



GENERAL SECRETARY'S OFFICE

1st December 2015

TO: FULLTIME OFFICIALS RESPONSIBLE FOR COMMITTEES ENTITLED TO SUBMIT MOTIONS AND ALL BRANCHES

Dear Colleague

UNITE POLICY CONFERENCE 2016

The Executive Council have agreed that the 4th Unite Policy Conference will be held in the Brighton Centre, Kings Road, Brighton BN1 2GR on 11th to 15th July 2016.

In accordance with Rule 12.2 and 12.7 motions are invited from all branches and committees entitled to submit them i.e. Regional Committees, Regional Industrial Sector Committees, Area Activist Committees, Regional Equalities Committees, Regional Retired Members co-ordinating Committees, National Industrial Sector Committees, National Equalities Committees and the National Retired Members Committee.

Accordingly, Branch Secretaries and Fulltime Officials with responsibility for committees entitled to submit motions are requested to bring this communication to the notice of their respective branch or committee as early as possible; in order to afford them an opportunity to submit a motion for inclusion in the agenda of the Conference.

It is not necessary to re-affirm existing union policy for it to remain in place. Once agreed policy is only altered by motions which explicitly seek to do so. To assist your members when determining your motion, you will find a record of the policies agreed at previous Policy Conferences in 2010, 2012 and 2014 on the Unite Website using this link: <http://www.unitetheunion.org/unite-at-work/unitepolicies/>

We have also drawn up the enclosed guidelines to assist your branch or committee when writing your motion. When considering a motion, you should also note the following:

- Each branch or committee may submit 1 motion only;
- Motions should be on general items of policy only;
- Motions must be limited to one subject only;
- Motions to amend the rules are not permissible;
- Motions which are specific to the business of a particular industrial sector will not be placed on the agenda but may be referred to the relevant National Industrial Sector Committee.

Motions must be sent by e-mail in Word format to conference@unitetheunion.org stating clearly the name of the branch or committee submitting the motion and the name and contact details of the relevant branch secretary of fulltime official and the date of the meeting at which the motion was agreed. For verification purposes the enclosed motion form duly completed and signed should be sent by post to, General Secretary (Policy Conference/7th floor), Unite the Union, Unite House, 128 Theobalds Road, London WC1X 8TN to arrive no later than 15th February 2016 with the text of the motion attached. Motions arriving after that date will not be placed upon the Agenda.

Yours sincerely

A handwritten signature in black ink that reads "Len McCluskey".

Len McCluskey
General Secretary

UNITE THE UNION
4th POLICY CONFERENCE 2015
MOTIONS



Date of meeting at which motion was agreed:

Region Name.

Branch Name (or number) or Committee Name

Signed: Branch or Committee Chair.....

Signed: Branch or Committee Secretary

(for committees this should be the fulltime official with responsibility for the committee)

Name of Secretary in Block letters:

Secretary's Address:

.....

e-mail address:

Motions must be sent by e-mail to conference@unitetheunion.org and the original of this form sent by post to *General Secretary (Policy Conference), Unite the Union, Unite House, 128 Theobalds Road, London WC1X 8TN* to **arrive no later than 15 February 2016**. Motions arriving after that date will not be placed upon the Agenda. Please refer to the accompanying guide on how to writing a Motion before proceeding.

- One (1) motion only per Branch or Committee
- Motions must be limited to one subject only;
- This form must be signed by both the secretary and chair of your branch or committee;
- In order to avoid illegible motions being returned please write motions in block letters or type them;
- Please attach the text of the motion securely to this form;
- Only motions on general items of policy will be accepted;
- Motions to amend the rules are not permissible;
- Motions which are specific to the business of a particular industrial sector will not be placed on the agenda but may be referred to the relevant National Industrial Sector Committee.

Title of Motion:

How to write a motion for the Unite POLICY CONFERENCE

A motion to the Union's National Policy Conference should either seek to establish a new policy; extend existing policy or, reiterate current policy.

(N.B. whilst a motion may re-affirm current policy it is not necessary to do this for a particular policy to remain in place. Once agreed policy is only altered by motions which explicitly seek to do so.)

Motions should not require the union to amend its rules and should not be specific to the business of a particular industrial sector

Any motion which seeks to commit the Union to spend money must be reviewed by the Executive Council before it can be enacted.

When writing a motion you should include the following key points:

Introduction

Motion should commence with words "This Conference..." . This means that it should not start for example "The South RISC at its meeting in January agreed the following motion". The RISC may wish to have the motion considered but it is the policy conference that the policy must come from.

What it is you want to achieve

Make it absolutely clear what it is you want to achieve. For example this could be:

- lobby the government
- raise awareness among members
- commit the union to run a campaign

Why you want what you want

You should make it clear what the motivating factors behind your motion are. For example it could be because:

- members' jobs are at stake
- members are suffering financial hardship
- pensions are threatened
- government is failing to address a specific issue

Who you want to do it

You should make it clear who should be responsible for taking the motion forward. Possibilities are:

- the union's Executive Council
- the TUC
- the union's officers or departments
- government

When you want it done by

Always make sure you include a timescale, otherwise it might never get done!

What not to include

Try and keep motions to a reasonable limit of words (300 should be enough). Remember it is not necessary to include all your arguments in the motion itself, these can be elaborated upon in the moving speech.