GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO GENERAL CONFERENCE 2018

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 "General Conference 2018".
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 Angela Niven at head office on 020 8971 7256.
g) Branches 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 meetings.
j) Motions must not conflict with the Rules of the Union.
k) The NEC shall be responsible for pursuing the policies adopted by General Conference therefore any instruction contained within motions MUST be to the NEC and no other person or committee.
l) 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.

Branches, Regional Committees and Regional Health and Safety Forums are reminded that any policy which requires negotiation or action by the Industrial Executive(s) with the Employer(s) must be submitted to the appropriate Industrial Conference. Should Branches, Regional Committees and Regional Health and Safety Forums not follow this advice then any such motions submitted to General Conference will be "X" marked.

m) The SOC will categorise motions as:

Category A:	Those motions which in the view of the SOC require a decision by Conference;
Category B:	Motions whose general point is to reverse policy decided at the previous year's Conference;
Category C:	Those motions which in the view of the SOC seek only to confirm existing policy;
Category D:	Those motions which in the opinion of the SOC could be dealt with in correspondence;
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.

Entitlement to General Conference 2018

n) Branches and Regional Committees will be entitled to submit three policy motions for the agenda. One of the Regional Committee motions shall be submitted from the Regional Women's Committee.
o) Branch and Regional Committees will be entitled to submit one rule amendment in addition to the entitlement to submit three motions above.
p) The Black Workers', Disability, LGBT, Retired Members', Women's and Youth conferences will each be entitled to submit two policy motions for the agenda.
q) Regional Health and Safety Forums will be entitled to submit three motions on Health and Safety and Environmental matters for inclusion in the Health, Safety & Environment Section of the agenda.

Compositing of Motions To General Conference 2018

r) The General Conference SOC may composite any two or more motions that seek to establish similar policy.

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q) All sections of the motion form must be completed, and must clearly state which specific Branch/Committee/Forum/Conference is submitting the motion.
r) Branches, Regions 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.
s) Motions submitted electronically and by post must be received by Head Office by no later than midnight on Tuesday 6th February 2018.