

No. 707/18

17th December 2018

TO: All Branches, Regional Secretaries and Regional Health and Safety Forums

Dear Colleagues,

General Conference 2019 – Sunday 28th April 2019

Attached with this Letter to Branches are motion forms for General Conference 2019. Branches should note that the motion guide for submitting motions to General Conference 2019 has been attached. Submitting bodies are advised to read the guidance notes carefully prior to submitting motions to ensure your motions meet the criteria for submission.

Entitlements In relation to the General Conference 2019:

- All Branches are entitled to submit three motions to General Conference.
- Regional Committees are entitled to submit three motions to the General Conference - however one of the motions must be from the Regional Women's Committee.
- Regional Health and Safety Forums are entitled to submit three motions on Health, Safety and Environmental matters to the Health Safety and Environment section of the agenda.

Branches/Regional Committees/Regional Health and Safety Forums are also reminded that the closing date for the submission of motions to General Conference is **midnight, Tuesday 12th February 2019.**

Motions submitted by email and any other email correspondence must be sent to conferences@cwu.org and no other personal email address.

If sending motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.

Motions received, will be acknowledged within 72 hours. If you do not receive notification of the receipt of your motions, contact conferences@cwu.org or call Angela Niven at head office on 020 8971 7256 to confirm receipt.



LETTER TO BRANCHES

 @CWUNews  The Communications Union www.cwu.org

Branches/Regions/Health and Safety Forums/Equality Conferences and the NEC 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.

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

Yours sincerely,

A P Kearns
Senior Deputy General Secretary