

## GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO SPECIAL CONFERENCE “REDESIGN”

- a) Motions may be submitted by email using the appropriate template and only sent to [conferences@cwu.org](mailto:conferences@cwu.org)
- b) Motions will only be accepted via the email address registered for the Branch at head office.
- c) All Motions and any Correspondence must be submitted to [conferences@cwu.org](mailto:conferences@cwu.org) and titled “Special Conference Redesign”.
- d) Motions will not be admitted if sent to any other head office email address.
- e) All motions must be sent from the submitting body.
- f) Head Office will acknowledge receipt, of all correspondence.  
Acknowledgements will usually be sent within 72 hours.
- g) Should an acknowledgement not be received within this period, branches should contact Angela Niven at head office on 020 8971 7256.
- h) Branches who do not have email facilities should contact Angela Niven at head office to request forms.
- i) If sending Motions by post, the submitting body must ensure they use a Special delivery signed for service which guarantees delivery by the closing date and time.
- j) The SOC may seek validity of a motion submitted electronically by the examination of minute books of branch meetings.
- k) Motions must not conflict with the Rules of the Union.
- l) Motions must contain an instruction.
- m) The NEC shall be responsible for pursuing the policies adopted by The Special Conference “Redesign” therefore any instruction contained within motions MUST be to the NEC and no other person or committee.

### **Entitlement to Special Conference Redesign**

- n) Following consultation with the President the entitlement to submit motions is broadly in line with the current national rules as is practicably possible.
- o) Branches and Regional Committees will be entitled to submit three motions for the agenda. One of the Regional Committee motions shall be submitted from the Regional Women’s Committee.
- p) Branches and Regions will only be entitled to submit motions to change or expand the policies contained within the NEC papers, not to introduce new business outside the purpose for which the Conference has been called.**
- q) The NEC shall be entitled to submit motions as appropriate
- r) The following Papers will be published prior to the closing date for Motions

Branches  
Regions  
Equality  
National Structure  
Conference  
Education, Learning & Training

- s) Motions must deal with the one paper only. They may, however, itemise a number of issues provided that each one contributes to the overall single objective of the motion.
- t) Motions which seek to cover more than one paper will be “X” marked.

### **Compositing of Motions to Special Conference “Redesign”**

- u) The General Conference SOC may composite any two or more motions that seek to establish similar policy.
- v) All sections of the motion form must be completed, and must clearly state which specific Branch or Region is submitting the motion.
- w) Motions must be specific to the report concerned, motions containing matters not in any redesign report or another report shall be deemed 'out of order' since the intent of the report(s) is to direct the NEC to submit Rule amendments based on the report under debate.
- x) Branches & Regions 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.
- y) Motions submitted electronically and by post must be received by Head Office by no later than Midnight on **Sunday 30<sup>th</sup> September 2018**.
- z) The SOC will categorise motions as:

Category A:	Those motions which in the view of the SOC require a decision by Conference;
Category X:	Those motions which in the opinion of the SOC are out of order. These shall be printed but shall not be admitted to the agenda.