**Guidance on writing a motion**

While there is no single way of writing a motion, the below guidance may be helpful to branches as they prepare motions for GMB Congress.

**Structuring a motion**

1. Be clear in **what the issue is** in the opening statement (Example: ‘This Congress recognises/believes/acknowledges/condemns…’)
2. Give clear **context** to what the issue is. (Congress notes that this issue stems from/has arisen because…). This solidifies the **purpose** of the motion.
3. There should be **credible examples** or information to back up the claims in the motion if needed (Congress will be aware that/should know…)
4. State what **necessary actions** there need to be to resolve this issue, or to further enhance GMB policy (Congress resolves to… Or Congress adopts as policy…)

**Things to consider**

Is the motion already GMB policy - and has the National Policy Guide been used to check? Existing policy motions will be carried (but not debated) by Congress.

Does the issue require a Rule Amendment? Anything that requires a rule amendment must be submitted as one during rule amendment years (2023 and every two years after).

Who are the relevant groups and what are they responsible for? i.e. GMB staff, members, branches, reps, employers, government, MPs etc. What are you calling on them to do?

Is the issue going to be ultimately resolved by the Union itself? If the issue requires non-GMB influence (such as MPs, governments, outside organisations) make sure that any action points placed on the union is proportionate to what can be achieved.

Branches should be mindful of what is achievable by the union if the motion requires actions to be taken, especially between Congresses. Branches should consider whether the aims of the motion are short term or long term.

**Things to avoid**

Does this issue affect or would interfere with the workplace bargaining of specific groups of members, i.e., specific terms and conditions of a group of workers? Congress has agreed that it does not debate motions on individual workplace terms and conditions.

Avoid using phrases such as ‘I believe that’, as it suggests that the motion is from a personal perspective and not on behalf of the branch.

Avoid making claims or personal attacks directly or implied against individual GMB members or members of staff. Individual claims against public figures or any member of the public should also be avoided unless undisputable.

**Useful tips**

If it helps, make use of bullet points to structure the information (this can be helpful in outlining any action points, and also order any factual claims.

Keep motions focused on one priority topic. Motions that cover more than one subject might be ruled out of order for debate.