

## GUIDANCE ON THE SUBMISSION OF MOTIONS TO THE POSTAL INDUSTRY CONFERENCE 2020

- a) Motions should be submitted using **only** the appropriate motion form.
- b) As a guide, ensure you indicate on the form which Section you are submitting the motion to.
- 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) All motions must be submitted to [postalmotions@cwu.org](mailto:postalmotions@cwu.org) or post using **Special Delivery** only, to Angela Niven, CWU 150 The Broadway, Wimbledon, London SW19 1RX and titled for the appropriate section of the Postal Group Conference as follows:-
  - Section 1) Pay and Related matters (excluding POL and Capita pay issues).
  - Section 2) Postal Industry General Issues.
  - Section 3) Sectional Issues.
    - 3a) RM Letters (including RMP&FS Cleaners), Network/Logistics.
    - 3b) Packages & Express, Quadrant.
    - 3c) Counters & Cash Handling (including POL and Capita pay issues).
    - 3d) Postal Technical Services.
  - 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) Head Office will acknowledge receipt, of all correspondence usually within 72hrs. Should an acknowledgement not be received within this period, submitting bodies contact Angela Niven at head office on 020 8971 7256.
- g) Submitting bodies who do not have email facilities should contact Angela Niven on 020 8971 7256 to request forms.
- h) All sections of the motion form must be completed, and must clearly state which specific body is submitting the motion.
- i) Motions must be received at Head Office, either by post, using **Special Delivery** only, to Angela Niven, CWU 150 The Broadway, Wimbledon, London SW19 1RX or to [postalmotions@cwu.org](mailto:postalmotions@cwu.org) by midnight on **Tuesday 18<sup>th</sup> February 2020**.
- 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. The Youth Conference shall be entitled to submit one motion to the Postal Industry Conference.
  - 3. 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.
  - 4. The Postal Executive shall be entitled to submit motions to each session of Conference.

5. Submitting bodies must not exceed the entitlements as this may result in all of your motions being ruled out of order.
6. Regional Committees have no entitlement to submit motions to the Postal Conference.

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 10.6.7 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 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.

m) Programme of Business/Timetable

Conference shall be divided into sessions. Each session will be divided into timeslots. Each timeslot 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 Head Office, if submitted either electronically to [postalmotions@cwu.org](mailto:postalmotions@cwu.org) by post using **Special Delivery** only, addressed to Angela Niven at CWU, 150 The Broadway, London, SW19 1RX by midnight, **Sunday 5th April 2020**.

**Paddy Magill**  
**Chair, Standing Orders Committee (Postal)**