

No. 022/26

26th January 2026

To : All Postal Branches

Dear Colleagues,

Postal Conference 2026 - Submission of Motions

Please find attached motion forms for Postal Conference 2026. The purpose of this Letter to Branches is to remind those Branches/Co-ordinating Committees who do not have access to an email facility that they must contact head office direct to request hard copies of the forms to be despatched to them. They should contact Angela Niven on 020 8971 7237.

We also take this opportunity to attach to this Letter to Branches the Motion Guide for submitting Motions to Postal Conference 2026.

Branches/Co-ordinating Committees are also reminded that the closing date for the submission of motions to Postal Conference is by noon on **Thursday 19th March 2026** by email to conferences@cwu.org. No motions will be accepted that go to any other e-mail address as the conference guide to motions refers.

Any queries regarding this Letter to Branches should be addressed to Angela Niven at Head Office or on 020 8971 7237.

Yours sincerely,

Martin Walsh
Deputy General Secretary (Postal)

GUIDANCE ON THE SUBMISSION OF MOTIONS TO THE POSTAL INDUSTRY CONFERENCE 2026

- a) Motions should be submitted using **only** the appropriate motion form using Microsoft Word (.doc) format.
- b) As a guide, ensure you indicate on the form which Section you are submitting the motion to, subject to j).2.
- c) Motions should normally be submitted via the email registered for the relevant submitting bodies. If a motion originates from a different email address, the submitting body will be contacted as in f) below.
- d) Any Special Report must be distributed to Branches no later than noon on **Thursday 5th March**. All motions and motions to amend the Special Report, must be submitted to [**conferences@cwu.org**](mailto:conferences@cwu.org) titled for the appropriate section of the Postal Industry Conference as follows, except where any section is covered by a Special Report (as laid out in Rule 10.14 refers):
 - 1. Special Report (Motion to Amend)
 - 2. Section 1) Pay and related matters (Royal Mail Group only).
 - 3. Section 2) Postal Industry General Issues.
 - 4. Section 3) Sectional Issues.
 - 3a) RM Letters (including RMP&FS Cleaners), Network/Logistics.
 - 3b) Parcelforce, Eurest.
 - 3c) Counters & Cash Handling (including POL and Capita pay issues).
 - 3d) Postal Technical Services (Including RMP&FS Engineers).
 - 3e) Other businesses (rule 10.13.1 refers).
 - 5. Section 4) Postal Industry - Organising, Training, Equality Issues, Postal Regulation and New Products and Services (not included in National Agreements).
- e) **Motions will not be admitted if sent to any other head office email address.**
- f) CWU HQ will acknowledge receipt, of all correspondence usually within 72hrs. Should an acknowledgement not be received within this period, submitting bodies should contact **Angela Niven** on **020 8971 7237**.
- g) All sections of the motion form must be completed.
- h) Motions must be received at [**conferences@cwu.org**](mailto:conferences@cwu.org) by noon on **Thursday 19 March**.
- i) Motions to amend the Special Report must be received at [**conferences@cwu.org**](mailto:conferences@cwu.org) by noon on **Thursday 19 March**.
- j) **Entitlements (Rule 10 refers)**
 - 1. Each Branch and each appropriate Business Co-ordinating Committee shall be entitled to submit four motions to Sections (1, 2, 3a, 3b, 3c, 3d, and 4) of the Postal Industry Conference, in Sections where they have members.
 - 2. Each Branch shall be entitled to submit two motions to Section 3e of the Postal Industry Conference, where they have members (rule 10.13.1 refers).

3. The Young Workers Conference shall be entitled to submit one motion to the Postal Industry Conference.
4. Regional Safety Sub-Committee's shall be entitled to submit two motions to Section 2 of Postal Industry General Issues **only**. Regional Safety Sub-Committee's have no entitlement to submit to sections 1, 3 and 4. (Regional Safety Sub-Committee's shall be entitled to submit two motions to amend to the Special Report where it covers Health & Safety only.)
5. The Postal Executive shall be entitled to submit motions to each session of Conference.
6. Submitting bodies must not exceed the entitlements as this may result in all of those motions being ruled out of order.
7. Branches and Business Co-Ordinating Committees will be allowed four motions to amend each section that the Special Report covers therein.

k) 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.

(Rule 10.8.7 refers)

l) Consideration of Motions.

1. The Standing Orders Committee, when examining motions, shall apply the following procedure:
 - a) A motion which deals with more than one subject, or which is negative in character, or which merely expresses an opinion or which fails to give an instruction, which is not clear in intention, shall be ruled out of order.
 - b) All motions dealing with the same subject shall, as far as possible, be composited into a single motion, stating the broad principle with the object of reducing to a minimum the number of separate debates required.
2. The Standing Orders Committee shall divide the motions, where possible, to the appropriate Section of the Postal Industry Conference.
3. Motions must not conflict with the rules of the Union.
4. 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.
5. Motions to amend a Special Report must deal with issues in the report only and not include any other matters.

m) Programme of Business/Timetable

Conference shall be divided into sessions, each session will be divided into timeslots. Timeslots will contain groupings of motions and be allocated a defined time for debate.

n) Appeals

Appeals against decisions of the Standing Orders Committee must be received at CWU HQ, submitted electronically to conferences@cwu.org by noon, Wednesday 29 April.

Paddy Magill
Chair, Standing Orders Committee (Postal)

Name of Branch/Co-ordinating Committee/Health & Safety Forums/Young Workers Conference:

For Head Office use only

Branch Ref No:

NOTICE OF MOTION FOR SECTION NO.

(Please refer to Guidance Notes for Section Numbers as appropriate)

This Conference instructs the Postal Executive.....

The Postal Executive is instructed accordingly

Date of Meeting:

Name:
Branch Secretary

Name:
Chairperson

TELEPHONE NUMBER :

NOTES

- 1 All sections of this form must be completed.
- 2 Use a separate sheet for each Motion.
- 3 Motions which conflict with the Rules are not in order

**MOTIONS MUST BE
RETURNED BY NOON ON
Thursday 19th March 2026**
either by post to
Angela Niven, CWU 150 the Broadway,
Wimbledon, London
SW19 1RX or electronically, to
conferences@cwu.org

ADDRESS (BLOCK LETTERS)