



**NATIONAL EDUCATION UNION**  
**The process for Motions for the annual NEU Conference**

The Annual Conference of the National Education Union is planned to be held in 2021

1. **Key Dates & Deadlines**

There has been no confirmation yet of the Conference timetable for 2021, but please see below the key dates that are summarised from previous year's and it is anticipated that these will broadly remain the same for 2021 :

| Item  | Deadline  |
|---|---|
| Submission of Motions   | 3 December 2020   |
| Motions consultation period by the conference committee                 | December 2020 (5 working days) (final date to be confirmed) |
| Motions circulated to Local Districts                                   | By January 2021 latest (final date to be confirmed)         |
| Priority Voting on motions to be included in the Agenda                 | February 2021 (final date to be confirmed)                  |
| Conference Committee Nominations  | March 2021 (final date to be confirmed)                     |
| Submission of Amendments to Motions, Standing Orders & Executive Report | March 2021 (final date to be confirmed)                     |
| Amendments consultation period (see 5 below)                            | March 2021 (5 days) (final date to be confirmed)            |

## 2. **Submitting Motions & Amendments**

Conference motions can be submitted by NEU Local Districts.

The National Officers will review all motions and amendments to rule out any on the basis that they: commit the Union to unlawful conduct; commit the Union to act outside its own Rules, contrary to Union Rules; or are incapable of implementation for legal or other reasons.

NEU local Districts are entitled to submit up to 6 original motions.

NEU Local Districts are entitled to submit up to 6 amendments to original motions, this includes amendments to Equality/Sector Conference motions

Original motions should not be more than 350 words and original amendments should not be more than 200 words. The Conference Committee will have the power to edit motions and amendments to achieve factual accuracy and eliminate ambiguity, or to meet the maximum word limit, and reject motions that exceed the word limit. *Please adhere to the word limits.*

NEU Local Districts should note it is not necessary to submit the names of the Movers and Seconders at this stage. Also, motions cannot be submitted jointly with another District. Where there is a shared interest in an issue each District should submit the Motion which could then be composited into one motion with both names attached.

There is no limit to the number of amendments that may be submitted for the Report of the JEC, NEU Executive and Standing Orders.

All amendments must be submitted in advance, no amendments will be allowed from the floor of Conference.

## 3. **Guidance on writing Motions & Amendments**

The following guidance is offered to assist Local Districts prepare motions and amendments for Conference:

It's helpful if action points are printed in bold to draw them to the attention of delegates and laid out under headings with numbered points for each part, the following order is suggested:

- “Conference notes:”
- “Conference believes:”
- “Conference instructs the Executive to:

Please don't instruct the Joint General Secretaries, other Union officials or individual members of the Executive. Also, please refer to politicians by their title rather than their name.

Each motion should deal with one subject and be clear in its objective, avoiding ambiguity and the possibility of more than one interpretation or intention. It is suggested that argumentation is not included in the motion, as it may be developed during the debate and will impact on the word limit.

Please pay attention to the following:

- always use the phrase “the Executive of the National Education Union”
- don’t use abbreviations for organisations without spelling out their name at the first mention;
- don’t use full stops in initial abbreviations, e.g., TUC, DfE;

If you would like the Union to affiliate to a campaign or body, please attach the constitution of the organisation for ease of reference.

For the purpose of calculating the word limits, the following criteria will apply:

- acronyms in common usage count as one word (i.e. TUC = one word)
- hyphenated words count as two words (i.e. anti-democratic = two words)
- hyphenated dates count as one word (i.e. 2009-2010 = one word).

Local Districts are reminded that amendments should relate directly to the subject matter of the motion. Amendments to motions cannot be submitted at Conference.

#### 4. **Amendments to the Reports of the Executive**

The Report of the Executive 2021 will be made available on the NEU website.

The report is a factual report of the work done over the last year. The Rules provide that Local Districts can submit amendments, using the relevant form. Please reference amendments clearly, identifying the page number and section of text.

It is important to bear in mind when considering amendments that these should not try to write into the Reports, material which is not factually correct.

#### 5. **The Compositing Process**

All motions and amendments (including those submitted by the Executive), will be subject to compositing by the Conference Committee.

Local Districts should meet to decide whether to accept proposed composites. If this process is carried out by Officers of the Local District, it’s important to report back to members on the position taken. If Local Districts don’t want to agree to the composite, it helps to explain the reason why to CC who will have the final say.

Should a composite motion or amendment include the Executive, the Executive will be invited to either move or second.

All correspondence regarding composite motions will be sent directly to Local District Secretaries.

## 6. **Priority Voting**

Local Districts will need to convene a meeting in order to choose the 6 motions they consider to be the most important, regardless of the Section/theme in which they appear. Priority voting is weighted and works on the basis of the Local District membership figure being applied to each motion selected.

Conference Committee will then agree a suitable cut-off point to ensure as much of the agenda as possible will be debated. Motions that are not prioritised will not appear in the Conference Agenda and will not be debated.

The closing date for priority voting is February 2021 (( final date to be confirmed).

The Agenda will be circulated to delegates one week before Conference.

## 7. **Speakers**

Speakers cards will be sent to delegates before Conference. Delegates who would like to speak on motions or amendments should fill out a Speakers Card.

The arrangement for handing in speakers' cards FOR and AGAINST, is as follows:

- (i) It will be necessary to decide in advance whether you wish to speak to a motion or amendment on the agenda, if you only decide during the debate then your card would go to the bottom of the pile and you may not get called.
- (ii) Delegates may hand in cards for any debate 15 minutes \*before a Conference Session, during the Session and up to 15 minutes after the scheduled close of the Session.
- (iii) There is no restriction on the number of cards that may be handed in at one time.
- (iv) The day before the relevant debate, cards will be randomised.
- (v) Cards submitted on the day of the debate will be taken in order of receipt after (iii) above has been completed.
- (vi) Where a delegate wishes to withdraw from speaking, this should be done on the floor of Conference. They will not be allowed to remove the card as this may distort the ordering carried out under (iii) and (iv) above.

(vii) The speaking order for debates will be made available to Conference delegates in advance of the relevant debate.

8. **Movers & Seconders**

Districts with the right to move or second a motion and Local Districts with the right to move or second an amendment will be sent a GREEN Speakers card which they should fill in and return to Hamilton House, the names can then be printed in the Agenda. Otherwise, cards can be handed in to the Speakers Card Table in the Auditorium at any time prior to the debate.

9. **Conference Committee Election**

The election for the Conference Committee for 2022 onwards will be held at Conference 2021. Eight lay-members are to be elected to the Conference Committee.

As the term of office of the CC is intended to be 2 years, for the 2022 election the 4 members with the highest votes will serve for a term of two years (2022 & 2023) and 4 members receiving the next highest votes will serve for a term of one year (2022). This will establish a pattern for voting to take place every year for a two-year term.

Nomination forms for the Conference Committee election will be sent out in December, the closing date is March 2021. Candidates will be asked to provide a biographical statement (up to 150 words) and the election will take place at Conference. Delegates will be able to collect ballot papers at the Conference venue.

10. **Priority Motions**

It is possible that urgent issues may arise after the Conference Agenda has been printed, in which case a Priority Motion can be submitted. Priority Motions can come from Conference (200 delegate signatures required) or from the Executive. In both cases, it is up to Conference to decide whether it wishes to hear the motion proposed. Details of how these motions are taken is set out in Standing Orders.