ANNUAL
DELEGATE
CONFERENCE
2014

STANDING ORDERS COMMITTEE
REPORT NO. 1
IMPORTANT INTRODUCTORY NOTE

1. The Reports of the Standing Orders Committee are prepared in order to facilitate the business of Conference and, in particular, to ensure that business is conducted in an orderly and coherent manner.

2. The Reports of the Standing Orders Committee are subject to approval by Conference. These reports should not be confused with "The Regulations Governing Procedure at Meetings" which are a set of permanent regulations designed to deal with procedural issues at meetings.

3. This Report of the Standing Orders Committee should be studied carefully by each delegate to Conference because it is the basis on which all business of the Conference will be conducted if approved by Conference.
1. ORDER OF BUSINESS

1.1 Items 1 to 10 should be taken as they appear on the Final Agenda.

1.2 Item 11 (Motions to Amend the Rules) should be taken in the order in which the individual motions appear on the Final Agenda in Time Unit G.

1.3 Item 12 (Motions to amend the Regulations Governing Procedures at Meetings). There is one and should also be taken in time Unit G.

1.4 Item 13 (Motions on Policy and Annual Report) should be taken in the order specified in Section 14 of this Report.

2. RECOMMENDATIONS OF STANDING ORDERS COMMITTEE

2.1 The Standing Orders Committee requests Branches and the Executive Committee, in the interests of better procedure at the Conference to use the following procedure for dealing with the recommendations of the Standing Orders Committee:

(a) Please notify any proposals for amendments to this Report to the Standing Orders Committee not later than 5.00 p.m. on Wednesday 16 April, 2014 and state the reason for the proposed amendment;

(b) The Standing Orders Committee will meet in advance of Conference to consider each such proposed amendment;

(c) The Standing Orders Committee will then prepare a Report (Standing Orders Committee Report No. 2) which will list all such proposed amendments and will indicate which proposals are accepted by the Committee and which are not accepted;

(d) Report No. 2 of the Standing Orders Committee will be available to delegates at the commencement of the Conference;
(e) At the Annual Conference the Standing Orders Committee will propose the adoption of Report No. 1 and Report No. 2 - including any amendments to Report No. 1 accepted by the Committee in Report No. 2;

(f) The Chairperson of the Conference will be requested to allow adequate time to discuss the Reports of the Standing Orders Committee;

(g) The amendments to Standing Orders Committee Report No. 1 which have been notified to the Standing Orders Committee under (a) above and which were not accepted by the Committee should be taken before any other amendments are taken;

(h) The procedure to be followed at the Conference should be that only one amendment should be before the Conference at any time; the Chairperson should call one speaker in favour of the amendment; should then call on the Standing Orders Committee to reply and the Conference should then decide on the amendment before going on to the next amendment.

3. STATEMENT OF ACCOUNTS

3.1 There are three types of issues which can be raised on the Statement of Accounts:

(a) Simple requests for information;

(b) Comments; and

(c) Proposals to refer back.

3.2 When the Statement of Accounts are issued to the Branches, Branches will be in a position to communicate with Head Office on any issues on the Statement of Accounts by 5.00 p.m. on Wednesday 16 April, 2014. The Standing Orders Committee will arrange 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. Issues in categories (b) and (c) which have been notified to Head Office by 5.00 p.m. on Wednesday 16 April, 2014 should be given priority at the Conference over issues not so notified in advance.

4. NOMINATIONS

4.1 The nominations for the elections are in order.

4.2 Since Brendan Lawless is the only candidate for election as President, he will be deemed to be elected to that Office.
4.3 Brendan Lawless is also nominated for the election of the Executive Committee. As he will be deemed to be elected as President his name will not appear on the ballot paper for election to the Executive Committee.

4.4 Since Maria Ryan is the only candidate for election as Vice President, she will be deemed to be elected to that Office.

4.5 Patricia Hynes was nominated by the Courts Service Branch but in the interim has transferred to the Garda Branch. Should either Sinead Gilmartin or Patricia Hynes be elected in Part 1 of the Executive Committee election, then, the other candidate cannot participate in Part 2 of the election. If neither candidate is elected in Part 1, they are both eligible to participate in Part 2.

