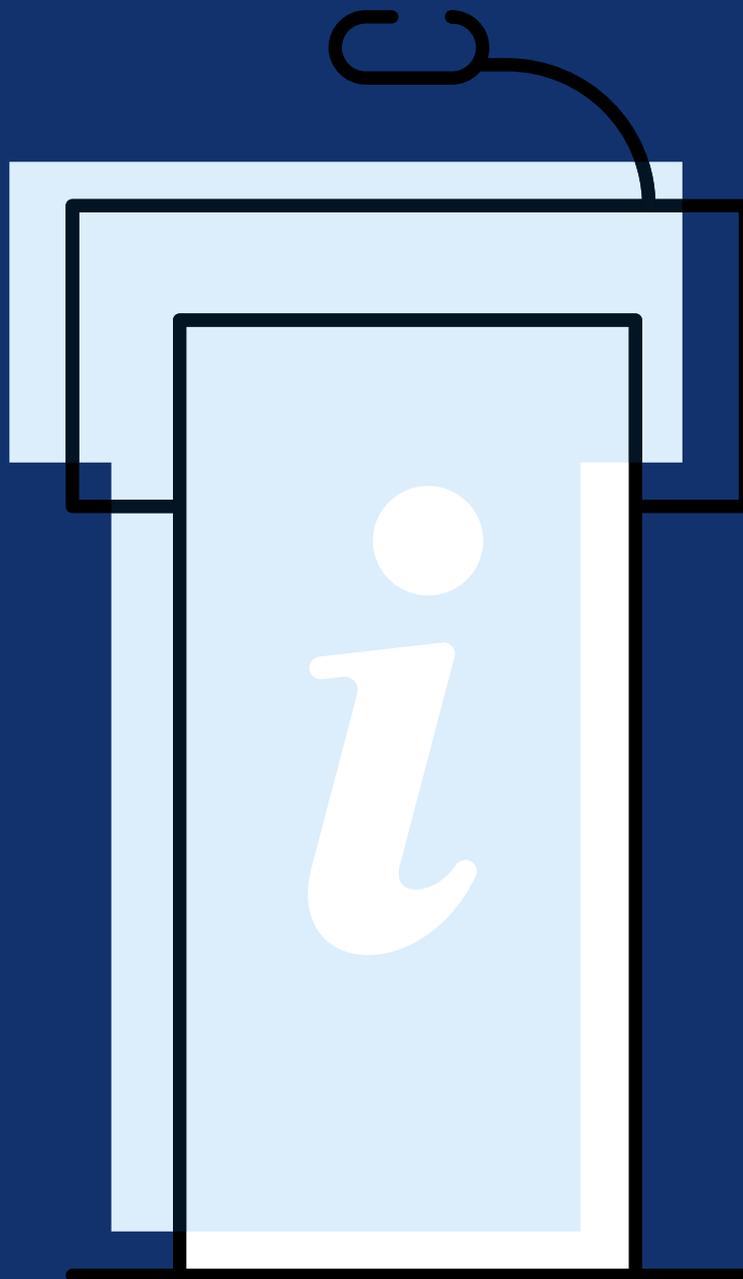


# A guide to attending the conference of England LMCs



## Contents

### **Pre-agenda**

[Date of conference announced](#)

[Submit motions and register to attend conference](#)

[How to submit motions](#)

[How to register](#)

[Agenda publication](#)

### **Pre-conference**

[Chosen motions](#)

[New business](#)

[Riders/amendments](#)

[Supplementary agenda](#)

[Prepare your speech](#)

[Virtual conference](#)

### **Day of conference**

[Teach in](#)

[Speaker slips](#)

[Proposing a motion](#)

[Speaking for or against a motion](#)

[Voting](#)

[Taken as a reference](#)

[Point of order](#)

[Agenda committee/agenda pit](#)

[Elections](#)

[Themed debate](#)

[Question the GPC England executive team](#)

[Soapbox](#)

### **Post conference**

[Feedback questionnaire](#)

[Conference news](#)

[Motion feedback](#)

[Ideas for next conference](#)

## Pre-agenda

### Date of conference announced

The date of conference will be announced as far in advance as possible; the date is normally in November. When the date is announced, LMCs will be notified, followed by additional notifications in several locations, including on the [BMA website](#), LMC newsletter, [GP bulletin](#), sent directly to LMC offices, LMC and other BMA listservers. Make sure you diarise the date as soon as it is announced, especially if you want to attend as an LMC representative.

