



# PUBLIC SERVICE EXECUTIVE UNION

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**BC017/17**

## **ANNUAL DELEGATE CONFERENCE 2017**

### **Amendments to Motions**

### **Delegates to Conference - Reminder**

### **Branch Meetings**

Dear Branch Secretary,

**1. Annual Delegate Conference**

The 2017 Annual Delegate Conference will be held on **Thursday and Friday 20 & 21 April in the Clayton Hotel, Galway**. The Conference will commence on the Thursday at 2:30 p.m. and adjourn at 6.30 p.m. that evening. Conference will resume at 09:45 a.m. on the Friday and terminate not later than 5.30 p.m. the same day with a break for lunch from 1.15 p.m. to 2.30 p.m. A meal will be provided to the delegates after the Conference on Thursday. This will be followed by a table quiz in aid of the Combined Services Third World Fund and the Irish Charities Fund established by the Civil Service Unions. Lunch and Dinner will be provided to the delegates on Friday.

**2. Annual Report and Statement of Accounts**

Copies of the Annual Report of the Executive Committee have been forwarded to every Branch of the Union, to members of the Executive Committee and members of the Standing Orders Committee. The Annual Report is also available on the Union's website [www.pseu.ie](http://www.pseu.ie). The number of copies supplied to each branch was 1 copy for each 10 members in the Branch, subject to a minimum of 5 copies (or such lesser amount as may be specified by the Branch). 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.

**3. Statement of Accounts**

In accordance with the provisions of Rule 8.7, the Audited Statement of Accounts for the year 2016 will be issued to Branch Secretaries as soon as possible after it becomes available. Copies will also be supplied to delegates to the Conference with the material for the Conference.

**4. Preliminary Agenda**

The Preliminary Agenda has been issued to Branches.

**5. Special Meetings of Branch Committees and Branch Delegates**

In accordance with the Rules of the Union, Branches will be required to arrange meetings of Branch Committees and the Branch's Delegates to the Annual Conference (who should have been elected at the Annual General Meetings) not later than 22<sup>nd</sup> 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. This issue may be dealt with at Special General Meetings if Branch Committees so decide or the members requisition same in accordance with the Rules.

The purpose of these meetings is as follows:

- (a) to decide on Branch policy in relation to the various nominations and motions on the Agenda for the Conference (in this regard a simple majority of the members present and voting at a Special General Meeting, if that is the type of meeting used by the Branch, may decide, in relation to any item on the Agenda, to direct the delegates of the Branch 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);
- (b) to decide on amendments to notices of motions on the preliminary agenda.

**6. Amendments to Motions**

Any amendments to notices of motion on the Preliminary Agenda adopted at the Branch meeting must be **in writing**, must be **signed by the Branch Chairperson and Branch Secretary** and must be **received by the Chairperson of the Standing Orders Committee c/o PSEU, 30 Merrion Square, Dublin 2, not later than 5:30 p.m. on Friday 24<sup>th</sup> March.**

**N.B.** Faxes and E-mails are **NOT** acceptable as a means of transmission of amendments.

Irrespective of whether the Branch is submitting amendments or not it would be very helpful if you would return the enclosed form (**Form 1**) on amendments to motions.

**7. Withdrawal of Motions or Nominations**

In the event that a Branch wishes to withdraw any nomination or motion which is included on the Preliminary Agenda, **please complete the enclosed form (Form 2) and return not later than 5:30pm on Friday 24<sup>th</sup> March.**

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

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

The Branch delegates were to 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 18<sup>TH</sup> April 2018.

The names of Branch Delegates must be **notified in writing to the General Secretary not later than 24<sup>th</sup> March 2017 over the signatures of the Branch Chairperson and Branch Secretary.**

The Union will provide bed and breakfast accommodation for delegates from outside the Galway area on the Thursday night and Friday night of the Conference on a sharing basis.

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 separate circular (B.C. 056/16) issued 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 13 April, in respect of the 2017 Annual Delegate Conference) or during the Conference may be allowed at the discretion of the Standing Orders Committee.

#### **9. Accommodation for the Conference**

The Accommodation will be provided in **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.**

*Michelle Thornton Hotel Solutions (01 6280111)* are handling **all reservations** for delegate accommodation.

**If you have not booked yet, please do so immediately.**

**Pre-Payment of Bed and Breakfast Charges for all delegates will be required 21 days prior to the Conference.** (A circular was sent to Branch Treasurers on this also.)

The Union will cover delegates' accommodation costs by block payments to Branches in advance of the Conference **in respect of delegates actually nominated.**

Where a delegate decides not to stay for either or both nights or, if the number of delegates attending is less than the original number projected by the Branch, **the subsidy involved**

**should be refunded to Head Office.** Delegates will be responsible for costs of partners and family.

**10. Transport to and from 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.

Where the number of delegates attending is less than the original number projected by the Branch, **the subsidy involved should be refunded to Head Office.**

**11. Representation of Men and Women on Branch Delegations**

The Executive Committee would urge Branches to ensure that there is adequate representation from both men and women on Branch delegations.

