

NAPO GUIDE TO

MOTIONS



HOW TO WRITE A MOTION (AND GET IT HEARD)

YOUR STEP-BY-STEP GUIDE TO CHANGING NAPO POLICY

Every policy Napo holds started the same way: with a motion from a member like you.

Motions are how we make decisions, set direction, and push for change – from pay and workloads to campaigns and professional standards.

Ready to write one? Here's how.

What is a motion, anyway?

A motion is a short proposal that:

- Identifies an issue Napo should address (e.g. pay, equalities, staffing, wellbeing)
- Lays out what action should be taken
- May include a deadline or timescale
- If passed, becomes Napo policy – a resolution that shapes our Operational Plan for the year ahead



Who can submit a motion?

- Any two members (one to propose, one to second), or
- A branch, committee or network
- You don't need to be an officer or expert – just someone who sees a need for change.

What makes a good motion?

- **Keep it short, clear, and action-focused:**
- **Brevity** – no more than 200 words
- **A clear statement of the issue** – what's the problem?
- **A call to action** – what do you want done, by whom, and by when?
- **Save the detail for your speech** – examples, context, and reasoning come when you move the motion at AGM.

How are motions prioritised?

After motions are submitted, members vote in a ballot to decide which get debated first.

Top motion for each committee/network goes first (in rotating order).

The rest follow in order of votes received

Your vote matters. Want your motion debated? Get others to vote for it in the ballot!

Need help writing a motion?

You're not alone.

Ask your branch officers – they can help shape and refine your idea

Invite Steering Committee – they're happy to come to branch meetings and walk through the process

Talk to a network – especially if your motion relates to equalities or identity-based issues

Motion template

Title: Making Motions More Accessible

Motion:

This AGM notes that while motions are a vital way for members to influence Napo's direction, many members are unsure how to start writing one or lack confidence in doing so.

AGM believes that motion writing should be as accessible, inclusive, and engaging as possible. AGM therefore instructs the National Executive Committee and Steering Committee to:

- a) Develop and circulate a plain English motion-writing guide for members before the next AGM motion deadline
- b) Host at least one national online workshop annually on how to write, propose and debate motions
- c) Encourage branches and networks to support first-time motion writers with mentoring or peer review
- d) Promote the use of mock motions, like this one, to help build confidence and understanding across the union