### Submit motions and register to attend conference

During the summer (July/August) you will be sent an email by the chair of conference, who will let you know the deadline for submitting motions and for registering to attend the conference. Your priority should be to submit your motions before the deadline. Once you have submitted your motion your second priority should be to register; please note that late motions and applications will not be accepted after the deadline date.

### How to submit motions

To find out more about how to submit motions click [here](#).

If you require any further assistance, please email: [info.lmcconference@bma.org.uk](mailto:info.lmcconference@bma.org.uk).

### How to register

All attendees should register to attend the conference, this includes LMCs representatives, observers and committee members. To find out more about to register click [here](#).

If you require any further assistance, please email: [info.lmcconference@bma.org.uk](mailto:info.lmcconference@bma.org.uk).



## Agenda publication

The agenda will be published at least two weeks before the conference; this will be sent to everyone who is registered, all LMC offices and posted on the BMA listservers and on the [BMA website](#). Up until the day of publication, the agenda is strictly confidential and cannot be shared in advance.

Too many motions are received from LMCs than can ever be debated and that is why the agenda is presented in two parts:

- Part 1 being those motions prioritised for debate, and
- Part 2, those that the Agenda Committee felt would not be reached, would not make impact, or could not change policy, or were a restatement of already accepted policy 'A' motions or 'AR' motions.

When a motion is accepted as written, it is the *exact* wording that will be taken forward as GPC/BMA policy, therefore the agenda committee will be strict when scrutinising the wording of motions, so be sure to follow the motion writing advice.

Part 2 of the agenda also has motions that, whilst the sentiment is good, the motions were in some way incompetent or were thought unlikely to be reached once more pressing matters were debated.

All motions chosen for debate are collated into topics, and those motions that are expressing the same views or sentiments are grouped together under one motion that is chosen as a lead motion; this is often either a composite motion (the agenda committee will pull together parts of different motions together), if there is a concise, accurate and competent motion from an LMC that covers the topic, then that is chosen. This lead motion is highlighted in bold and all other motions that are related to that motion are placed into a bracket underneath.

If the bold motion is an agenda committee composite, the motion will state which LMC will open the debate and that LMC's motion will appear next in the bracket.

### Example:

AGENDA COMMITTEE TO BE PROPOSED BY TOWER HAMLETS: That conference, in respect of the response of general practice to the COVID-19 pandemic, commends practices for stepping up to the unique challenges, and:

- (i) congratulates GPs and clinicians for developing and using alternative consulting methods during the pandemic
- (ii) believes that finding our way through the COVID-19 pandemic has been and continues to be a driver for modernisation and positive developments
- (iii) believes general practice has demonstrated that the GP partnership model works and expects the government to remain committed to this model of primary care
- (iv) instructs GPC England to inform the government that GPs will not accept the return to the previous conditions of micromanagement and central control once the pandemic is over
- (v) mandates GPC England to use this to insist on investment in the core contract rather than the flawed PCN model.

The lead motion will have a \* next to it. This will be the motion that is being debated overall, with the other motions in the bracket supporting it. This is the motion that will be voted on rather than all the others in the bracket.

## Pre-conference

Once the agenda has been published, there are more ways for you to get involved and contribute to the conference. This can be done in a variety of ways, including:

### Chosen motions

Time is set aside on the agenda for chosen motions; this is essentially a way for you to choose up to three motions from part 2 and bring them into part 1 of the agenda to hear them debated. To vote for your chosen motions, follow the instructions in the information pack sent to you with the agenda and the agenda committee will consider the number of votes received for specific motions.

