**Academic-Related, Professional Staff**

**National Annual Meeting 2025**

**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 academic-related staff annual meeting 2025.

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

**The deadline for the submission of motions is 17:00 on Thursday 13 February 2025.** Motions should be submitted to Sue Bajwa, UCU, 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 a scanned signature with motions sent directly by email.

Receipt of motions will be acknowledged. If you do not receive acknowledgement, please email Sue Bajwa at [sbajwa@ucu.org.uk](mailto:sbajwa@ucu.org.uk) **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 the this motion/these motions to the annual meeting of academic-related staff 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 academic-related 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.