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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 18 October.** Motions should be submitted to **Sue Bajwa**, by email to **sbajwa@ucu.org.uk**. Receipt of motions will be acknowledged. If you do not receive acknowledgement, please contact Sue Bajwa before the deadline for the receipt.

**2 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.*