

How to write a motion

A motion should be **short and to the point and should ask somebody to do something** (the branch, the MP, the CLP, conference).

Motions for conference should be no longer than 250 words long (and ideally for motions to the General Committee as well!).

Key things to consider:

- **Check that any factual points are accurate:** Motions that have inaccuracies are less likely to be selected. Don't rely on a single source.
- **Make recommendations:** This is the most important part of the motion. A common problem is that motions contain a lot of criticisms and a detailed description of the problem but are thin and unclear in their conclusions.
- **Stick to a few substantial points/plan** rather than a long list of small changes.
- **Check any deadlines with your CLP** prior to meetings. Timescales make it important to be aware of any time-sensitive issues. **Emergency motions:** Submit in writing to the Secretary as soon as the emergency allows. The chair will decide if the motion qualifies as an emergency motion.
- **Check that your motion isn't already LI policy!** Contact the Secretariat if in doubt.

Structure your motion like this:

Wording for Motion Parts	Explanation
Labour International/This branch/conference notes... (FACTS)	Description of the issue or problem which the motion seeks to address. This must be factual information that can be independently seen to be true.
Labour International/This branch/conference believes... (OPINIONS)	Contains things that you consider to be true, but that other people may disagree with. You should be open-minded and accept that other people may not agree with what you believe, even if you consider it to be "fact". Highlight existing Labour Party policies which will contribute to the solution.
Labour International/This branch/conference resolves... (ACTIONS)	Tell the BLP/CLP/Conference what action to take as an organisation.
Some motions include: Labour International/This branch/conference mandates...	This can contain specific instructions for specific officers. It can instruct officers or representatives within the BLP/CLP/Party. It is possible to mandate under the Rule Book but it cannot instruct a Member of Parliament.
Include the names of both mover and seconder.	

What happens next?

- Amendments and deletions can be moved and seconded from the floor of a meeting, but shall be handed to the secretary in writing. Ideally submit your amendment in advance of the meeting in writing.
- Motions are carried with a simple majority. In the event of there being an equality of votes, the chair may give a casting vote provided that s/he has not used an ordinary vote. If the chair does not wish to give a casting vote, the motion is not carried.
- If an amendment or deletion is carried with a simple majority, the amended motion becomes a motion to which further amendments may be moved.

Motions to Labour Party Conference

- **What is the CAC?**

The Conference Arrangements Committee (CAC) is elected by national conference. It takes office at the end of that conference for a year. Therefore, the annual party Conference is run by the CAC elected at the previous conference. The CAC is responsible for deciding the order of debates and plays a significant role in determining which motions submitted to the Conference get discussed.

- **Who can submit a motion to national conference and how many can a CLP send?**

Each CLP may submit one contemporary motion OR a constitutional rule amendment (rule change).

The CAC decides which motions meet the criteria and conducts a ballot of delegates to determine their priorities. At least the 4 motions voted as highest priority by CLP delegates are placed on the agenda, as are the 4 voted top by trade union and affiliated organisation delegates.

Alternatively, if you want to submit a rule change then there is a different format:

- **Specify the Chapter, Clause and paragraph number you want to change**
e.g. Chapter VII 2.b
- **Specify the exact words you want to amend.**
- **Specify how you want it amended**
e.g 1 "delete XXXXXX and insert XXXXX"; e.g.2 "add on end 4.c XXXXX";