5 APPLICATION OF TERMS OF RULE 7.2

5.1 The 2000 Annual Delegate Conference adopted Rule 7.2 so that it now reads as follows:

7.2 The Standing Orders Committee shall examine every notice of business to appear on the Agenda of a Delegate Conference.

The Standing Orders Committee shall, with the consent of the proposing branch, or the Executive Committee if the proposer, amend motions which otherwise would be deemed to be out of order, provided that such amendment does not alter the intended meaning of the motion. The acceptance or otherwise of any such proposed amended motion for discussion will be subject to the approval of the Delegate Conference.

5.2 The Standing Orders Committee made recommendations to the 2013 Annual Delegate Conferences for the implementation of this Rule. These recommendations were endorsed by these Conferences and were seen as effective. As a result, it is recommended that the same procedures be used this year. These are set out below.

5.3 There are, normally, three types of motions which can be placed on the Agenda for the Conference:

(a) Motions on Policy;
(b) Motions to Amend the Rules;
(c) Motions on the Rules of Procedure at meetings;

Motions on Policy

5.4 In the case of policy motions the reasons for recommending that they be regarded as out of order can fall under a number of headings including the following:

(a) The motion is not in the form of a motion to Conference;
Examples would be:

*To increase Annual Leave for all grades*

*That this AGM seeks increased Annual Leave.*

(b) The motion seeks to do something which conflicts with the Union's Rules:

Examples could be:

*That this ADC instructs the General Secretary etc. etc.*

*That AGMs be held in July*

(c) A motion might be worded in such a way as to make no sense.

5.5 In the case of Motions on Policy, the Standing Orders Committee have concluded that, where a motion would have fallen because it was out of order as it stood, they should, where possible, propose an adjusted wording which would enable the motion to be discussed at the Conference. In order to do so, however, they would need to be clear as to the actual meaning of the motion.

5.6 As regards the method whereby this is to be done, it has been decided that the text of Motions as adjusted by the Standing Orders Committee under Rule 7.2 would appear on the Final Agenda marked by an asterisk (*). The original wording appears on the Final Agenda as a Category C motion – this is at the end of the Final Agenda. This category consists of motions which the Standing Orders Committee consider to be out of order in their original form.

5.7 This procedure enables the Standing Orders Committee to implement the provision of Rule 7.2 which requires the consent of the Branches (or the Executive Committee, if the proposer) to the adjusted text, without the necessity to engage in correspondence which would be an administrative difficulty given time constraints. If the Branch involved (or the Executive Committee, as appropriate) does not accept the text as adjusted, then the original text of the Motion in question would apply (i.e. that shown in Category C) and, as it would have been out order but for the adjustment made under the provisions of Rule 7.2, it should be regarded as being out of order.

5.8 The Standing Orders Committee is conscious of the fact that only certain motions will be amenable to adjustment. Where, for example, a motion calls for something which would require an amendment to the Rules, it will not be possible for the Standing Orders Committee to draft a Motion to Amend the Rules – that is fundamentally a matter for the Branch or the Executive Committee and is not a mere matter of minor wording adjustment. The same could arise where a motion contains internal contradictions or does not make any sense.
It should be noted that the implementation of Rule 7.2 can produce situations where, as a result of wording adjustments proposed by the Standing Orders Committee under the Rule, amendments to Motions which are proposed in the ordinary way may have to fall if the text of an amendment is such that it could not stand as a valid amendment to the adjusted wording of the motion.

Motions to Amend the Rules

In the case of Motions to amend the Rules there are a variety of reasons which give rise to such motions being regarded as being out of order.

The Rules of the Union are the basis on which the Union conducts itself as an organisation. The Rules themselves have to be registered with the Registrar of Friendly Societies under the Trade Union Acts, and have to comply with that legislation. The registration of Amendments requires various statutory forms to be submitted to the Registrar, including a sworn statement attesting to the fact that the Rules of the Union have been complied with in the making of an alteration to the Rules. It is open to any member to complain to the Registrar about such a Rule Amendment and the procedures followed in respect of same.

