

**No. 544/18**

**24<sup>th</sup> September 2018**

**TO: ALL BRANCHES AND REGIONAL SECRETARIES**

Dear Colleagues,

**Special General Conference "Redesign" – Saturday 3<sup>rd</sup>/Sunday 4<sup>th</sup> November 2018**

Further to LTB 486/18 this is a reminder that the closing date for motions to Special General Conference "Redesign" is midnight Sunday 30<sup>th</sup> September 2018. If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time. Attached are motion forms and the motion guide for submitting motions to Special General Conference "Redesign".

**Entitlements**

In relation to the Special General Conference "Redesign", all Branches are entitled to submit three motions to the Conference. Regional Committees are entitled to submit three motions to the Conference however one of the motions must be from the Regional Women's Committee.

Following concerns raised at the Redesign National Briefings, the General Standing Orders Committee would remind Branches and Regions of the following points contained in the Guidance Notes:

- 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.*
- 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.*

Where subjects are covered in more than one paper submitting bodies are reminded that separate motions dealing with the subject in each paper must be submitted. i.e Equality is contained in several papers, therefore should submitting bodies wish to change the recommendations on Equality contained in the Regional and National papers 2 motions would be required.

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.

Please note that all correspondence must be sent by email to [conferences@cwu.org](mailto:conferences@cwu.org) and no other personal email address.

Any queries regarding this Letter to Branches should be addressed to Angela Niven on 020 8971 7256 or by email to [conferences@cwu.org](mailto:conferences@cwu.org)

Yours sincerely,

**Tony Kearns**  
**Senior Deputy General Secretary**