

No: 014/26

14th January 2026

TO : All Branches, Regional Sub Committees

Dear Colleagues,

General Conference 2026 – Sunday 10th May -Monday 11th May 2026

Attached with this Letter to Branches are motion forms and rule proposal forms for General Conference 2026. Branches should note that the guidance for submitting motions to General Conference 2026 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, as the rules have changed.

Entitlements In relation to the General Conference 2026:

- Regional Equality Sub Committees shall be entitled to submit one motion to the Equality Section of the agenda.
- Regional Education, Learning and Training Sub Committee shall be entitled to submit one motion to the Education, Learning and Training Section of the agenda.
- Regional Political Sub Committees shall be entitled to submit one motion to the Political Fund Management Committee (PFMC) Section of the agenda.
- Regional Health & Safety Sub Committees shall be entitled to submit three motions to the Health and Safety Section of the agenda.
- Branches will be entitled to submit three motions to General Conference.
- The Retired Members and Young Workers Conference shall be entitled to submit two motions to General conference.
- All branches are entitled to submit one rule proposal.

Branches and Regional Sub Committees are also reminded that the closing date for the submission of motions to General Conference is **noon on Thursday 5th March 2026**.

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

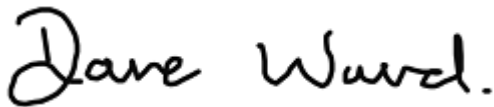
If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.

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 7237 to confirm receipt.

Branches/Regional Sub Committees/ Retired Members and Young Workers 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 *motion authors read the attached guidance notes carefully and motions are checked before they are submitted.***

Any queries regarding this Letter to Branches should be addressed to Angela Niven on 020 8971 7237 or by email to conferences@cwu.org

Yours sincerely,

A handwritten signature in black ink that reads "Dave Ward". The script is cursive and fluid.

Dave Ward
General Secretary

GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO GENERAL CONFERENCE 2026

- a) Motions may be submitted by email using the appropriate templates and sent to conferences@cwu.org All sections of the motion form must be completed including the branch / Region address details
- b) Motions will only be accepted via the email address registered for the Branch at head office.
- c) All Motions must be submitted to conferences@cwu.org and titled "General Conference 2026".
- 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 should contact Angela Niven at head office on 020 8971 7237.
- g) Branches 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 meetings or the minutes of the Regional Sub Committee submitting the motion.
- j) Motions must not conflict with the Rules of the Union.
- k) **All Motions must contain an instruction. As the NEC shall be responsible for pursuing the policies adopted by General Conference therefore instructions contained within motions MUST be to the NEC and no other person or committee.**
- l) 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.

Branches and Regional Sub Committees are reminded that any policy which requires negotiation or action by the Industrial Executive(s) with the Employer(s) must be submitted to the appropriate Industrial Conference. Should Branches and Regional Sub Committees fail to follow this advice then any such motions submitted to General Conference will be "X" marked.

- m) The SOC will categorise motions as:

Category A:	Those motions which in the view of the SOC require a decision by Conference.
Category B:	Motions whose general point is to reverse policy decided at the previous year's Conference.
Category C:	Those motions which in the view of the SOC seek only to confirm existing policy.
Category D:	Those motions which in the opinion of the SOC could be dealt with in correspondence.
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.

Entitlement to General Conference 2026 (Rule 10.5)

- n) The NEC shall also be entitled to submit motions as appropriate.
- o) Regional Sub Committees shall be entitled to submit motions as follows:
 - Regional Equality Sub Committees shall be entitled to submit one motion to the Equality Section.
 - Regional Education, Learning and Training Sub Committee shall be entitled to submit one motion to the Education, Learning and Training Section.
 - Regional Political Sub Committees shall be entitled to submit one motion to the Political Fund Management Committee (PFMC) Section.

- Regional Health & Safety Sub Committees shall be entitled to submit three motions to the Health and Safety Section.
- p) Branches will be entitled to submit three motions to General Conference.
- q) The Retired Members and Young Workers Conference shall be entitled to submit two motions to General conference.

Rules revision Session of General Conference 2026 (Rule 15.3)

- r) At each General Conference Rules Revision session the NEC shall be entitled to submit proposals relating to the rules.
- s) At each General Conference Rules Revision session each branch will have the opportunity to submit one proposal relating to rules. (This is in addition to the three motions detailed above.)
- t) The General SOC would also like to remind all Branches and submitting bodies that motions will be placed in the appropriate Section of the Agenda; this will also apply to those motions submitted by Regional sub committees which will NOT be automatically placed in the section they can submit to unless the content of the motion allows. Where a motion from a Regional Sub Committee would be placed outside the Section to which they are entitled to submit (by Rule) then it will be Ruled 'Out of Order-no right to submit'.
- u) Where a submitting body exceeds their entitlement, all submitted motions will be excluded as ineligible for consideration. There will be no right to appeal this decision.

Compositing of Motions to General Conference 2026

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

General Conference 2026

- w) All sections of the motion form must be completed and must clearly state which specific Branch/Regional Sub Committee/Conference is submitting the motion.
- x) **Branches, Regional Sub Committees, Retired Members and Young Workers Committees are reminded that the Standing Orders Committee will not alter or amend any of the motions submitted therefore it is important that *motion authors read the guidance notes carefully and motions are checked before they are submitted.***
- y) Motions submitted electronically and by post must be received by Head Office by no later than **noon on Thursday 5th March 2026.**

Name of Branch/Regional Sub Committee/Retired Members' Conference/Young Workers Conference:

For Head Office use only

Branch Ref No:

NOTICE OF MOTION

Date of Meeting:

Name:

Branch Secretary/Regional Sub Committee Lead/Retired Members' Conf/ Young Workers Conference

Name:

Chairperson

TELEPHONE NUMBER :

NOTES

- 1 Please refer to guidance notes issued with this form.
- 2 Use a separate sheet for each Motion.
- 3 Please state clearly which body is submitting the motion.

**MOTIONS MUST BE
RETURNED BY Noon ON
Thursday 5th March 2026**

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

ADDRESS (BLOCK LETTERS)

**COMMUNICATION
WORKERS
UNION**

General Conference 2026
(RULES REVISION SESSION)

Name of Branch/NEC

Branch Ref No:

For Head Office use only

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

The above mentioned Branch/NEC 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

Name:

Chairperson

TELEPHONE NUMBER :

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

1. Each Branch is restricted to one proposal
2. The proposal must deal with one rule amendment.

**MOTIONS MUST BE
RETURNED BY Noon ON
Thursday 5th March 2026**

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