The Standing Orders Committee has concluded that there is an absolute necessity that motions to amend the Rules are clearly and precisely drafted from initiation so that there is no potential for problems with the application of Union Rules and that it would not be appropriate to suggest adjustments to the wording of such motions under Rule 7.2.

The Standing Orders Committee has followed the principles set out above in its recommendations in this Report for the implementation of Rule 7.2 in respect of the Agenda for the Annual Delegate Conference this year. The Committee has, in fact, found it necessary to apply Rule 7.2 to some Motions this year.

MOTIONS TO AMEND THE RULES

There are 10 Motions to amend the Rules. The motions are in order except where otherwise set out in this report.

Motion No 4 to amend the Rules has been withdrawn by the Education and Skills Branch.

Motion No.5 to amend the Rules is out of order.

It reads as follows;

Amendment to rule 10.1

“In the second sentence replace the word five by the word seven.”
The amended rule to read

*The Executive Committee shall consist of the President and Vice-President together with 14 members elected at the Annual Delegate Conference and a further Seven members whose branches do not already have a member on the Executive Committee to be elected at the Annual Delegate Conference by the delegates of those branches who do not already have a member on the Executive Committee from the list of candidates nominated for election to the Executive Committee at the Annual Delegate Conference. Notwithstanding this provision, in the event that the total number of candidates for election to the Executive Committee is equal to or less than the number of positions available then all of the candidates shall be deemed to be elected to the Executive Committee.*

The second sentence in the existing Rule actually reads as follows:

“*Notwithstanding this provision, in the event that the total number of candidates for election to the Executive Committee is equal to or less than the number of positions available then all of the candidates shall be deemed to be elected to the Executive Committee.*”

6.4 Motion 7 to amend the Rules is out of order.

The SOC took legal advice on this matter. The advice is that there are three difficulties with the motion.

Firstly, the motion refers to ‘scales’, plural and to ‘position’ singular and, therefore creates a difficulty in interpretation. Our rules are a legal document and must be clear and unambiguous.

Secondly, in a ‘similar vein’, it is not clear if it is intended to cover salaries only or, whether it is intended to cover ‘remuneration’ in its broadest sense to include the full employment ‘package’ of the people referred to in the motion.

Thirdly, and most importantly, the motion can have no effect whatsoever on the remuneration package of current officials as to do so would require an express provision in their contract that allows explicitly for the adjustments referred to in the motion. Our legal advisers have said that a third party, in this instance the ADC, cannot amend, or attempt to amend, the contracts of employment between the Union and its employees. Therefore, if the rule amendment was to be adopted, the Executive Committee, which is required to implement the policy of the ADC, would be incapable of lawfully carrying out the instruction of the ADC and would, therefore, be at odds with the ADC. For these reasons, the motion is out of order.
6.5 If Motion 9 to amend the Rules is carried, then Motion 10 falls.

7 AMENDMENTS TO MOTIONS TO AMEND THE RULES

7.1 There is one Amendment to the Motions to Amend the Rules.

7.2 The amendment to Motion No.3 to amend the Rules is out of order.

The SOC do not consider the amendment sufficiently precise, does it refer to the Annual General meeting/Group Conferences or does it refer to meetings organised between the 10th and 22nd March to consider the Preliminary Agenda?

8. CONFLICTS BETWEEN MOTIONS TO AMEND THE RULES AND AMENDMENTS TO SUCH MOTIONS

8.1 There are none.

9 MOTIONS TO AMEND THE REGULATIONS GOVERNING PROCEDURE AT MEETINGS

9.1 There is one such motion this year.

10. ANNUAL REPORT

10.1 There are three types of issues which can be raised on the Annual Report:

a) Simple Requests for information
b) Comments; and
c) Proposals to refer back.

10.2 The Standing Orders Committee requested that Branches would communicate any issues that they wished to raise by 24 March and have 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. Issues in categories (b) and (c) which have been notified to Head Office by 24 March should be given priority at the Conference over issues not so notified in advance.

