

No: 096/25

14<sup>th</sup> May 2025

TO : ALL BRANCHES, REGIONAL SECRETARIES

Dear Colleagues,

## Special Conference "CWU Restructuring" – Saturday 28th & Sunday 29th June 2025

Attached with this Letter to Branches are motion forms for the Special Conference "CWU Restructuring". Branches should note that the motion guide for submitting motions to the Special Conference "CWU Restructuring" is also attached and Branches and Regions are strongly advised to familiarise themselves with these prior to drafting and submitting motions.

### Entitlements

As the rulebook on entitlement to submit motions to a Special Conference is silent. The Standing Orders Committee has consulted the President for a decision. It was decided the entitlement should take cognisance of the time available.

Therefore, in relation to the Special Conference "CWU Restructuring", all Branches are entitled to submit two motions. Regional Committees are entitled to submit two motions to the Special Conference "CWU Restructuring".

Branches and Regions will only be able to submit motions to change policy contained within the four CWU Restructuring papers published by the NEC, which are:

**Policy Paper: Conferences and Delegations**

**Policy Paper: Regions**

**Policy Paper: National Officer Roles.**

**Policy Paper: National and Branch Structures Review**

Branches and Regions submitting motions to amend any part of the NEC report relating to issues governed under the Rules of the union are STRONGLY advised to submit corresponding rule proposals to the Special Rules Revision Conference in order to implement the change.

Branches and Regional Committees are also reminded that the closing date for the submission of motions to the Special Conference "CWU Restructuring" is 09.00 Wednesday 28th May 2025. Submission of motions can be by post or email but must arrive by 09.00.

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

Branches, Regions, 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, and that they meet the terms detailed in the attached guidance notes.

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**

## GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO SPECIAL CONFERENCE “CWU RESTRUCTURING” 2025

- a) Motions may be submitted by email using the appropriate template and only 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 and any Correspondence must be submitted to conferences@cwu.org and titled “Special Conference”.
- d) Motions will not be admitted if sent to any other head office email address.
- e) All motions must be sent from the submitting body.
- f) Head Office will acknowledge receipt, of all correspondence. Acknowledgements will usually be sent within 72 hours.
- g) Should an acknowledgement not be received within this period, branches should contact Angela Niven at head office on 020 8971 7256.
- h) Branches who do not have email facilities should contact Angela Niven at head office to request forms.
- i) If sending Motions by post, the submitting body must ensure they use a Special delivery signed for service which guarantees delivery by the closing date and time.
- j) The SOC may seek validity of a motion submitted electronically by the examination of minute books of branch meetings.
- k) Motions must not conflict with the Rules of the Union.
- l) Motions must contain an instruction.
- m) The NEC shall be responsible for pursuing the policies adopted by The Special Conference “CWU Restructuring” therefore any instruction contained within motions MUST be to the NEC and no other person or committee.

### Entitlement to Special Conference CWU Restructuring

- n) Following consultation with the President the entitlement to submit motions has been reduced to take cognisance of the time available.
- o) Branches and Regional Committees will be entitled to submit TWO motions for the agenda.
- p) Branches and Regions will only be entitled to submit motions to change or expand the policies contained within the NEC policy papers, not to introduce new business outside the purpose for which the Conference has been called.
- q) The NEC shall be entitled to submit motions as appropriate.
- r) Branches and Regions submitting motions to amend any part of the NEC report relating to issues governed under the Rules of the union are STRONGLY advised to submit corresponding rule proposals to the Special Rules Revision Conference in order to implement the change.
- s) The following Papers will be published prior to the closing date for Motions.
  - Policy Paper: Conferences and Delegations
  - Policy Paper: Regions
  - Policy Paper: National Officer Roles.
  - Policy Paper: National and Branch Structures Review
- t) 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.
- u) Motions which seek to cover more than one paper will be “X” marked.

## Compositing of Motions to Special Conference CWU Restructuring

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

### Special Conference "CWU Restructuring"

- w) All sections of the motion form must be completed and must clearly state which specific Branch or Region is submitting the motion.
- x) Motions must be specific to the report concerned, motions containing matters not in any CWU Restructuring report shall be deemed 'out of order'.
- y) 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.
- z) Motions submitted electronically and by post must be received by Head Office by no later than 09.00 Wednesday 28<sup>th</sup> May 2025.

aa)The SOC will categorise motions as:

Category A:	Those motions which in the view of the SOC require a decision by Conference.
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.

Name of Branch/Regional Committee

Branch Ref No:

For Head Office use only

**NAME OF PAPER THE MOTION IS SUBMITTED  
AGAINST  
NOTICE OF MOTION TO AMEND**

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Date of Meeting:

Name:

Branch Secretary/Regional Secretary

Name:

Chairperson

TELEPHONE NUMBER :

**NOTES**

- 1 Please refer to guidance notes issued with this form.
- 2 Use a separate sheet for each Motion.

**MOTIONS MUST BE  
RETURNED BY 09.00 ON  
Wednesday 28<sup>th</sup> May 2025**

If by post, to Angela Niven, CWU,  
150 The Broadway, Wimbledon,  
London SW19 1RX if electronically,  
to [conferences@cwu.org](mailto:conferences@cwu.org)

ADDRESS (BLOCK LETTERS)