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**UNIVERSITY AND COLLEGE UNION**

**RETIRED MEMBERS ANNUAL CONFERENCE**

**FORM FOR SUBMISSION OF MOTIONS FOR RETIRED MEMBERS**

**1 Information about the submission of motions**

This form should be completed by branch secretaries to submit a branch’s motion(s) to the Annual Retired Members Meeting. The branch or LA secretary (or other local officer) should sign this form.

Each branch/LA may submit motions to the meeting. Motions for consideration and decision are limited to matters of direct concern to **Retired members.**

The deadline for motions is **5:00pm on Wednesday 16 October.** Motions should be submitted to **Laura Head**, by email to **lhead@ucu.org.uk**. Receipt of motions will be acknowledged. If you do not receive acknowledgement, please contact Laura Head before the deadline for the receipt.

**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: |
| **Declaration of approval of motion(s)**I confirm that the this motion/these motions to the Retired 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  Date of meeting.................................  **Signed**............................................................................... |
| Date: |

**Text of motion(s)**

*Motions 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, which provides a useful guide.*