



WE Party Conference

Kettering 7 – 9 September 2018

Motions Guidelines

Thank you for participating in shaping the future of our Party. These guidelines explain the three separate processes for submitting a motion, submitting an amendment to a motion, and submitting an emergency motion.

Proposals that don't adhere to these guidelines will be automatically rejected.

Motions Documentation

For all documentation referred to in these guidelines, including Motions and Amendments Proposal Forms, Sample Motions and Amendments, please visit womensequality.org.uk/conf18_docs.

Motions

Please read these guidelines with the following:

2018 Motions proposal form
2018 Sample Motion
Motion debates

Motions can only be accepted if they meet the requirements of the guidelines and the party's [constitution](#). Proposal of a motion does not guarantee acceptance, and the number of motions that can be debated is limited by the time available at conference.

First decide on the subject of your motion. It should be:

- directly relevant to WE's [seven objectives](#),
- a subject you're enthusiastic about - if it catches your interest, it's likely to be of interest to other members, and
- not in breach of the party's [constitution](#).

Then decide whether your motion is a business motion or a policy motion. (A policy motion can reaffirm the policy of the party, amend an existing policy or adopt a new policy. A business motion is a proposal that concerns the internal work of the party, such as the rules in the constitution and the party structure.) Constitutional amendments are a form of business motion, both of which are proposed on the 2018 Motions proposal form.

Formulate your approach, write your motion out and discuss it with other members, until you have a final form of words. Please also see the 2018 Sample Motion form sent with this guidance, which you may find helpful.

Then find backers. Either a WE branch or 20 individual WE members must support the motion. A good way of finding support is to invite your branch team and local members to send in motions for your branch to consider backing, and hold a meeting or conference call where you decide what to send in for consideration.

Your motion should be proposed by using the motion proposal form, which should be filled in, paying attention to the guidelines on the form itself, as follows:

Things to include

Title: A brief title that sums up the intent of the motion.

Proposers: Please give the names and email addresses of all 20 signatories to the motion, or your Branch name and email address, as appropriate, and state who will be the proposer and seconder of the motion if it is accepted for debate at Conference.

If the motion is debated at Conference, the proposer will have five minutes to make the case for the motion to conference delegates. A seconder may have the opportunity to speak as well, for three minutes, depending on the time available. The seconder of a motion should be prepared to make different points to the proposer.

Motion text: The actual language of the motion, not exceeding 300 words, which states that some action should be taken.

This should be precise and concise. Please state:

- the subject of the motion,
- its intent,
- what steps should be taken to achieve that intent (e.g. calling on the government or an official body* to carry out specific actions), and
- the desired outcome, e.g. “Amend the Policy Document, page ____, by deleting [its current wording], and adding [your new wording] to read [revised wording], etc.” Or, “Amend the Policy Document, page ____, to add the following wording between items ____ and ____: [wording of new section].”

The Policy Document can be found [here](#). Resolutions passed at our last conference can be found [here](#).

* If accepted, your motion will become WE party policy. Because of this, you should word the motion as if you are speaking as the Women’s Equality Party, rather than asking the Women’s Equality Party to change something (for example, “The Women’s Equality Party calls on government to...”).

Rationale:

Please include:

- a concise explanation of the rationale behind the motion, including such facts as are necessary to explain what you propose to change or add;
- citations to relevant law etc. if they will clarify your intent.* Parliamentary research briefings may be useful for background information and citations;
- an explanation of what you want the result of the motion to be, and why;
- no more than 500 words.

*Any cited material should be brought by the proposer to conference, if the motion is accepted

Submission of proposal

Your motion should be proposed using the motion form via email by 6 July 2018, with the subject line 'Motion for proposal to WE Conference 2018' to conference@womensequality.org.uk.

After submitting your proposal

Your motion will be acknowledged on receipt. Please allow two working days for acknowledgement.

In accordance with the constitution, the Steering Committee will establish an Agenda Committee, which is responsible for setting the content of the conference agenda. The Agenda Committee has the discretion to accept, amend or refuse a motion and/or amendment as follows:

- refuse a motion that contravenes the seven Core Objectives of the Party or the WE Code,
- redraft a motion or amendment proposed in order to clarify its wording,
- decide to treat any removable part of a motion or amendment as a separate motion or amendment,
- create a composite of similar motions or amendments, and
- refuse a motion in order to maintain the conference timeframe.

The Agenda Committee will check your motion to make sure it meets the proposals requirements. You may be contacted if the wording of your motion is unclear to see if rewording is possible (which will not change the intent of the motion) or if e.g. another motion has been proposed on the same subject, to see whether you would prefer to merge the two motions in consultation with the author of the other motion. Any changes will happen in consultation with you.

