**ANNUAL REPRESENTATIVE CONFERENCE (ARC) 2025**

**CRITERIA FOR ACCEPTANCE OF MOTIONS**

1. An ARC motion is a form of words formally proposing an action or policy to the Chartered Society of Physiotherapy (CSP) Council. Motions are debated and voted on at ARC. As part of its responsibility for determining ARC business, the Agenda Committee considers any motions proposed by CSP representative groups, in line with the ARC constitution.
2. Proposed ARC motions are assessed against these criteria, to ensure they are clear, consistent and fit for purpose.
3. Motions must relate to the CSP's remit as a professional body and trade union. The Agenda Committee will aim to set a relevant and engaging agenda with a realistic number of motions. Motions may include issues:
   1. specific to physiotherapy;
   2. relating to the wider political and health care environment; and
   3. concerning CSP members as moral and ethical agents outside of their professional responsibilities.
4. Motions will be declared in order if:
5. they are expressed in the form of a motion (i.e. they are not written as a statement or question);
6. they are requesting something new or a change to existing policy;
7. they are unambiguous; and
8. they ask the CSP to do something which is possible and legally permissible (e.g. taking action within our powers), and within realistic financial costs.
9. Motions will be declared out of order if:
10. they address staffing issues relating to the CSP as an employer, which will be dealt with by CSP internal procedures; or
11. they are drafted in a way that is improperly critical of CSP members and/or staff.
12. Issues identified in proposed motions may be considered by the Agenda Committee and used to form the basis of alternative sessions.

These sessions would enable members to discuss and influence the CSP’s work in the area and Agenda Committee will consider the most appropriate format, which could include an open discussion session, a panel debate, a fringe meeting or a motion.

1. The Agenda Committee will notify all proposing groups of motions declared out of order or rejected under the criteria and will inform them of their right to appeal against the decision.
2. In some cases, where the content of the motion is in order, but there is a need for some rewriting for clarity, Agenda Committee may request the proposing group to redraft and resubmit the motion and may offer advice to the group regarding more suitable wording.
3. If two or more motions are submitted on the same or similar aspects of the same issue, the Agenda Committee may refer motions back to the proposing groups for combining to form one motion, or may itself combine motions to expedite discussions.
4. The proposing groups will agree a form of words to reflect their shared concerns and may amend, change and develop the wording in their original motions. Any combined motion on the agenda will be regarded as a single motion.
5. Groups that have been requested to combine their motion will be provided support from the CSP to agree and finalise the words.
6. All motions that are accepted will be placed on the ARC Agenda; the proposing groups will be informed of the ARC Agenda Committee’s decision and approved motions will be published on the website.
7. The Agenda Committee has a responsibility to exercise its discretion to ensure that ARC provides a meaningful debating forum for the benefit of the CSP and its members.