

**GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO
RETIRED MEMBERS CONFERENCE 2019**

- a) Motions may be submitted by email only using the appropriate templates and sent to conferences@cwu.org
- b) Motions will only be accepted via the email address registered for the Branch or Region at head office.
- c) All Motions must be submitted to conferences@cwu.org and titled "Retired Members Conference 2019".
- d) Motions will not be admitted if sent to any other head office email address.
- e) Head Office will acknowledge receipt, of all correspondence. Acknowledgements will usually be sent within 72 hours.
- f) Should an acknowledgement not be received within this period, branches or Regions should contact Angela Niven at head office on 020 8971 7256.
- g) Branches or Regions who do not have email facilities should contact Angela Niven at head office to request forms.
- h) If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.
- i) The SOC may seek validity of a motion submitted electronically by the examination of minute books of branch or Retired Members Regional meetings.
- j) Motions must not conflict with the Rules of the Union.
- k) Motions must deal with one subject only. They may, however, itemise a number of issues provided that each one contributes to the overall single objective of the motion.
- l) The SOC will categorise motions as: Section II Motions, those motions which seek to deal with Policy issues.
- m) Each Branch shall be entitled to submit one motion to the Retired Members Conference.
- n) Each Regional Retired Members Sub Committee shall be entitled to submit one motion to the Retired Members Conference.
- o) The Retired Members Committee shall be entitled to submit up to three motions to the Retired Members Conference.
- p) The Retired Members Committee shall be responsible for pursuing the policies adopted by the Retired Members Conference; therefore any instruction contained within motions MUST be to the Retired Members Committee.
- q) The Retired Members conference will be entitled to select two policy motions from the motions carried in section II of the agenda to be submitted for the inclusion in the General Conference 2020 agenda.
- r) All sections of the motion form must be completed, and must clearly state which specific Branch/Regional Committee is submitting the motion.
- s) Branches, Regions and the Retired Members Committee are reminded that the Standing Orders Committee will not alter or amend any of the motions submitted therefore it is important that motions are checked before they are submitted.
- t) Motions submitted electronically and by Post must be received by Head Office by no later than Midnight on 25th September 2019.