

**Adult and Community Education (ACE) Branches National Annual Meeting Saturday 9 March 2024**

**Form for Submission of Motions**

1 Information about the submission of motions

This form should be completed by ACE Branches to submit a motion to the National Adult and Community Education Meeting.

Each ACE Branch may submit one motion to the meeting.  Motions for consideration and decision will be limited to matters of direct concern to staff in adult and community education services and not to UCU members generally.

Motions submitted must have been approved either by a quorate branch/ general meeting.

The deadline for motions is 5:00pm on Friday 16 February 2024. 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 ACE 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 ACE branches are reminded that the word limit for Congress motions is 150 words, which provides a useful guide.