

No. 015/18

10<sup>th</sup> January 2018

**TO : All Branches, Regional Secretaries and Regional Health and Safety Forums**

Dear Colleagues,

**General Conference 2018 – Sunday 22<sup>nd</sup>/Monday 23<sup>rd</sup> April 2018**

Further to LTB 646/17 this is a reminder that the closing date for motions to General Conference 2018 is midnight Tuesday 6<sup>th</sup> February 2018. If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time. Attached are motion forms and the motion guide for submitting motions to General Conference 2018.

**Entitlements**

In relation to the General Conference 2018, all Branches are entitled to submit three motions to General Conference. Regional Committees are entitled to submit three motions to the General Conference however one of the motions must be from the Regional Women's Committee. Regional Health and Safety Forums are entitled to submit three motions on Health, Safety and Environmental matters.

In addition, branches and regional committees may also submit one rule amendment for the Rules Section of the agenda.

**Branches/Regions/Health and Safety Forums/Minority 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 motions are checked before they are submitted.**

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,

**A P Kearns**  
**Senior Deputy General Secretary**