10.3 The eircom Branch have indicated their intention to speak on Section 9 of the Annual Report.

11. MOTIONS ON POLICY

11.1 The Motions on Policy on the Agenda have been divided into three categories:

(a) Primary Motions (Category A)
(b) Secondary Motions (Category B)

(c) Original motions before adjustment of the text under Rule 7.2 (Category C)

11.2 Motions in the Secondary category should be taken at the Conference only if all other business has been completed.

11.3 In general, the approach of the Standing Orders Committee has been that Motions which re-iterate existing policy and general practice of the Union; are covered by action taken (e.g. reported on in the Annual Report) or are essentially matters for action at Branch Level have been included in the Secondary Category as have motions which deal with an issue which has been the subject of a decision by the Conference in the past 3 years. In addition, Motions which deal with general issues not affecting pay, conditions or Union organisation issues have been included in the Secondary Category. However, motions which are highly topical can be included in the Primary Agenda.

11.4 In order to facilitate the conduct of business at the Conference, the Standing Orders Committee have arranged to have the motions on policy grouped under the headings "Primary Category" ("A" Motions) and "Secondary Category" ("B" Motions) and numbered sequentially from No. 1 onwards in each category. As a result, the numbering of policy motions on the Final Agenda is not the same as the numbering which the motions on policy were assigned on the Preliminary Agenda. The latter are shown in brackets at the end of Motions on the Final Agenda.

11.5 Motions included in the Secondary Category are as follows:

(a) Motions dealing with General issues not affecting pay, conditions or union organisation issues:

There are motions included in this category this year.

(b) Motions re-iterating existing policy and general Practice of the Union which are covered by action taken (e.g. reported on in the Annual Report) or are essentially matters for action at Branch Level:

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<tr>
<th>Final Agenda No.</th>
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<tr>
<td>B.1</td>
<td>16</td>
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<td>B.6</td>
<td>46</td>
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<td>B.7</td>
<td>49</td>
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Motions dealing with issues which have been the subject of a decision by Conference in the past 3 years and which are generally covered by existing practice as well:

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<td>B.2</td>
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<td>B.5</td>
<td>36</td>
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<td>B.8</td>
<td>67</td>
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Motions whose texts were adjusted by the Standing Orders Committee under Rule 7.2 appear (as adjusted) on the Primary and Secondary Agenda as appropriate. They are marked with an asterisk (*) on the Final Agenda. The original texts of the relevant motions are printed on the Final Agenda as “Category C” motions. In the event that the adjusted texts are not acceptable to the Branches concerned or the Conference, then the original texts will stand and, since these motions would have been out of order if the original texts had stood, then any of them which are re-instated on the “A” or “B” Agenda should be regarded as being out of order.

Assuming that the proposed adjustments to the texts of motions proposed by the Standing Orders Committee under Rule 7.2 are acceptable to the Branches concerned and the Conference by the adoption of this Report, all of the Motions on Policy are in order.

Motion A.49 has been withdrawn by the Courts Service Branch.

AMENDMENTS TO MOTIONS ON POLICY

The Amendments to the motions on policy are in order.

CONFLICTS BETWEEN MOTIONS ON POLICY AND AMENDMENTS TO MOTIONS ON POLICY AND THE ORDER OF TAKING AMENDMENTS

There are no conflicts.

MOTIONS ON POLICY AND ANNUAL REPORT

The motions on policy in the Primary Category should be taken in association with the Annual Report in the order indicated on the Final Agenda as set out in the timetable.
15. **COMPOSITE MOTIONS**

15.1 The Standing Orders Committee has prepared 3 Composite Motions to cover motions submitted for this Annual Delegate Conference.

15.2 Composite Motion “A” covers Motions A. 5, A. 6, A.7, and A.8.

15.3 Composite Motion “B” covers Motions A. 31 and A. 32.

15.4 Composite Motion “C” covers Motions A. 53, A.54, and A.55.

16 **ELECTIONS**

16.1 There are three elections on the Agenda for the Conference:

(a) Election of Executive Committee

(b) Election of Standing Orders Committee

(c) Election of Executive Committee 2.

