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**WOMEN MEMBERS’ ANNUAL CONFERENCE 2024**

**FORM FOR THE SUBMISSION OF MOTIONS**

**1 About the submission of motions**

This form should be used by a branch secretary (or other branch officer) to submit motions to the Women members’ annual conference 2024.

Each branch may submit up to three motions to the meeting. Motions are limited to matters of direct concern to Women members and not to UCU members generally. Motions must be approved in accordance with a branch’s local rules, and the annual conference standing orders, as set out in the form below.

**The deadline for the submission of motions is 17:00 on 7 November 2024.** Motions should be submitted to Sue Bajwa, by email to [sbajwa@ucu.org.uk](mailto:sbajwa@ucu.org.uk). **Motions sent by email, if not sent on this form, must include all the information requested on this form,** though it is not necessary to include scanned a signature with motions sent directly by email.

Receipt of motions will be acknowledged. If you do not receive acknowledgement, please contact Sue Bajwa on 020 7756 2547 **before** the deadline.

**2 Submission of motion**

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| Name of submitting branch officer: |
| UCU membership number: |
| Branch office held: |
| E-mail address: |
| Telephone number: |
| Name of submitting branch: |
| ***Continued overleaf*** |

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| **Declaration of approval of motion(s)**  I confirm that this motion/these motions to the Women members’ annual conference 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  □ a properly constituted meeting of Women members  Date of meeting.................................  **Signed**............................................................................... |
| Date: |

**Text of motion(s)**

Motion may be given a title. There is no word limit for motions, but branches are reminded that the word limit for Congress motions is 150 words (plus 10 word title), which provides a useful guide.