

# STANDING ORDERS COMMITTEE GUIDE TO COMPOSING MOTIONS TO THE ANNUAL DELEGATE CONFERENCE

## Introduction

Policy of the ATCOs' Branch of Prospect for the forthcoming year (i.e what the Branch Executive Committee will attempt to negotiate on behalf of members) is determined annually at the Annual Delegate Conference.

The organisation of Conference in terms of the acceptance, collation and publication of motions to Conference, Timetable etc. is the responsibility of the Standing Orders Committee. The SOC is elected annually at Conference and this year comprises Kevin Malam - TC (Chair), John Ellis - LACC, and Stuart Mann -TC. The SOC operates to a set of Rules contained in the Branch Handbook and is independent of the BEC to ensure impartiality.

Members at individual Units throughout NATS are represented at Conference by Delegates who attend on your behalf, to debate and vote on motions proposed by members throughout the Branch.

Members can influence the Policy of the Branch by proposing Motions which will be debated by Conference. This is the sole basis upon which the Branch operates and it is vitally important that Members participate in this valuable, democratic process. Motions that are approved by Conference become Policy of the Branch and it is incumbent upon the BEC to negotiate according to the agreed Policy. This is the only forum that sets Branch Policy and as a member this is your opportunity to influence how the Branch represents you. If you feel the Branch should be negotiating a particular issue then you should submit a motion to Conference for the Delegates to debate. If a majority agree it will become Branch Policy.

To allow time for the complicated administrative process of preparing the all of the motions etc. a closing date for submissions is set approximately 8 weeks prior to the date of Conference. This does not however prevent Conference from discussing important matters which arise after the closing date. These matters can be put to Conference in the form of Emergency Motions. Subject to a number of Rules the SOC will accept Emergency Motions up to a point midway through Conference itself and will find time within the Conference Agenda for those Emergency Motions which fall within the appropriate rules to be debated. This process allows Delegates to raise matters which may relate to information that has been issued after the closing date, perhaps as part of a briefing earlier in Conference.

**Please consider submitting Motions to Conference.** Hopefully the guidelines below will help to make the task less daunting and will reduce the risk of your motions being rejected for technical reasons. Following the guidelines will also ease the administrative burden on the SOC in the run up to Conference.

## Guidelines

- Submit motions to the SOC e-mail address [atcosoc@hotmail.co.uk](mailto:atcosoc@hotmail.co.uk) before the closing date. This will be shown on the Conference Calling Notice and is normally about 8 weeks prior to Conference. There is no need to wait until the closing date, the SOC will accept motions at any time up the closing date, the sooner the better in fact.
- Motions submitted directly by members must be Proposed and Seconded by at least 2 individual members. Ensure that it is clear who Proposes the Motion. (Indicate clearly after the text of the motion). Motions may also be Proposed by a Section or by the BEC.
- All Motions must either create Policy for the BEC to action or amend or Delete Policy already contained in the Branch Handbook. They must contain an instruction in some form for the BEC to act upon. Statements of fact, personal opinion or rhetoric are not acceptable. It may be helpful to read current Policy contained within the Branch Handbook to better understand how Policy is written.

- The Branch Handbook is currently being revised. At present Policy is divided into a number of Section Headings as listed below. Motions will be collated by the SOC and debated at Conference under these headings:
  - Section A - General
  - Section B - Conditions of Service
  - Section C - Working Practises and Rosters
  - Section D - Medical, Retirement, and Superannuation
  - Section E - Salaries and Pay Structure
  - Section F - ATC Training and Licensing
  - Section G - Technical
  - Section H - Industrial Relations
  - Section J - Annual
  - Branch Rules
- Each of the above Sections is further sub-divided. See the Branch Handbook for further details. It is likely that any motions you may submit will fall under one of the above Section headings. Although not essential (the SOC will decide if not stated) it would be very helpful if you could indicate the Section to which your motion relates.

## Example Motion

- There are two schools of thought as to the format of Motions to Conference. Purists would suggest that the Motion as submitted should merely state the instruction that will form the Policy, and the Delegate moving the Motion at Conference would put the motion into context.
- In recent times a trend has developed in which Motions submitted contain explanatory information which goes some way to putting the motion in context. Whilst this is not unacceptable it could be argued that by doing so the role of the Delegate moving the Motion is diminished.
- Below are two examples of the different styles of how the same motion may be submitted. The SOC will accept either version:

### Purist Version

#### Section B9

The BEC is instructed to negotiate for NATS Management to provide free bottled mineral water at all air-conditioned operational units.

Northern Section

In this case the Delegate from Northern Section would give Conference information about dehydration etc and why Northern Section think this Policy should be adopted during their short speech to Conference when they 'move the Motion'.

### Alternative Version

#### Section B9

It is accepted that the human body is more likely to become dehydrated when spending significant periods in an air-conditioned environment and that dehydration has a detrimental effect on ability to maintain concentration. The BEC is therefore instructed to negotiate for NATS Management to provide free bottled mineral water at all air-conditioned operational units.

Northern Section

- Do not include more than 1 instruction within a motion. Use separate motions to produce separate Policies.
- The instruction to the BEC contained within the Motion must be clear and unambiguous. Likewise for any proposals for changes to Branch Rules.

Should you require further assistance in the composition of motions please contact your unit Rep, Section Chair or the Chair of the Standing Orders Committee at [atcosoc@gmail.com](mailto:atcosoc@gmail.com)