



PUBLIC SERVICE EXECUTIVE UNION

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Our Ref: B.C. 049/16

11th November 2016

ANNUAL DELEGATE CONFERENCE 2017

Branch Annual Meetings

Return of Branch Officers for 2017

Nominations, Motions and Delegates for the ADC

Dear Colleague,

I am directed by the Executive Committee to inform you that the 2017 Annual Delegate Conference will be held on **Thursday 20th and Friday 21st April in The Clayton Hotel, Galway.**

1. Timing of Conference

Thursday 20th April

Conference will commence at 14:30 and adjourn at 18:30. Dinner will be provided to the delegates after the Conference. On Thursday evening, there will be a fringe event and, additionally, a table quiz in aid of the Combined Services Third World Fund and the Civil Services Charities Fund.

Friday 21st April

Conference will resume at 09:45 Friday morning and conclude not later than 17:30 that evening. Lunch and Dinner will be provided to the delegates. Dinner will be followed by entertainment.

2. **Business for Conference**

The business of the Conference will be as follows:

- a) Receiving the Annual Report of the Executive Committee
- b) Receiving the Statement of Accounts
- c) Electing the President and Vice-President
- d) Electing the Executive Committee
- e) Electing the Standing Orders Committee
- f) Considering proposed amendments to Rules
- g) Considering proposed amendments to the Regulations Governing Procedure at Meetings
- h) Considering Motions
- i) Considering other relevant matters.

3. **Nominations for Elections**

All nominations for election as President, Vice-President, and members of the Executive Committee must be adopted by the Annual General Meeting of a Branch and must be forwarded **in writing over the signatures of the Branch Chairperson and Branch Secretary to the General Secretary so as to reach him not later than 5:30 p.m. on Tuesday 28th February 2017.**

Every person nominated for election to any position will, after the nominations for the elections are received, be issued with a copy of a profile form and invited to complete same or, alternatively, to set out a profile of up to 100 words. These will be included in a separate note in the material issued to delegates to the ADC. Completion of a profile is not a condition for being a candidate. Where a profile is not returned, the information issued to delegates will indicate that no profile has been supplied.

4. **Motions, Motions to Amend the Rules etc.**

Motions on matters of policy, or to amend the Rules or on other matters relevant to the Annual Delegate Conference must have been adopted by the Annual General Meeting of a Branch (or by the Executive Committee of the Union) and reach the General Secretary in writing **over the signatures of the Branch Chairperson and Branch Secretary not later than 5:30 p.m. on Tuesday 28th February 2017.**

N.B. PLEASE NOTE THAT FOR SUCH MATTERS TO BE INCLUDED ON THE AGENDA REQUIRES THE SIGNATURE OF BOTH THE BRANCH CHAIRPERSON AND THE BRANCH SECRETARY.

The Executive Committee have taken note of the fact that a number of motions submitted by the Branches for the Annual Conference in the past have been considered to be out of order because of their wording. This has been a continuing problem in the case of motions to amend the Rules of the Union. The Executive Committee have asked me to remind Branches to ensure that, when drafting motions for the Conference, they are worded in a fashion which enables them to be considered at the Conference.

The most common problems with motions to amend the Rules were that the proposed amendment, when inserted into the Rule in question, did not make sense or that the proposed amendment sought to amend one part of the Rules but ignored the fact that another part of the Rules might also need to be amended in order that it would make sense in the Rules of the Union as a whole.

In order to assist in avoiding such problems in future, it is suggested that Branch Committees, before their Branch Annual Meetings, should ask members wishing to propose motions at the Annual Meeting to supply same in writing to the Branch Secretary in advance of the meeting so that the chances of motions arising which are worded inadequately would be reduced.

5. **Delegates to the Annual Delegate Conference**

The Annual Delegate Conference will consist of delegates from Branches, the Executive Committee and the Standing Orders Committee.

Rule 8.12 provides that the representation of the Branches at the Annual Delegate Conference shall be as follows:

- (a) the total number of delegates of Branches shall be 325 subject to any marginal adjustments required to give effect to paragraph (d) following;
- (b) the percentage of the total membership of the Union in each Branch shall be calculated;
- (c) each Branch shall be allocated that percentage of the total of 325 Branch Delegates;
- (d) the figures resulting from paragraph (c) foregoing shall be adjusted so as to round same to the nearest whole number and to provide for a minimum of two delegates from each Branch.

A separate circular will issue in December setting out the actual number of delegates to which each Branch will be entitled.

The Branch delegates will be elected at the Annual General Meeting of the Branch. These delegates will act as delegates to the 2017 Annual Delegate Conference and also any Special Delegate Conference held up to 22nd March 2018.