### New business

As motions are submitted a couple of months in advance of the conference, anything that was not known before the closing date for motions could be deemed as new business. You can submit motions for new business to be considered by the agenda committee; information on how to submit your new business motions will be provided in the information pack sent to you with the agenda.

### Riders/amendments

Sometimes motions are just not clear enough, so there is a desire to add words to clarify or there is a wish to amend the motion to better reflect the original sense of the motion.

How this is done, and the rules of debate, are set out in the standing orders. Requests for amendments and riders must be in writing and must be approved by the LMC originally proposing the motion. The final decision as to whether these can be debated rests with the chair.

### Supplementary agenda

The supplementary agenda is an additional agenda sent out just before the conference; this will list any changes since the time of publication of the agenda including chosen motions, new business motions, and any riders/amendments of motions.

### Preparing your speech

Your LMC has a motion prioritised for debate and you are asked to propose the motion.

Things to think about:

- You have three minutes to propose a motion
- Try to keep it as short and concise as possible
- Make it personal to yourself and use examples
- If giving a speech in person, make sure you have practised so you feel comfortable
- If giving a pre-recorded speech, make sure you are somewhere quiet, lit from the front (no windows behind you), project your voice and speak clearly, and submit using an MP4 format
- You will be guided by a timer to remain on time on the day of conference.

### Virtual conferences

If the conference is virtual or you are attending virtually, it is vitally important that members sign up to the platform in advance of the conference; this will ensure that your registration has been approved and you have been given access to voting, speaker slips and the agenda committee. If this is not done in advance of the conference, this will mean that your registration to the platform is delayed and could lead to you not being able to vote. Registrations need to be confirmed by hand and doing this on the day of conference will lead to a backlog of last-minute queries.

The platform will be opened at least a week before the conference and you are strongly recommended to register as soon as you can, but at least the day before the conference. If you register on the day, we cannot guarantee that you will be correctly set up to contribute to the conference.

## Day of conference

### Teach in

The day will start with a teach in (this is done for both face-to-face conferences and virtual conferences). This is for anyone who would like to know how conference operates, especially for anyone who is new or would like a refresher, it is also a time to ask any questions or points of clarification from a member of the agenda committee.

### Speaker slips

If you are proposing a motion or speaking for or against a motion, you must complete a speaker slip to indicate to the agenda committee that you would like to be considered to speak. Filling in a speaker slip will require you to provide your name, your LMC, what motion you are speaking to, whether you are proposing, speaking for or against the motion, if you are a first-time speaker, your telephone number and if you agree to GDPR (if you are happy to have your name read out in conference and be seen on the conference video feed/ conference photographs).

### Proposing a motion

If you are proposing a motion you must complete a speaker slip for the chair to know to call you, you have three minutes to propose your motion. Remember to keep nearby even after you have proposed your motion, as you will be called upon after the conference has heard the debate and the feedback from the GPC England executive team or policy lead, to sum up how you would like conference to vote for the motion, ie in parts, on block or take a motion/ any part as a reference.

### Speaking for or against a motion

If you are speaking for or against a motion you must complete a speaker slip. You will have two minutes to make your point, please make sure that you stick to time. The chair will do their best to call everyone who would like to speak but if time is short you may not be called.

### Voting

If you are attending conference as an LMC representative, you will be entitled to vote; the options available to you will include voting for, against or abstaining. Observers are not able to vote during the conference.

Some motions will be determined by simple majorities of those present and voting, except that the following will also require a two thirds majority of those present and voting:

- any change of conference policy relating to the constitution and/or organisation of the LMC/conference/GPC England structure, or
- a decision which could materially affect the GPDF Ltd funds.

No business shall be transacted at any conference unless at least one-third of the number of representatives appointed to attend are present.

