



Tips for Writing Motions

BE CLEAR AND SPECIFIC

- For a motion to be successful you need to spend the necessary time and effort to present a thoughtful and well worded motion.
- Consider what it is you want achieve with the motion.
- Say it in the fewest amount of words possible.

CONTENT

- Have one idea per motion. If there is more than one issue make it a separate motion.
- The motion must be able to stand alone without supporting documents.
- It must make sense and clearly state its purpose.
- If you want a report or a response to the action, include it in the motion.
- To ensure that the motion is appropriately responded to, make sure it is directed at the right person or group.
- Include specific results that can be measured.
- Include a verb: your motion is a call for action.

Things that detract from the intent of your motion:

- Poor spelling and/or grammar.
- Poor wording: make sure the meaning is clear.

PREPARING A MOTION

- Identify the issue:
 - What do you want to happen or to change?
- Analyze the issue:
 - Is there a policy, previous practice, or experience?
 - Who is responsible for carrying out the intent of the motion? The motion should be directed at that person or group.

A NOTE ON FORM

Different organizations have different traditions around how motions are presented at meetings. The BC Federation of Labour uses a "Whereas..." preamble followed by "Be it resolved...". The BCTF uses a more streamlined form, starting with "That...". Supporting statements are provided following the motion usually orally, or at larger more formal meetings in writing below the motion. The BTA uses this format.