The names of Branch Delegates must be **notified in writing to the General Secretary not later than 22nd March 2017 over the signatures of the Branch Chairperson and Branch Secretary.**

Branches can, of course, forward the names of Branch delegates before that date and a form is enclosed for use for that purpose. **(Form 2 Attached)**

In completing this form, please give full names (**both First Names and Surnames**) of delegates.

Union Head Office will provide finance to Branches for bed and breakfast accommodation, on a sharing basis, for delegates from outside the Galway area on the Thursday night and Friday night of the Conference. When you are completing the return of Branch Delegates, **please place the letter “G” after the names of delegates from the Galway area on the enclosed form.**

Members of the Executive Committee and Standing Orders Committee are members of the Delegate Conference in their own right and therefore should not be appointed as Branch Delegates.

The Executive Committee has decided that Branch Membership as at the date of the December meeting of the Executive Committee (including persons admitted to membership up to that date) will constitute the membership base for purposes of determining the number of delegates each Branch will be entitled to have at the Annual Delegate Conference. A circular will issue to Branches in December setting out the membership of each Branch thus calculated and the number of delegates to which each Branch is entitled.

Casual vacancies in Branch delegations may be filled by Branch Committees. Any such replacement must be notified to the General Secretary in writing within five days of making such decisions.

The substitution of delegates within **7 days of a Delegate Conference** (i.e. on or after 13th April 2017 in respect of the 2017 Annual Delegate Conference) or during the Conference may be allowed at the discretion of the Standing Orders Committee.

6. Accommodation for the Conference

The Accommodation will be provided in **The Clayton Hotel and The Connacht Hotel.**

Bookings will be a matter for the Branches. Union Head Office will not be involved in booking accommodation for Branch delegates.

Hotel Solutions are handling **all reservations** for delegate accommodation.

Branches who have not already made bookings should now contact **Mr Stuart Thornton at stuart@hotel-solutions.ie or telephone 01-6309211.**

Pre-Payment of Bed and Breakfast Charges for all delegates will be required.

As before, the Union will cover delegates' accommodation costs by block payments to Branches in advance of the Conference **in respect of delegates actually nominated**. Branches should refund any amounts not actually used. Delegates will be responsible for costs of partners and family.

Childcare

Arrangement of childcare will be a matter for parents. The Executive Committee may provide a subsidy towards vouched costs not normally incurred to cover periods that Conference is in session on Thursday and Friday.

The Clayton hotel can be contacted to arrange baby-sitting/crèche services on request for which delegates themselves will be liable for payment.

7. Transport to Galway

Arrangements for the transport of delegates to Galway will be a matter for the Branches. A subsidy will be provided from central funds to the Branches **in respect of delegates actually nominated** for this purpose. Branches should refund any amounts not actually used.

8. **Branch Annual General Meeting**

Branches are required, under the Rules of the Union, (Rule 14.2) to hold their Annual General Meetings in the period **1st December 2016 to 26th February 2017**.

The business should be as follows:

1. Minutes of last Annual General Meeting
2. Election of Branch Chairperson and Vice-Chairperson
3. Election of Branch Secretary
4. Election of Branch Treasurer
5. Branch Membership
6. Election of Branch Committee (and other Officers, e.g. Diversity Officer)
7. Report of Branch Committee 2016
8. Report of Branch Treasurer 2016
(Branch Treasurers should note that they are **required** to make an annual return of their Statements of Accounts, with the auditors' certificate shown on same, to Head Office at the time of their Annual Meetings and to forward a copy of their full bank statements for the previous year with the return of their Statements of Accounts)
9. Diversity Issues, including Report of Branch Diversity Officer
10. Motions on Branch Business
11. Nominations for President, Vice-President and Executive Committee.
12. Election of Branch delegates to attend the Annual Delegate Conference
13. Proposed motions (including proposed motions to amend the rules) for the Annual Delegate Conference 2017.

Enclosed is a form for submission to Head Office of the names of Branch Officers, nominations for elections and motions for the Annual Delegate Conference. **Branches are urged to limit the number of motions that they submit to the Annual Conference so that time will be available to consider all motions.**

A form for the submission of the names of Branch Delegates to the Annual Conference is also enclosed. Please use this form for this purpose and give full names.

Please note that should any Branch make changes to their own Branch Rules, their new Branch Rules must be ratified by the PSEU Executive Committee before they take effect (in accordance with rule 14.7).

9. **Diversity Issues and Branch Annual Meetings**

Branches are requested by the Executive Committee to arrange that the item "Diversity Issues" is placed on the agenda for the Annual General Meeting so as to ensure that there is an opportunity for members to raise matters under this heading. This will also allow the Branch Diversity Officer to make a report on his/her activity during the year.

