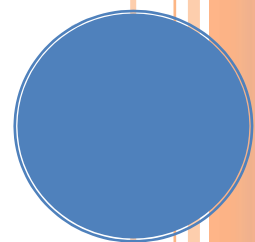




## GMB London Region Equality Conference

### Tips for writing and moving a motion for the Conference



The structure of a motion is very basic and would apply to any motion for any conference. The motion should be broken into three key parts:

Introduction = Brief reference to the background - what it's about.

Argument = Why the delegation should agree with you, this needs to include key points and should not be your speech as you will be able to add on to this when the motion is moved.

Summary and call to action = Telling the Regional Equality Forum (REF) what you want them to do about it. This may also include a timescale but again be realistic if you want to set a timescale as this could be a reason for opposition if the REF do not feel it is achievable.

It is important to make sure that the action you wish the REF to take is within their scope to do so. For example, the REF cannot change GMB rules or take decisions on staffing etc. If such motions are put to the conference they may be rejected. There may be actions that require the committee to campaign for certain changes. However, the ultimate decision on the above would be made by Congress or the Senior Management Team respectively.

YOUR MOTION SHOULD BE CLEAR AND CONCISE. WHILST YOU WOULD NOT WANT THE MOTION TO BE TOO DETAILED, IT IS IMPORTANT THAT THE DELEGATION WOULD HAVE AN IDEA OF WHAT THE MOTION IS ABOUT. MORE IMPORTANTLY THE PERSON MOVING THE MOTION MAY NOT BE THE PERSON WHO WROTE IT AND THEY WOULD HAVE TO UNDERSTAND THE MOTION,

# Moving a motion at the conference.

- Preparation prior to speaking
- Selecting relevant material and omitting the irrelevant
- Giving a timed presentation

It is important to read the motion if you have not written it yourself and if possible discuss it with the author as to what you want highlighted.

1. Select the bullet points that you believe should be included in the speech and discard those you consider to be irrelevant.
2. Arrange the bullet points you believe should be included into a coherent speech using the structure

## Introduction > Argument > Summary and call to action

There is more to public speaking than talking in a loud voice to a group of people. Your posture, breathing, eye contact, emotions and other matters influence how you feel when speaking and how effectively your message reaches the audience.

I have listed overleaf some 'no go areas' – words and actions that draw attention away from what you are saying for you to consider.

## No go areas

Although what we say and how we say it, will depend on a variety of factors – including the topic, the audience, the occasion and the speaker – there are some aspects of verbal communications that can generally be considered 'no go areas'. As always there are exceptions. With experience you will also identify your own no go areas.

No go area	How and why?	Exception to the rule?
Initials, abbreviations	Can cause confusion: 'If the GMB, BFAWU and USDAW reject the offer at the JNCC we will go to the CEC for approval for a strike ballot, subject to any last minute intervention from ACAS	No
If you cannot pronounce a particular word, find another one.	If you repeat the word, some or all of your audience will focus on the mispronunciation rather than what you are saying.	If the word you struggle with is the name of a person, place or organisation, learn to say it.
Latin terms	N.B., i.e., e.g., et cetera are useful when written, but can be confusing when spoken.	No
Numbers	Keep the use of numbers simple. Complex figures are difficult to convey verbally.	Say 'almost half' rather than '48.3 per cent'.
Pointless repetition	Some classics include: 'me, myself, personally' 'e.g., for example'	No
'Foreign' words and phrases	Those using foreign phrases <i>passim</i> either assume the audience is <i>au fait</i> , or <i>schadenfreude</i> underpins their <i>modus operandi</i>	Obviously proper nouns such as people, places or organisation names are acceptable.
Clichés	'We must use this window of opportunity to engage our stakeholders and build robust synergies going forward'	Do not use meaningless business speak – unless you want other delegates to believe you have sold your soul to Satan!
Habitual 'fillers'	Avoid: 'ya know' 'at the end of the day' 'know what I mean?' 'apparently'	No

No go area	How and why?	Exception to the rule?
Humour	With care humour may endear you to Conference	Great care is needed. Stand-up 'jokes' do not work and humour is not appropriate for some topics.
The wrong word	'pacific' means peaceful; 'specific' means something particular. 'flouting' means disregarding (e.g. rules); 'flaunting' means showing off. 'biannual' means twice a year; 'biennial' means every two years.	Make sure you use the right word.
Insulting Conference	Avoid expressions that patronise or alienate listeners, such as: 'Most of you won't know this' 'Only an idiot would oppose this motion',	No

## Preparation:

### Timing:

Each mover of a motion can take up to five (5) minutes, seconds and all subsequent speakers can take up to three (3) minutes.

## Structure and notes:

Carefully structure your presentation and prepare notes – ideally word processed – on key points. Choose a large font size appropriate to your vision. Lay out with normal capitalisation: contrary to popular belief, it is harder to read text that is all in capitals. Use double line spacing so you can make last minute amendments and number the pages in case you lose your place

