



CHECKLIST FOR LOCAL ASSOCIATIONS

SUBMITTING MOTIONS TO ANNUAL CONFERENCE 2027

This checklist sets out the actions Local Associations must take to ensure that they submit motions to Headquarters that comply with the Rules of the Union and the Standing Orders of Conference and which have been agreed by a quorate Local Association meeting.

The deadline for submission of motions is noon on 16 November 2026.

The actions that Local Associations need to take are set out below.

Step 1 – Read the Guidance for Local Associations on creating and submitting motions to Annual Conference

This guidance is to help your Local Association to format motions in accordance with the Rules of the Union and the Standing Orders of Conference.

The Standing Orders Committee (SOC), which is elected annually by Conference, meets in November to ensure that motions submitted comply with the Rules of the Union and Standing Orders of Annual Conference. In order to do this they may edit or redraft motions as appropriate and return them to Local Associations for acceptance or not. If SOC considers a motion to be out of order that motion will be referred to the President for a ruling. If the President rules the motion out of order it will not appear on the Conference Agenda. This guidance is intended to assist Local Associations to avoid this happening.

Step 2 – Hold a quorate Local Association meeting to create motions

Only motions agreed at a quorate meeting will be valid. Please note that only full members of the Local Association count towards the quorum.

Subject to any national guidelines, should you choose to hold any General meeting virtually please use the advice below as guidance for establishing quoracy.

Establishing Quoracy Guidelines for Virtual Meetings

Associations holding meetings via Zoom through Regional accounts, can request the participant list for that meeting be used, as this is stored in the Zoom account. Please advise the date and time of the meeting and a copy of the invitation when sending through any materials that require evidence of quoracy. Staff colleagues will then be able to source the information for you.

Please be advised this information is held only for a period of 3 months before automatic deletion from Zoom.

If you have a situation where more than one member is sharing a single screen, then ensure they each in turn, individually rename themselves in a manner that will allow identification in membership, eg name and school, or home postcode.

It is good practice to ensure all attendees rename themselves, for ease of identification particularly where the report is being relied upon.

All names used will be captured in the report, keep a note of those who were sharing a screen to forward for verification against the report.

If you are using your own Zoom account or Executive account, you can either grant us access to source your report, or find this yourself using the following steps, please note this function is not available on free accounts.

1. Log into your Zoom account on the website.
2. Select 'My Account' in the top right hand corner.
3. On the left hand pane then select 'Account Management'
4. Under that select 'Reports'
5. On the right hand pane select 'Active Hosting'.

You will then see a list of your meetings which you can search by date range, if you click on the number of participants in any of them, you will be given the option to export two excel spreadsheets, one which contains everyone who attended by name, and will repeat it if they joined several times, and one which shows each unique user.

Please supply both. Please do not rename the spreadsheets.

Further advice can also be found on the national website here: [Video Conferencing and Local Meeting Protocol](#) and [Video Conferencing and Virtual Meetings](#)

Step 3 - Complete Form AC1 and send to Headquarters with accompanying paperwork

You must use this form to submit motions to Headquarters, which have been agreed by a quorate Local Association meeting, to arrive at Headquarters no later than the deadline of **noon on Monday 16 November 2026**.

Please send with the form a copy of the attendance list for the General Meeting at which the motion was agreed, in order to demonstrate that the meeting was quorate. Attendance lists must be legible and include the members' names, workplaces and signatures in order that their membership can be verified when the form is received at headquarters. Using the model attendance list should help you to capture this information. If the information is not legible, the list will be returned for clarification and the meeting may not be declared quorate until the verification is made.

Step 4 – Review any edited motion or composite motion referred back and complete form AC2 or AC3 as appropriate

Following the meeting of SOC, and **by 23 November 2026**, a Local Association will receive from Headquarters any edited or composite motions as appropriate which relate to a motion submitted originally by the Local Association.

A Local Executive Meeting needs to be scheduled to agree or reject any edited or composite motions in order to meet the deadlines below.

After the meeting you will need to return to Headquarters:

- a completed **AC2 form** to confirm acceptance or rejection of any **EDITED motions. Form AC2 must be received at Headquarters by noon on Wednesday 2 December 2026.**
- a completed **AC3 form** to confirm acceptance or rejection of any **COMPOSITE motions. Form AC3 must be received at Headquarters by noon on Monday 14 December 2026.**

A hard copy of this communication is being posted only to those Secretaries for whom we do not have email addresses. However, if you would like a hard copy or if you have any queries about the detail contained in the documents please do not hesitate to contact the GS Administration Team on 0121 453 6150 or annualconference@mail.nasuwt.org.uk.

All documents linked in this email are available on the NASUWT website at www.nasuwt.org.uk/AnnualConference2027.