10. **Balance of Representation of Men and Women**

The Executive Committee are concerned about the relative imbalance in the overall ratio of men to women in Branch Officerships and Branch Delegations to the Annual Delegate Conference.

In 2016, women comprise 62% of PSEU membership but just 51.7% of Branch Officers and 46.6% are women.

Branches are asked, in electing their Branch Officers, Branch Committees, Branch delegations to the Conference and in making nominations for elections to take account of the desirability of adequate representation for men and women as well as any other considerations which would be normally appropriate.

11. **E-Mails of Nominations & Motions for the ADC**

N.B . Since the Rules require that nominations be in writing and signed by the appropriate Branch Officers, nominations/motions received by e-mail cannot be regarded as valid and cannot appear on the agenda for the Conference.

12. **Return of Subsidies Unused by Branches**

Branches should note that any unused subsidies provided to Branches for accommodation or travel must be refunded to Head Office, or, alternatively, notified to Head Office to be deducted from Branch Expenses.

13. **Preliminary Agenda and Amendments and Annual Report**

The Preliminary Agenda composed of the nominations and motions for the Annual Delegate Conference as submitted by the Branches and the Executive Committee will be circulated to all members not later than 10th March 2017.

Copies of the Annual Report of the Executive Committee will be forwarded to every Branch of the Union, to members of the Executive Committee and members of the Standing Orders Committee not later than 8th March 2017. The number of copies to be supplied to each branch will be 1 copy for each 10 members in the Branch, subject to a minimum of 5 copies. They will also be supplied to Branches in electronic format and to any member who requests same. Copies will also be supplied to delegates to the Conference with the material for the Conference. It will also be on the web-site.

In accordance with the Rules, Branches will be required to arrange meetings of Branch Committees and the Branch's Delegates to the Annual Conference in the period 10th to the 22nd March, 2017 for the purpose of determining Branch Policy on matters appearing on the Preliminary Agenda and considering amendments to the motions on this Preliminary Agenda. PSEU Rule 8.4 outlines the requirements for and the scope of such meetings (See Appendix 1 for the full text of Rule 8.4).

Any such amendments must be forwarded to the Chairperson of the Standing Orders Committee in writing over the signature of both the Branch Chairperson and Branch Secretary by a date to be specified by the Standing Orders Committee in the Preliminary Agenda. Rule 8.4 refers.

A further circular will issue on this matter subsequently.

14. Summary Check List of Dates

1. During the period **1st December 2016 to 26th February 2017** - Branch Annual General Meetings.
2. Names of Branch Officers to be notified to General Secretary not later than **22nd March 2017. (Form 1 Attached)**
3. Motions, nominations for election for Annual Delegate Conference to reach General Secretary not later than 5.30 p.m. on **28th February 2017. (Form 1 Attached)**
4. Branch to receive Annual Report by **8th March 2017.**
5. Preliminary Agenda for ADC – circulate by **10th March 2017.**
6. Meeting of Branch Committee and Branch Delegates (or Special General Meeting) to be held not later than **22nd March 2017** to determine Branch policy on the matters appearing on the preliminary agenda and deciding on Branch amendments to motions on that agenda.
7. Branch to notify General Secretary of the names of Branch Delegates not later than **22nd March 2017. (Form 2 Attached).**
8. Branch to notify **Chairperson of the Standing Orders Committee** of amendments to the Preliminary Agenda by date specified by the Standing Orders Committee.
9. Branch Secretary to be supplied with final documents for the Annual Delegate Conference in numbers equal to number of Branch Delegates notified not later than **4th April 2017.**
10. Book and Pay for Accommodation for Branch Delegates from outside the Galway area **22nd March 2017.**
11. Annual Delegate Conference to be held **20th and 21st of April 2017.**

Yours sincerely,



TOM GERAGHTY
GENERAL SECRETARY

FORM 1: TO BE RETURNED TO HEAD OFFICE

ANNUAL DELEGATE CONFERENCE 2017

RETURN FROM BRANCH ANNUAL GENERAL MEETING

BRANCH:	
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Total no. of Committee Members	No. of Men on Branch/Group Committee	No. of Women on Branch/Group Committee

BRANCH OFFICERS 2017

Branch Officer	Name	Address, Tel. No. and e-mail
Chairperson		
(Vice-Chairperson)		
Secretary		
Treasurer		
Diversity Officer		

Partnership Rep.		
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N.B. Please make sure to complete all sections

