

No. 103/25

23rd May 2025

TO: ALL BRANCHES AND REGIONAL SECRETARIES

Dear Colleagues,

Special Rules Revision Conference 2025 – Submission of Rule Proposals

Attached with this Letter to Branches are Rule Proposal forms for the Special Rules Revision Conference 2025.

Branches should note that the Motion Guide for submitting rule proposals to the Special Rules Revision Conference 2025 has been attached.

As this is a Special Rules Revision Conference to follow the Restructuring Conference only those Rules corresponding to the Special Report can be amended. The rules involved are

Rule 7, Rule 8, Rule 9 and Rule 10.

No proposals to alter/add to or delete any other rules will be admitted to the agenda

Entitlements

In relation to the Special Rules Revision Conference 2025 all Branches and Regional Committees are entitled to submit up to two proposals to the Special Rules Revision Conference 2025.

Branches and Regional Committees are reminded that the closing date for submissions of Rules Proposals to the Special Rules Revision Conference 2025 is 09.00 **Wednesday 4th June 2025**. Submission of Rules Proposals can be posted or emailed but must arrive by 09.00.

If sending Proposals 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 Rule Proposals submitted therefore it is important that

proposal authors read the attached guidance notes carefully and Rule Proposals are checked before they are submitted.

Please note that all proposals must be sent by e-mail to conferences@cwu.org and no other personal e-mail address.

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

Yours sincerely,

A P Kearns
Senior Deputy General Secretary

GENERAL GUIDANCE ON THE SUBMISSION OF PROPOSALS TO SPECIAL RULES REVISION CONFERENCE 2025

- 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 2025".
- 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.
- i) **As this is a Special Rules Revision Conference only the following rules are open to amending Rule 7, Rule 8, Rule 9 and Rule 10.**
- j) **No proposals to alter/add to or delete any other Rules will be admitted to the agenda.**

Entitlement to Special Rules Revision Conference 2025

- k) Branch and Regional Committees will be entitled to submit up to Two proposals to the Special Rules Revision Conference 2025.

Compositing of Rule Proposals to Special Rules Revision Conference 2025

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

Special Rules Revision Conference 2025

- k) All sections of the rule amendment form must be completed and must clearly state which Branch/Regional Committee is submitting the rule proposal.
- l) Rule proposals can be submitted electronically or by post but must be received at Head Office by 09.00 **on Wednesday 4th June 2025**
- 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 proposals submitted therefore it is important that proposal authors read the guidance notes carefully and proposals are checked before they are submitted.**

Name of Branch/Regional Committee:

Branch Ref No:

***NOTICE OF PROPOSAL FOR ALTERATION TO
THE UNION RULES***

The above mentioned Branch/Regional Committee seeks:

*To amend Rule No.

*To delete Rule No.

*To add new Rule

**Complete as necessary*

Amendment to Rule or new Rule to be worded as follows.....

In accordance with Rule 15.4.1 the NEC will deal with any consequential amendment to the Rules required as a result of amendments carried.

Date of Meeting:

Name:

Branch Secretary/Regional Secretary

Name:

Chairperson

TELEPHONE NUMBER :

***BEFORE COMPLETING THIS FORM PLEASE REFER
TO GUIDANCE NOTES ISSUED SEPARATELY***

1. Each Branch/Regional Committee is restricted to three proposals.
2. Each proposal must deal with one rule amendment.

**Rule Amendments must be
returned by 09.00 on
Wednesday 4th June 2025**

If by post, to Angela Niven, CWU,
150 The Broadway, Wimbledon,
London SW19 1RX if electronically,
to conferences@cwu.org

ADDRESS (BLOCK LETTERS)