16.2 Since there is only one candidate for election to the position of President, there will be no contest for this position and sole candidate, Brendan Lawless, will be deemed to be elected.

Brendan Lawless is also a candidate for the election to the Executive Committee, and as he will be deemed to be elected President, his name will not appear on the ballot paper for election to the Executive Committee.

16.3 Since there is only one candidate for election to the position of Vice President, there will be no contest for this position and sole candidate, Maria Ryan, will be deemed to be elected.

16.4 There are 2 contests for the election of the Executive Committee and one for the Standing Orders Committee. There should thus be a need for ballot papers for these elections. For the purposes of this report, the election of the initial 14 members of the Executive Committee shall be deemed Election 1. The election of a further 5 members of the Executive Committee shall be deemed Election 2.

16.5 The arrangements for the conduct of the elections should be as follows:

(a) Ballot Papers for the Election 1 to the Executive Committee (hereinafter called Election 1) and the Standing Orders Committee should be distributed by the Scrutineers in return for Voting Cards in Time Unit B on Thursday;

(b) Ballot Papers for Election 2 to the Executive Committee Committee (hereinafter called Election 2) should be distributed by the Scrutineers to the Head Delegate of each Branch delegation who has not elected a member to the Executive Committee in Election 1, in Time Unit K on Friday.
(c) The Register of electors for Election 2 shall consist of delegates from Branches who have not elected a member to the Executive Committee in Election 1, and who signed in on Thursday.

(d) Ballot Papers should not be collected by the Scrutineers;

(e) A Ballot Box(es) should be provided in the hall which would be under the control of the Scrutineers (or at least the Chair or one of the other Scrutineers) on Thursday afternoon till 5.30pm in respect of Election 1 to the Executive Committee and to the Standing Orders Committee;

(f) A Ballot Box(es) should be provided in the hall which would be under the control of the Scrutineers (or at least the Chair or one of the other Scrutineers) for the Friday morning session (11.30 a.m. to 1.15 p.m.) of the Conference in respect of Election 2 to the Executive Committee;

(g) Ballot Papers for all elections on Thursday should be placed in the Ballot Box(es) at any time during Thursday afternoon until 5.30pm;

(h) Ballot Papers for the election on Friday should be placed in the Ballot Box(es) at any time from distribution of ballot papers (11.30 a.m.) till 1.15p.m on Friday; (Lunchtime),

(i) In the event that a delegate has not received a ballot paper at the normal time for the distribution of Ballot Papers, then a ballot paper may be secured from the Scrutineers, at any time up to 5.30pm on Thursday afternoon in respect of elections on that day, or Friday prior to 1.15pm when the ballot box(es) closes,

(j) At 5.30pm on Thursday afternoon the Ballot Box(es) should be removed and kept under the control of the Scrutineers (or an official nominated by the Scrutineers) until the count later that evening;

(k) At the end of the Friday morning session (i.e. at 1:15 p.m.), the Ballot Box(es) should be removed and kept under the control of the Scrutineers (or an official nominated by the Scrutineers) until the count later that afternoon;

(l) No further ballot papers will be issued or accepted after 5.30pm on Thursday afternoon for Election 1 to the Executive Committee and Standing Orders Committee or after the close of the Friday morning session (i.e. 1:15 p.m.) for Election 2 to the Executive Committee.

(m) The results of all elections should be announced by the Scrutineers during the Friday sessions;

(n) These arrangements must be adhered to rigidly.
17. **EMERGENCY MOTIONS**

17.1 Branches are reminded that the procedure in relation to the submission of Emergency Motions is set out in the Rules (Rule 8.13).

17.2 Essentially, the Rule provides:

(a) an emergency motion must have certain characteristics;
(b) a procedure whereby it is considered for admission onto the agenda.

17.3 As regards characteristics, the Rule provides that an emergency motion must

(a) be of such a nature that it could not have been submitted for inclusion on the Agenda for the Conference in the ordinary way; and

(b) deal with a matter of importance to the members of the Union.