NOMINATIONS FOR ELECTIONS - ANNUAL DELEGATE CONFERENCE

PRESIDENT

Name	Branch	Address, Tel. No. and e-mail

VICE-PRESIDENT

Name	Branch	Address, Tel. No. and e-mail

EXECUTIVE COMMITTEE

Name	Branch	Address, Tel. no. and E-mail

MOTIONS FOR ANNUAL DELEGATE CONFERENCE

Is the Branch putting forward any motions to the Annual Delegate Conference? (including motions to amend the Rules or Regulations Governing Procedures at meetings of the Union)

YES	
NO	

(Tick Appropriate Box)

If the Branch is putting forward any such motion, it should be in writing on a separate sheet attached to this form. For such a motion to be valid, this form must be signed **by both the Branch Chairperson and Branch Secretary.**

_____ **BRANCH CHAIRPERSON**

_____ **BRANCH SECRETARY**

_____ **Date**

NOTE: This form (and any motions) must be forwarded to the General Secretary so as to reach him **not later than 5:30 p.m. on Tuesday 28th February 2017.**

FORM 2: TO BE RETURNED TO HEAD OFFICE

ANNUAL DELEGATE CONFERENCE 2017

BRANCH DELEGATES

BRANCH :					
BRANCH MEMBERSHIP:					
NO. OF DELEGATES:					
NO.	NAMES OF DELEGATES (Block Letters and Full Names)	M/F	Galway Delegates, insert "G" this Col.	Accommodation Required - Delegates outside Galway Area (Yes/No each night)	
				Thursday	Friday
1.					
2.					
3.					
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NO.	NAMES OF DELEGATES (Block Letters and Full Names)	M/F	Galway Delegates, insert "G" this Col.	Accommodation Required - Delegates outside Galway Area (Yes/No each night)	
				Thursday	Friday
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NO.	NAMES OF DELEGATES (Block Letters and Full Names)	M/F	Galway Delegates, insert "G" this Col.	Accommodation Required - Delegates outside Galway Area (Yes/No each night)	
				Thursday	Friday
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71.					

NO.	NAMES OF DELEGATES (Block Letters and Full Names)	M/F	Galway Delegates, insert "G" this Col.	Accommodation Required - Delegates outside Galway Area (Yes/No each night)	
				Thursday	Friday
72.					
73.					
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BRANCH CHAIRPERSON

BRANCH SECRETARY

Date

***N.B.* Complete and Return to Head Office not later than 5 .30 p.m.**

Wednesday, 22nd March 2017

Appendix 1: PSEU Rule 8.4

A Preliminary Agenda for the Annual Delegate Conference shall be composed of all nominations and notices of motions submitted under Rules 8.2 and 8.3. This Preliminary Agenda shall be circulated to members of the Union not later than 10 March each year. The Preliminary Agenda shall be considered by meetings of Branch Committees and duly appointed delegations of Branches or the Preliminary Agenda shall be considered by meetings of Branch Committees (on the outcome of sub branches of Branches having consulted with their members either through local meetings, Audio/Visual Electronic Media or email) to be held not later than 22 March of each year. A simple majority of the numbers present and voting at the subsequent Branch Committee meeting may decide, in relation to any item on the Conference Agenda to direct the Branch delegates to vote in a particular way provided that, in relation to such tied votes, the delegates shall have discretion not to oppose remission of the item to the Executive Committee. The purpose of these meetings shall be to decide on Branch policy in relation to the various nominations and notices of motion on the Preliminary Agenda. These meetings shall also decide on amendments to notices of motion on the Preliminary Agenda. It shall be a matter for the Branch Annual meetings to determine which of the two options for the mandating of branch delegations to the Annual Delegate Conference shall be utilised.

Any such notices of amendments to notices of motions shall be made in writing to the Chairperson of the Standing Orders Committee over the signatures of the Branch Chairperson and Branch Secretary prior to Conference on such date specified for this purpose by the Standing Orders Committee in the Preliminary Agenda.

To be valid business for the Annual Delegate Conference, each notice of amendment must comply with all of the provisions of this Rule and no such notice may be considered at the Annual Delegate Conference which does not so comply.

Notwithstanding the other provisions of this Rule a Branch Committee may, at its absolute discretion, call a Special General Meeting of members for the purposes of this Rule. On the requisition signed by not less than one-tenth of the members of a Branch of the Union, a Special General Meeting of the members of the Branch shall be held for the purposes of this rule. Any Special General Meeting held in accordance with this Rule will be held in the same manner and for the same purpose as the meetings of Branch Committees and delegates referred to in the Rule.

A simple majority of the numbers present and voting at the above-mentioned Special General Meeting may decide, in relation to any item on the Conference Agenda to direct the Branch delegates to vote in a particular way provided that, in relation to such tied votes, the delegates shall have discretion not to oppose remission of the item to the Executive Committee.