

**GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO
LGBT 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 at head office.
- c) All Motions must be submitted to conferences@cwu.org and titled "LGBT 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 should contact Chris Tapper at head office on 020 8971 7256.
- g) Branches who do not have email facilities should contact Chris Tapper 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) Motions must not conflict with the Rules of the Union.
- j) 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.
- k) The SOC will categorise motions as: Section I Motions, those motions which deal with Industrial issues. Section II Motions, those motions which seek to deal with Policy issues.
- l) Each Branch shall be entitled to submit one motion to the LGBT Conference.
- m) The LGBT Advisory Committee shall be entitled to submit up to three motions to the LGBT Conference.
- n) Each Regional Equality Committee shall be entitled to submit one motion to the LGBT Conference.
- o) The LGBT Advisory Committee shall be responsible for pursuing the policies adopted by the LGBT Conference; therefore any instruction contained within motions MUST be to the LGBT Advisory Committee and no other person on the committee.
- p) The LGBT 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 2019 agenda.
- q) The LGBT Conference shall be entitled to select one motion to the Postal (Group) and Telecoms Industrial Conferences 2019.
- r) It should be noted that any motion selected to be submitted to the Telecoms Industrial Conference which require negotiations with the employer must be Business (company) specific and the motion can only refer to ONE Business (Company). Branches or Regions are reminded to state clearly within the motion which business (company) it refers too. Motions submitted to the Telecoms Industrial Conference seeking to negotiate with ALL employers or more than ONE employer will be X marked and ruled Out Of Order.
- p) All sections of the motion form must be completed, and must clearly state which specific Branch/Committee is submitting the motion.
- q) Branches and the Advisory 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.
- r) Motions submitted electronically and by post must be received by Head Office by no later than **midnight on Tuesday 10th December 2018**.