



## Form 1: Submission of Motions

1. Rule 5.19 of the NIPSA Constitution requires motions from Branches to be submitted as follows:
 

**“Motions proceeding from a Branch must have been passed at a properly constituted meeting of the members of the Branch and shall, when forwarded to the General Secretary, be submitted in such a manner as to clearly indicate on one side of each separate sheet the Branch number, the location and date of the Branch meeting which approved the motions, and the conference for which they are intended. The motions shall also be numbered in sequence. The sheets containing motions shall also be signed and dated, on one side of each separate sheet, by two Officers of the Branch concerned”.**
2. This form has been prepared to facilitate Branches in submitting motions. When a Branch submits motions on a separate sheet, each sheet **must** meet the requirements of the rules as set out in paragraph 1 above.
3. Before formulating motions please read carefully the guidelines on the submission of motions to Conference. These may be found in the *NIPSA Rule Book (pages 55 - 56) or the NIPSA Conference Guide (Appendix 1)*.
4. Completed Form 1 (and/or sheets containing motions) must be **returned to NIPSA Headquarters by 2.00 p.m. on Friday 12 March 2021.**
5. If you require further copies of this form please contact the Executive Officer (Office Services) at NIPSA Headquarters.

## Notes on Fillable PDF Form

You can submit your motions using this fillable PDF application form. If you wish you can print out the PDF form and fill in your answers by hand, in black ink using block letters.

**Alternatively you can save the form to your computer and type your data directly into the form using Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader installed, a free download is available from <https://get.adobe.com/uk/reader/>. Please do not use any third party PDF readers to complete this form.**

## Instructions for completing a Fillable PDF Form

1. Save the form, from our website on to your computer, for example into your 'Documents' folder or your Desktop.
2. Open the application form with Adobe Acrobat Reader. Click the tab key to select the first field in the form (Surname). The form fields are highlighted in blue.
3. Enter your data into the form, remember to keep saving as you go.
4. Using the tab key to navigate through the fields in order. You can also select form fields directly with your mouse.
5. Once you have completed entering all your relevant information, save the form, print it out, **and complete your application by adding your signature and date where applicable.**

nipsa



# Annual Delegate Conference 2021

## Form 1: Submission of Motions

Branch No. ....

Motions must reach the General Secretary by **2.00 p.m. Friday 12 March 2021** signed by two Branch Officers.

The motions below are submitted by Branch ..... which were approved at a branch meeting held at ..... (place) on .....

Signed: ..... Office in Branch: ..... Date: .....

Signed: ..... Office in Branch: ..... Date: .....

Email ..... for acknowledgement of receipt

**Motion No.1**

**For  
official  
use  
only**

**Motion No.2**

**For  
official  
use  
only**

**Motion No.3**

**For  
official  
use  
only**

The motions above are submitted by Branch ..... which were approved at a branch meeting held at ..... (place) on .....

Signed: ..... Office in Branch: ..... Date: .....

Signed: ..... Office in Branch: ..... Date: .....

Email ..... for acknowledgement of receipt

**Motion No.4**

**For  
official  
use  
only**

**Motion No.5**

**For  
official  
use  
only**

The motions above are submitted by Branch ..... which were approved at a branch meeting held at  
..... (place) on .....

Signed: ..... Office in Branch: ..... Date: .....

Signed: ..... Office in Branch: ..... Date: .....

Email ..... for acknowledgement of receipt

**Motion No.6**

**For  
official  
use  
only**

**Motion No.7**

**For  
official  
use  
only**

The motions above are submitted by Branch ..... which were approved at a branch meeting held at ..... (place) on .....

Signed: ..... Office in Branch: ..... Date: .....

Signed: ..... Office in Branch: ..... Date: .....

Email ..... for acknowledgement of receipt