Women represent almost 52.9% of Branch Officers and just 43.3% of ADC Delegates in 2016 while women represented 62.% of the membership.

**12. Matters Arising on Annual Report and Statement of Accounts**

The Standing Orders Committee have given consideration to the procedure to be adopted for dealing with these items. In considering the matter, the Committee has been conscious of the fact that the procedure used in recent years was agreed by the Annual Delegate Conference and worked well.

The Standing Orders Committee is using the same procedure this year. There are three types of issues which can be raised on the Annual Report/Accounts:

- a) Simple requests for information;
- b) Comments, and
- c) Proposals to refer back.

Branches are requested to communicate with Head Office on any issues on the Annual Report or the Statement of Accounts by **5:30pm on Friday 24th March**. The Standing Orders Committee has arranged to divide any such issues into the three categories mentioned above. Simple requests for information can be dealt with by Head Office by correspondence and then do not need to be raised at the Conference.

The Standing Orders Committee will recommend that comments and proposals to refer back issues which have been notified to Head Office by **5:30pm on Friday 24th March** should receive priority at Conference over issues which have not been so notified in advance.

**Please complete and return the enclosed form (Form 3) in this respect.**

**13. Check List**

- 1) Distribute Preliminary Agenda;
- 2) Branch Meetings to be held in the period 10 to 22 March;
- 3) Amendments to Motions: **(Form 1)** to be completed and returned (with any amendments) **not later than 5.30 p.m. Friday 24<sup>th</sup> March;**
- 4) Withdrawal of Motions/Nominations: **(Form 2)** to be completed and returned **not later than 5.30 p.m. Friday 24 March;**
- 5) Notification of items Branch wishes to raise on Annual Report/Statement of Accounts: **(Form 3)** to be completed and returned **not later than 5.30 p.m. Friday 24<sup>th</sup> March;**
- 6) Names of Delegates to be completed and returned **not later than 5:30p.m. Friday 24<sup>th</sup> March;**
- 7) Book accommodation for the Branch Delegates **IMMEDIATELY if you have not done so already.**

Yours sincerely,

Tom Geraghty  
General Secretary

TO: Each Branch Secretary  
Each Member of the Executive Committee  
Each Member of the Standing Orders Committee

**FORM 1 TO BE RETURNED TO HEAD OFFICE**

**ANNUAL DELEGATE CONFERENCE 2017**

**Notices of Amendments to Motions on Preliminary Agenda**

1.	BRANCH		
2.	Is the Branch submitting amendments to motions appearing on the Preliminary Agenda.	YES	
		NO	
3.	If the Branch is submitting amendments, state the number of amendments		
4.	If the Branch is submitting amendments please attach same on separate sheet		

\_\_\_\_\_ **BRANCH CHAIRPERSON**  
\_\_\_\_\_ **BRANCH SECRETARY**  
\_\_\_\_\_ **Date**

**N.B. Complete and Return to Head Office not later than 5:30p.m. on Friday 24th March.**

**FORM 2 TO BE RETURNED TO HEAD OFFICE**

**ANNUAL DELEGATE CONFERENCE 2017**

**Withdrawal of Nominations and Motions on the Preliminary Agenda**

1.	BRANCH		
2.	Does the Branch wish to withdraw any nominations included on the Preliminary Agenda (Please Tick)	YES	
		NO	
3.	Does the Branch wish to withdraw any Motions to Amend the Rules or Motions on Policy included on the Preliminary Agenda (Please Tick)	YES	
		NO	
4.	If the Branch is withdrawing any Nominations, Motions to Amend the Rules or Motions on Policy, please attach same on separate sheet		

\_\_\_\_\_ **BRANCH CHAIRPERSON**

\_\_\_\_\_ **BRANCH SECRETARY**

\_\_\_\_\_ **Date**

**N.B. Complete and Return to Head Office not later than 5:30 p.m. on Friday 24<sup>th</sup> March.**

**FORM 3 TO BE RETURNED TO HEAD OFFICE**

**ANNUAL DELEGATE CONFERENCE 2017**

Items on Annual Report and Statement of Accounts

1.	BRANCH		
2.	Does the Branch wish to raise anything on the Annual Report now or at the Annual Conference (Please Tick)	YES	
		NO	
3.	Does the Branch wish to raise anything on the Statement of Accounts now or at the Annual Conference (Please Tick)	YES	
		NO	
4.	If the Branch wishes to raise anything on either the Report or the Accounts, please attach same on separate sheet.		

\_\_\_\_\_ **BRANCH CHAIRPERSON**  
\_\_\_\_\_ **BRANCH SECRETARY**  
\_\_\_\_\_ **Date**

**N.B. Complete and Return to Head Office not later than 5.30 p.m. on Friday 24<sup>th</sup> March.**