

CSP ANNUAL REPRESENTATIVE CONFERENCE (ARC) GUIDELINES ON WRITING MOTIONS

1. What are Motions?

Motions are formal proposals that are debated and voted on at ARC. Motions passed and accepted by ARC become resolutions and the policy of the Conference. Motions therefore need to be worded clearly. As ARC is an advisory body to the CSP's elected Council, ARC resolutions are not automatically mandatory on Council, which can decide to accept or reject them.

2. Who can submit Motions?

Any CSP group listed in the ARC Constitution can submit up to three motions.

3. Writing Motions

When writing your motion, make sure it is:

a. topical, accurate and concise

Motions may be rejected by the Agenda Committee if they repeat existing policy of previous work so choose issues that are current and new. Check the motions debated at the 2017 & 2018 conferences before submitting your motion.

Motions are rejected if the Agenda Committee considers that they relate to issues that can be better pursued through committees, working groups or other fora.

b. likely to prompt good debate

Be original - conferences need exciting debates - even if your motion fails, it can still offer the conference a valuable perspective.

c. comprehensible and logical

Include a proposal of action and indicate who is to take this action. Your motion is more likely to be chosen if it comes with a call for a clear action that the CSP/Council can take forward. It also helps to include a timescale.

Be concise and clear - write in plain English, explain any abbreviations and do not exceed 200 words.

d. in a subject area that relates to CSP strategic objectives

Priority will be given to motions on topics relating to the CSP's core objectives as set out in the Corporate Strategy and particularly those proposing the development of the profession as a whole (see "*Advice on Matching Motions to the CSP Strategic Objectives*").

4. Do's and Don'ts

4.1 Do

Ask for help if you're struggling - the Agenda Committee is there to assist you, so send through your ideas and questions - it's what they are there for.

For more help writing motions you can contact the following officers:

Louise Walker, Head of Training, ERUS: 020 7306 1117 / walkerl@csp.org.uk

Fiona Downes, Governance Officer: 020 7306 6158 / downesf@csp.org.uk

You can also contact your rep on the Agenda Committee:

Associates – Louise Wright
Country Boards & Regional Networks - Patricia McNally
Professional Networks – Caroline Griffiths
Stewards & Safety Reps - Michelle Slack
Students – Matthew Hughes

4.2 Don't

Write long, verbose motions or be repetitive or vague.

5. Examples of writing a motion

5.1 Motion Example 1:

“The CSP should ensure all hospitals provide a crèche facility.”

This is poorly worded for the following reasons:

- It is a statement and therefore not actually asking for anything
- The CSP cannot ‘ensure’ this as it is outside its powers.
- There are no timescales given.
- There are no reasons provided.

The following shows how this statement can be turned into a motion:

Motion start:	This Conference believes/demands/request that
Action by whom:	the CSP
What action:	should work with other trade unions and professional organisations to campaign strongly for the provision of crèche facilities in hospitals
When:	immediately
What reason:	particularly in view of the staffing crisis and the need to retain staff following maternity leave.

5.2 Motion Example 2:

“Physiotherapists are being affected by the current financial cuts and difficult economic climate. This means patient services are often worse and we have to work with fewer physiotherapists but with the same caseload. We still also have to take students and attend the same number of meetings. We should highlight any cuts to our services and promote the value of physiotherapy.”

This is poorly worded because:

- It is not clear *who* should take the action.
- It is not clear *what action* it is asking for. Highlighting the cuts locally or nationally?
- What does highlight mean? *How?*
- The focus of the motion is also unclear. Is the motion concerned with cuts or promoting physiotherapy – what is the key focus – or is it both?

The following example shows how this can be turned into a motion, using a different order to the first example.

Motion start:	This Conference is extremely concerned by
What reason:	the detrimental impact the current financial cuts are having on services across the NHS. Within physiotherapy there is increasing evidence of patient care being affected through increased waiting lists and fewer treatment sessions
Action by whom:	This Conference therefore calls on the CSP to
What action and When:	<p>a. Campaign immediately with other organisations to lobby the government to protect NHS funding; and</p> <p>b. Continue to promote the value of physiotherapy at all levels to help ensure it is not considered an easy target for cuts.</p>

6. Amendments to Motions

An agenda containing motions approved by the Agenda Committee will be published on Friday 10 May. At this stage, all groups have the opportunity to review the motions and decide if they want to submit an amendment to another group's motion. This should be an alternative or addition to the original motion and should not distort or contradict it. The amendment should be submitted to the Chief Executive's Office by **12 noon on Monday 20 May** and copied to the proposing group.

If the mover of the original motion accepts the amendment, it becomes part of the main motion, and goes forward to ARC as amended. If the amendment is not accepted, both the amendment and the original motion will be debated and voted on separately at ARC. Details of how this process can be found in Paragraphs 10 and 11 in the ARC Standing Orders.

It is the amending group's responsibility to find out whether the movers of the original motion have accepted their amendment and confirm this to the Agenda Committee when submitting it. The group proposing the amendment becomes the seconder of the substantive motion as amended.

7. Emergency Motions

An emergency motion deals with business that has arisen since the final date for submission of motions, so between **4 March and 19 May 2019**. Emergency Motions must be submitted in writing by e-mail to arcmotion@csp.org.uk by noon on **Monday 20 May 2019**.

After that date, emergency motions should deal only with business that has arisen between **20 May – 3 June 2019**. They will only be accepted by the Agenda Committee if:

- it considers them to be of significant importance;
- there has been no delay in notifying them; and
- there is time for them to be circulated to representatives with due time for their consideration.

Emergency Motions must be submitted in writing by e-mail to arcmotion@csp.org.uk before Monday 3 June 2019.

January 2019