIT ARE ELIGIBLE TO SUBMIT A MOTION