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**Prison Education Annual Meeting**

**Carlow Street – Friday 21 February 2025**

**Form for Submission of Motions**

1 Information about the submission of motions

This form should be completed by branches/prison education departments to submit a motion to the National Prison Education Annual Meeting.

Each branch/prison education department may submit one motion to the meeting.  Motions for consideration and decision will be limited to matters of direct concern to staff in Prison education and not to UCU members generally.

Motions submitted by branches/prison education departments must have been approved either by a quorate branch/ general meeting.

**The deadline for motions is 5:00pm on Friday 31 January.** Motions should be returned to Sue Bajwa by e mail to [sbajwa@ucu.org.uk](mailto:sbajwa@ucu.org.uk). Receipt of motions will be acknowledged. If you do not receive acknowledgement, please contact Sue Bajwa before the deadline for receipt.

2 Authorisation

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| --- |
| **Declaration of approval of motion(s)**  I confirm that this motion to the Prison Education Annual Meeting have been approved, in accordance with the branch’s local rules, by (please indicate which):  □   a quorate general branch meeting  □  a quorate branch committee meeting    Date of meeting.................................    **Signed**............................................................................... |
| Date: |

3 Text of motion(s)

Motions may be given a title. The standing orders for the Annual meeting do not include a word limit for motions, but branches/prison education department are reminded that the word limit for Congress motions is 150 words, which provides a useful guide.