The Agenda Committee will make recommendations to the Policy Committee about which motions to accept, amend or refuse and the composition of the conference agenda. The Policy Committee will ensure the coherence and consistency of policy proposals. In the event of a dispute between the Agenda Committee and the Policy Committee, the Steering Committee will make a final decision.

You will be contacted within two weeks of the submission deadline about whether your motion has been accepted for debate.

Once all the accepted motions are finalised, they will be sent out to all members. Please read them and decide whether you would like to propose an amendment to any of them.

Amendments to motions

Please read these guidelines with the following:

2018 Amendments form
2018 Sample Amendment to Motion
Motion debates

Amendments can only be accepted if they do not breach the guidelines or the party's constitution.

Proposal of an amendment does not guarantee acceptance, and the number of amendments that can be debated is limited by the time available.

Your amendment should be proposed by using the amendment form, which should be filled in, paying attention to the guidelines on the form itself, as follows:

Your amendment:

- must be relevant to the motion it intends to amend,
- may not change the motion's intent, or oppose or nullify it,
- must be relevant to the party's seven objectives,
- can change some (but not most) of a motion's text,
- must not make the text of the motion, as amended, exceed 300 words, and
- the amendment rationale may not exceed 250 words.

Things to include

Title: A brief title that sums up the intent of the amendment.

Proposers: Please give the names and email addresses of all five signatories to the amendment, or your Branch name and email address, as appropriate, and state who will be the Proposer of the amendment if it is accepted for debate at Conference.

Amendment text:

The actual language of the amendment, which changes the wording of the motion. This should be precise and concise. Please state:

- the subject of the motion,
- the subject of the amendment,
- its focus and how that changes the focus of the motion,
- the new wording you propose, and
- how it amends the motion, e.g. "Amend the motion, lines ___ to ___, by deleting [its relevant current wording], and adding [your new wording] to read [revised wording]", etc. Or, "Amend the motion, lines ___ to ___, by adding the following wording between the existing words ___ and ___: [wording of new section]."

Rationale:

Please include:

- a concise explanation of the rationale behind the amendment, including such facts as are necessary to explain what you propose to change or add,
- citations to relevant law etc. if they will clarify your intent.* Parliamentary research briefings may be useful for background information and citations,
- an explanation of what you want the result of the amendment to be, and
- why you think the original motion needs to be changed.

* Any cited material should be brought by the Proposer of the amendment to Conference, if the amendment is accepted.

It would be helpful if you could notify the Agenda Committee of your intention to submit an amendment before the deadline for amendments, to help members plan capacity for review. Please email conference@womensequality.org.uk by 2nd August with the subject line 'Notification of intention to amend'.

Your amendment should be proposed by using the amendment form by email by 9 August, 2018 to conference@womensequality.org.uk, with the subject line 'Amendment for proposal to WE Conference 2018'.

After submitting your proposal to amend

Your amendment will be acknowledged on receipt. Please allow two working days for acknowledgement.

It will be checked to make sure it meets the proposals requirements by the Agenda Committee.

You may be contacted if the wording of your amendment is unclear, to see if rewording is possible (which will not change the intent of the amendment or motion) or if e.g. another amendment has been proposed on the same part of the same motion, to see whether you would prefer to merge the two amendments in consultation with the author of the other amendment. Any changes will always happen in consultation with you.

You will be contacted within two weeks about whether your amendment has been accepted for debate.

Emergency Motions

Please read these guidelines with the following:

2018 Motions proposal form
 2018 Sample Motion
 Motion debates

Emergency motions can be used for issues or circumstances that have changed since the deadline for standard motions (from 7 July 2018). Emergency motions require the same number of supporters as standard motions, and the process of proposal is the same as that for ordinary motions, with the exception that they cannot be amended¹.

¹ Please note - updated as at 26/06/2018 and at 31/07/18

Your emergency motion should be proposed by using the motions proposal form, also paying attention to the guidelines on the form itself, via email by 20 August to conference@womensequality.org.uk, with the subject line 'Emergency Motion for proposal to WE Conference 2018'.

You will be contacted within 10 days about whether your emergency motion has been accepted for debate.

The Agenda Committee will have the sole discretion to decide whether proposed emergency motions will be added to the conference agenda.

Emergency motions may also be proposed during party conference. In this case, the conference chair will have the sole discretion to refuse, allow or propose emergency motions which are not on the conference agenda.

Conclusion

Once all the motions and amendments for debate have been finalised, the motions, with the proposed amendments, will be sent out to all members as the programme for debate at conference.

The proposers of a motion or emergency motion may challenge a decision to refuse a motion at party conference at their discretion, providing that they believe such a motion or emergency motion needs the immediate attention of the party and that a majority of party conference would support it. In such a case, the conference chair will allow a vote in which the decision to refuse the motion can be reversed by a simple majority vote.