

LTB 176/25

18th August 2025

TO: ALL BRANCHES

Dear Colleagues,

CWU Retired Members Conference – Wednesday 15th October 2025

The CWU Retired Members Conference will be held on Wednesday 15th October 2025 at the offices of CWU Birmingham District Amal Branch, 47 Summer Lane, Hockley, Birmingham B19 3TH.

a) Delegates

Only Branches with Retired members Sections are entitled to send Delegates.

Branch delegate entitlement to this Conference as agreed by the NEC is as follows:

Number of Retired Members	Delegate entitlement
1-249	1
250-499	2
500 and above	3

Branch Secretaries should register delegates and observers by emailing conferences@cwu.org by Monday 6th October 2025. Confirmation of request will be sent to branches within 72 hours. Should confirmation not be received within this time branches are asked to contact Angela Niven on 020 8971 7237 Branches who do not have this facility may request paper motion forms by contacting the Angela Niven on 020 8971 7237.

Retired Members Regional Sub Committee Leads shall attend the Retired Members conference with the right to speak and move motions on behalf of their Retired Members Regional Sub Committee but not to vote. Funding for Retired Members Regional Sub Committee Leads to attend Retired Members Conference shall be from the General Fund.

In order that we can cater for any delegate with special needs such as seating, dietary requirements etc., it is important that you advise us in writing of the name of the delegate(s) and the particular requirement by return but no later than **Monday 22nd September 2025**.

b) Motions

Each Branch is entitled to submit **one** motion for consideration to be included on the agenda of the Conference. Motions should be submitted electronically to conferences@cwu.org using the attached template. Confirmation of receipt of motion will be sent to branches within 72 hours. Should confirmation not be received within this time branches are asked to contact Angela Niven on 020 8971 7237. Branches who do not have this facility may request paper motion forms by contacting the Angela Niven on 020 8971 7237.

Each Retired Members Regional Sub Committee is entitled to submit **one** Motion to the Retired Members Conference.

The National Retired Members Committee are entitled to submit up to **three** motions to the Conference, standing in their name.

Branches, Regional Sub Committees and the National Retired Members 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.

Motion forms must be returned by NOON Monday **15th September 2025**. Anything received after this date will not be accepted. All sections of the form must be completed.

If Motions are being sent electronically, they will only be accepted to the above email address.

As with previous Conferences, the agenda will be structured in such a way as to maximise debate and participation by delegates. There will be 2 sections to the agenda, one for motions which are eligible for consideration for submission to General Conference, and one for motions that in the view of the Standing Orders Committee would not be admissible to the General Conference agenda.

Branches will be aware that the Retired Members' Conference has the entitlement under the rules of the union to submit 2 motions to stand in the name of the conference to General Conference. It is therefore important that if branches wish their motions to be in this category, they must contain policy that is capable of being discharged by the NEC, as opposed to either of the Industrial Executives.

The 2 motions for submission to the General Conference agenda will be decided from amongst those motions adopted at the Conference. A ballot to select the 2 motions will be held at the Conference.

c) Election of Delegates to General Conference

As you will know, the Retired Members' Conference will select two delegates to represent the Retired Members to attend General Conference 2026.

The Standing Orders for the Retired Members' Conference will advise a ballot to select these two delegates will be conducted during Conference itself.

Additionally, individuals must be willing to accept nomination, and must have the nomination of their own branch and/or the National Retired Members' Committee, to be eligible.

The exception to this are members of the Retired Members' Committee themselves who may be proposed for these positions but need to have the nomination of the National Retired Members' Committee and/or any Regional Sub Committee.

Any enquiries regarding this LTB should be addressed to Angela Niven either by post to head office or by email to conferences@cwu.org

Yours sincerely,

D Ward
General Secretary

**GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO
RETIRED MEMBERS CONFERENCE 2025**

- 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 or Region at head office.
- c) All Motions must be submitted to conferences@cwu.org and titled "Retired Members Conference 2025".
- 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 or Regions should contact Angela Niven at head office on 020 8971 7256.
- g) Branches or Regions 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 or Retired Members Regional Sub Committee meetings.
- j) Motions must not conflict with the Rules of the Union.
- k) 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.
- l) The SOC will categorise motions as: Section II Motions, those motions which seek to deal with Policy issues.
- m) Each Branch shall be entitled to submit one motion to the Retired Members Conference.
- n) Each Regional Retired Members Sub Committee shall be entitled to submit one motion to the Retired Members Conference.
- o) The Retired Members Committee shall be entitled to submit up to three motions to the Retired Members Conference.
- p) Motions must contain an instruction.
- q) The Retired Members Committee shall be responsible for pursuing the policies adopted by the Retired Members Conference; therefore, all instructions contained within motions MUST be to the Retired Members Committee.
- r) The Retired Members conference will be entitled to select two policy motions from the motions carried in section II of the agenda to be submitted for the inclusion in the General Conference 2026 agenda.
- s) All sections of the motion form must be completed and must clearly state which specific Branch/Regional Sub Committee is submitting the motion.
- t) Branches, Regional Sub Committees and the Retired Members 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.
- u) Motions submitted electronically and by Post must be received by Head Office by no later than Noon Monday 15th September 2025.

RETIRED MEMBERS CONFERENCE 2025

PLEASE TYPE OR WRITE CLEARLY

Name of Branch/Region:

For Head Office use only

NOTICE OF MOTION

Date of Meeting:

Signed:
(Branch/Regional Secretary)

TELEPHONE NUMBER :

MOTIONS MUST BE RETURNED
by email to conferences@cwu.org
or by post to Angela Niven
at 150 The Broadway, Wimbledon,
London SW19 1RX by Noon on

Monday 15th September 2025

ADDRESS (BLOCK LETTERS)

NOTES.

- 1 Each Branch is restricted to ONE Motion.
- 2 Each Regional Retired Members committee is restricted to ONE Motion.
- 3 Each Motion must deal with one single subject only.
- 4 Motions which conflict with the Rules are not in order.

RETIRED MEMBERS' CONFERENCE 2025

Name of Branch/Region...../RMAC (delete as appropriate)

Nominations to represent Retired Members at General Conference 2026

Name	Candidate's Branch

Nominees must be members of the Union, and assigned to the Retired Members Category of Membership.

Nominees must have the nomination of their own Region/Branch and/or the Retired Members Committee.

Members of the Retired Members Committee may be proposed but need to have the nomination of the Retired Members Committee and/or any Branch/Regional Committee.

I certify that the above-named member(s)
have been nominated by the Branch/Region
/RMAC (delete as appropriate)

Signature:
(Branch/Regional Secretary)

and/or

Signature:
(Chair/Vice Chair/ RMAC)

**This form should be returned
by email to conferences@cwu.org
or by post to Angela Niven
150 The Broadway
Wimbledon
London SW19 1RX by Noon on
Wednesday 8th October 2025**