The chair may take motions differently when voting, if the chair announces that conference is being invited to vote in parts, it means that each section of the motion will be voted on. For example, a motion with 5 parts will have 5 votes. If the chair announces that conference is being invited to vote on block, it means that the whole motion will be voted at the same time. For example, a motion with 5 parts will have 1 vote.

### Taken as a reference

When a request is made to take the motion as a reference usually by the chair/policy lead, but sometimes from the representatives themselves, it remains the decision of the original proposer of the motion. Taking a motion/part as a reference means that GPC England will take the spirit of the motion/part. If a motion is accepted as a reference it does not become GPC policy, but GPC will be mindful of what the motion is trying to achieve when setting policy or in negotiations.

## Point of order

If the conference is held in person, there may be times when a member of conference wants to clarify a point of order, this could be to clarify an incorrect fact. If you feel you want to raise a point of order, please alert a member of the agenda committee, who can notify the chair. If the conference is held virtually this is slightly more challenging and will not be as instant as a face-to-face conference, however you can submit a question to the agenda pit, and the agenda committee can raise this with the chair.

## Agenda committee/agenda pit

The AC (agenda committee) are the professional elected members of conference who order and collate the motions received into the document that becomes the agenda for the conference and are available on the day of conference to help you as much as they can. The agenda committee is your route to the chair and deputy especially on the day of conference.

On the day of conference, the team is in the agenda pit, which if in person is just in front of the stage where the chair and deputy are seated, this is where you would hand in your speaker slips and ask any questions related to motions, standing orders or additional support and guidance. If virtual, the agenda committee is connected remotely and can discuss any issues and raise points with the chair and deputy and process your speaker slips and questions remotely.

## Elections

At each conference, there will be an election of at least five agenda committee posts out of seven (chair and deputy are set for three years) at every conference and a copy of the voting timetable with times and dates of deadlines for nominations and voting for each position will be in the agenda. All voting is done through the BMA elections system that can be found here: [elections.bma.org.uk](https://elections.bma.org.uk). For tips on using the BMA elections system visit the [BMA website](https://www.bma.org.uk). For any questions regarding the election process, please contact: [elections@bma.org.uk](mailto:elections@bma.org.uk).

## Themed debate

Sometimes the agenda committee will group together several motions which they feel cannot be dealt with through traditional debate (for instance because there are particularly controversial or because there is such a high volume of motions on the same subject). These motions are then set aside in a themed motion session and representatives will have the opportunity to submit to the GPC England executive questions on that subject which representatives will then vote on a number of statements which GPC England will take forward.

## Question the GPC England executive team

Members of conference can ask members of the GPC England executive team questions related to previous conference resolutions or a question about the current situation in the profession during the build up to and during conference. This is the time to get answers to those questions you have, so when asked to submit questions, please make sure you take the opportunity.

## Soapbox

Soapbox is a section of time at conference that gives members one minute to highlight any topic that is important to them and has not made its way on to the agenda. This is a good way to build up to proposing a motion if members feel nervous about addressing conference. Soapbox is a good way to make the England executive team aware of areas that they may not be aware of and use the information to carry out further research and work.

## Post conference

### Feedback questionnaire

Just before the conference concludes, attendees will be sent a feedback form. Please take the time to answer it, the feedback that attendees provide helps the agenda committee to shape the next conference.

### Conference news

Conference news will be published a week after the conference, to provide a record to conference attendees and the wider profession of the resolutions that were carried, the election results and any motions that were lost.

### Motion feedback

GPC England will provide an update on each motion and how it is being progressed, these will be added to the policy group workplans for regular updates.

### Ideas for next conference

It is your duty as an LMC member and conference attendee to keep abreast of matters throughout the year, affecting or damaging to the profession that you think should be raised at the next conference.

If you require any further assistance, please email: [info.lmcconference@bma.org.uk](mailto:info.lmcconference@bma.org.uk).



**British Medical Association**  
BMA House, Tavistock Square,  
London WC1H 9JP  
[bma.org.uk](http://bma.org.uk)

© British Medical Association, 2021

BMA 20210260