



Motions Online: electronic submission of motions and references back for 2012 conferences

- Where do I submit motions?
- How do I submit motions?
- The submitting officer
- The confirming officer
- Seconding a motion, withdrawing as seconder and withdrawing a motion from the conference agenda
- Deadlines
- Other information

Introduction

Motions Online can be used to submit motions to both National and Group conferences. Electronic submission remains optional. Branches can still submit motions and references back manually but the use of Motions Online is strongly encouraged. Submissions **must not** be made in both electronic and hard-copy formats.

Where do I make submissions?

The system is accessible via the PCS website. A link can be found from the homepage or you can go directly there by typing <http://www.pcs.org.uk/motions> into the address bar. We suggest you add this page to your favourites/bookmarks.

How do I make submissions?

Two branch officers are required to make the submission. They will need their membership numbers, passwords (which can be obtained through the member login page) and they must have separate email addresses.

The submitting officer

The submitting officer should enter [Motions Online](#) through the member login page via one of the routes above. Next, log in then follow each page as it appears completing all required fields. Only one submission can be entered per form but, after you have completed all the fields once, they will automatically repopulate for each additional submission you make.

Insert the text of your submission into the text box (you can simply copy and paste your text which will be converted to a standardised font) and click on the submit button which will store your submission on the "Actions" page. You should avoid the use of "sub" bullet points in the text box. The standard font will accept bullet points, but "sub" bullet points may be lost in translation. You can revisit this page at any time to check the status of your submission. A reference number will be allocated to each submission, eg ID 144 and shown on the Actions page. This reference should be quoted if, for any reason, you need to contact the relevant Standing Orders Committee.

The confirming officer

Once the submission is stored on the Actions page the second branch officer (the confirming officer) will be automatically notified by email that their attention is required. The emails received by the confirming officer contain a link in respect of each submission. Follow the link and log in. Once through the member login page the confirming officer will be able to view details of the motions etc.

The confirming officer can agree that the submission should be sent to the SOC or, if there is an error, reject it. The number of submissions awaiting confirmation should mirror the number of emails received. If you confirm that the submission is correct it will be forwarded to the relevant SOC and an email will automatically be generated to both the submitting and confirming officers to show that it has been received (which must be by the published deadline for the relevant conference).

If you spot an error and reject the submission, the submitting officer will be advised by email that corrections need to be made before it can be resent. The confirming officer will be prompted to enter a reason for the rejection which can be viewed by the submitting officer.

*Motions Online can be used from any PC with web access. Branch officers do not have to be co-located in the same place and at the same time to complete the process. (However, if both officers are using the same PC/terminal the submitting officer **must** log out of the PCS website before the confirming officer logs in and vice versa.)*

Seconding a motion, withdrawing as seconder and withdrawing a motion from the conference agenda

A number of branches each year contact SOCs after the publication of the conference agendas asking to second a motion, withdraw as seconder or to withdraw a motion from the agenda. Such requests can be made via Motions Online under the "reference back" heading. Seconding slots will be handled on a "first come first served basis". Branches can still submit these requests during conference in the usual way. Requests to withdraw a motion will be put to conference in the normal manner.

Deadlines

Motions Online will go live for the submission of Motions at 10am on Wednesday 1 February and will close at 5pm on Thursday 8 March 2012.

Subsequent to the publication of conference agendas Motions Online will again go live for the submission of Emergency Motions and References Back at 10am on Monday 23 April. Branches should note that any submissions received after the published deadline for each respective conference will be considered as received late and disregarded.

Other information

If you experience technical difficulties in using the system please email James Patterson (PCS Web Officer) at jamesp@pcs.org.uk.

It is recommended that you make your submissions via Motions Online submit your motions **no later than** 2 days before the relevant closing date. In the unlikely event that the PCS website is inaccessible this will still allow time for your submissions to be sent via Royal Mail guaranteed overnight delivery.

If you have any queries for SOCs on conference-specific issues please contact the Standing Orders Committee Secretary for whichever conference your query relates.

Remember:

- **Don't** make submissions using both Motions Online **and** the postal system. This slows down the processing of your submissions.
- **Don't** use "sub-bullet points" in the text of your motion.
- **Don't** leave your submissions until the last minute - submit them **no later** than two days before the closing date.
Don't remain logged in to the PCS website as the submitting officer when the confirming officer logs on if you are both using the same PC.

National Standing Orders Committee

Calum Walker (Chair)

Ian Fitzpatrick

Jon Gamble

Derek Mellor

Gordon Rowntree

Steve Farley (Secretary)

Laure Djida (Admin)