

STEERING COMMITTEE

GUIDELINES FOR MOTIONS AND AMENDMENTS FOR ANNUAL CONVENTION

- Members are advised to read the following guidelines carefully as they will be applied by Steering Committee when it meets to rule motions 'in' or 'out of order' for the Convention Preliminary Agenda.
- Steering Committee recommends that motions for Annual Convention being proposed at Branch Meetings should be put in writing either at the relevant Branch Meeting or prior to the Branch Meeting.

(a) Motions:

To ensure that motions are not ruled “out of order”

- (i) all motions **must arrive** in ASTI Head Office by November 30 in accordance with Rule 72;
- (ii) all motions must ask Convention to declare an opinion or call for a course of action, or both;
- (iii) all motions must be properly worded and factually correct;
- (iv) all motions must conform to the objects of the ASTI as set out in the ASTI Rules and Constitution
- (v) all motions must be capable of implementation.

(b) Amendments and Addenda:

To ensure that amendments and addenda are not ruled “out of order”:

- (i) they **must be received** in ASTI Head Office by January 31 in accordance with Rule 72 (d):
- (ii) they must conform with the objects of the ASTI as set out in the ASTI Rules and Constitution
- (iii) they must be capable of implementation
- (iv) they must be properly worded and factually correct
- (v) they must not change the whole sense of a motion and must in some way involve the same question that is raised in the motion
- (vi) they must not be a direct negative of the motion.

Please Note:

Steering Committee has decided that branches may not amend the motions which they have submitted.

(c) Changes of Rule:

- (i) Motions, amendments and addenda involving a change of rule should specify clearly what is to be deleted and what is to be substituted.

e.g. The correct formula would read:

Rule 59: delete"....."

or

Rule 59: delete"....." and substitute “.....”

- (ii) All motions proposing a change of rule, which, if passed, will require as a consequence, material change(s) in other rule(s), should identify those rules in which such material change(s) will be required and specify the changes required.
 - (iii) Motions, amendments and addenda, other than those specifically changing a rule or rules, must not conflict with existing rule(s).
- (d) Advice Regarding Drafting Motions:**
- (i) Each motion should be clear and concise.
 - (ii) A motion should not contain an argument.
 - (iii) Each motion should deal with one topic only.
- (e) matters affecting the terms and conditions of staff, except as provided for in the Rules, are not appropriate for Convention motions. These should continue to be dealt with by Standing Committee and/or CEC as appropriate.

Additional Explanatory Guidelines for Motions:

- (f) (i) the meaning of a motion must be clear to an independent reader.
- (ii) a motion must not be open to more than one interpretation.
- (iii) where a motion sets out a particular time scale for implementation, this time scale must be reasonably achievable in the opinion of Steering Committee, *e.g. a motion to be passed in April calling for a salary increase to be negotiated and paid by May would probably be ruled 'out of order'.*
- (iv) a motion must not contain errors of fact, *e.g. a motion proposing the reduction of the 'thirty five' point salary scale would be ruled 'out of order' on the basis that there is not a 'thirty five' point salary scale.*
- (v) a motion must be in conformity with the Objects of the ASTI as set out in Rule 4 of the Rules and Constitution of the ASTI. Seventeen specific objects of the Association are listed in Rule 4.
- (vi) motions proposing change of rule must be very carefully worded; they must identify clearly the specific changes being proposed; the amended rule must not be in conflict with any other ASTI rule. Proposers should read all rules associated with or affected by the rule change that is being proposed.
- (vii) a motion may not be in conflict with any existing rule of the ASTI, *e.g. Rule 5 prohibits discussion of political or sectarian topics so a motion requiring such a discussion would be ruled 'out of order'.*