

GENERAL GUIDANCE ON THE SUBMISSION OF PROPOSALS TO SPECIAL RULES REVISION CONFERENCE 2019

- a) Proposals may be submitted by email only using the appropriate templates and sent to conferences@cwu.org
- b) Proposals will only be accepted via the email address registered for the Branch at head office.
- c) All Proposals must be submitted to conferences@cwu.org and titled "Special Rules Revision Conference 2019".
- d) Proposals 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) The SOC may seek validity of a Proposal submitted electronically by the examination of minute books of branch meetings.

Entitlement to Special Rules Revision Conference 2019

- i) Branch and Regional Committees will be entitled to submit up to three proposals to the Special Rules Revision Conference 2019.

Compositing of Rule Amendments to Special Rules Revision Conference 2019

- j) The General Conference SOC may composite two or more rule amendments that seek to establish similar policy.

Special Rules Revision Conference 2019

- k) All sections of the rule amendment form must be completed, and must clearly state which Branch/Regional Committee is submitting the rule amendment.
- l) Rule amendments can be submitted electronically or by post but must be received at Head Office by midnight on Tuesday 5th February 2019.
- m) If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.
- n) Branches, Regions and the Advisory Committee are reminded that the Standing Orders Committee will not alter or amend any of the amendments submitted therefore it is important that amendments are checked before they are submitted.