17.4 The procedure which must be followed is as follows:

(a) the Branch or the Executive Committee, as appropriate, shall make a request in writing to the Chairperson of the Standing Orders Committee seeking permission for the introduction of such a motion onto the Agenda of the Meeting;

(b) The Standing Orders Committee shall then consider the matter and decide whether or not they recommend to the Conference that the motion be included in the Agenda;

(c) Any recommendation by the Standing Orders Committee on such matter shall be put to the Conference which shall have a final determination on whether the motion be accepted for discussion or not.

17.5 These provisions of the Rules are extremely restrictive and are framed so quite deliberately.

17.6 The Delegate Conference is a body composed of delegates from the branches who, under the Rules, have been mandated by the Branches, in accordance with the provisions of the Rules, as to the manner in which they should vote on motions appearing on the original agenda. An emergency motion cannot have been considered by such mandating meetings and, as such, the delegates from the Branches cannot have been mandated on same. Emergency motions must, therefore, be viewed in a restrictive manner.

17.7 The Rules make no provision for amendments to Emergency Motions. Nonetheless, procedures to deal with such amendments have been adopted by the Annual Delegate Conferences held in the years 1996 to 2013. In line with those procedures the Standing Orders Committee recommends the following procedure for dealing with any proposed amendments to Emergency Motions:
17.8 The Standing Orders Committee recommends the following procedure for dealing with any proposed amendments to Emergency Motions:

(a) the Branch or the Executive Committee, as appropriate, shall make a request in writing to the Chairperson of the Standing Orders Committee seeking the approval of the Committee for the introduction of such an amendment onto the Agenda of the Meeting;

(b) The Standing Orders Committee shall then consider the matter and decide whether or not they recommend to the Conference that the amendment be included in the Agenda;

(c) If the Standing Orders Committee decides to recommend that the amendment be admitted onto the Agenda, it shall make a recommendation to that effect to the Conference, covering any other procedural issues which arise as well in such context, and the Conference shall then decide on such recommendation which shall determine whether the amendment should be admitted to the agenda or not.

18 TIMETABLE FOR THE CONFERENCE

18.1 It is recommended that the Conference should deal with the business in accordance with the timetable appended to this report.

18.2 This timetable has been devised on the basis of allocating the time available between the various sections of the Agenda having regard to the amount and type of business in each section.

18.3 Each section has been allocated a Time Unit (A to W, in timetable). Where the end of time allocated to a particular section is reached but all of the business in that section has not been completed then discussion of the business in that section should cease at the end of the Time Unit (subject to the discretion of the Chairperson in regard to any marginal adjustments to allow a speaker to conclude or to take or complete a vote etc.). The Conference should then proceed to the first item of business in the next section.

18.4 Where all of the business allocated to a particular Time Unit has been completed before the end of the time specified then the Conference should proceed to the business in the next following Time Unit. The time at which discussion in that second Time Unit should end should remain unaffected and be as set out below.

18.5 Items of business which arise to be dealt with in Time Units A to W and which have not been dealt with in these Time Units because of time constraints may be dealt with in Time Unit X. The Standing Orders Committee will make a recommendation to the Conference at that stage on the order in which such business should be taken.
In the event that there is still business remaining at 5:20 p.m. on Friday, then all such business should be deemed to be remitted to the Executive Committee.

19 GENERAL

19.1 Motions or amendments to motions which are mentioned in the timetable or elsewhere which have been recommended as being out of order by virtue of this report should not be regarded as being in order by virtue of such references.

19.2 Speakers should state their name and Branch (or, in case of the Executive Committee or Standing Orders Committee, the Committee of which they are members) when they come to speak. Speakers should also come to the front of the hall to the seats provided for the purpose before they are due to speak so that time will not be lost in coming to the rostrum. The attention of delegates is drawn to the fact that two microphones for speakers are provided on either side of the platform at the front of the hall.

19.3 The Executive Committee has advised the Standing Orders Committee that it has agreed the use of audio visual facilities. Any such presentations must be forward to Head Office via email to info@pseu.ie by 5.00pm on Wednesday the 16 April 2014. Such presentations must be delivered within the allowed speaking time as set down in the Regulations Governing Procedure at Meetings.

19.4 The presentation of prizes is to take place in Time Unit Q.

19.5 The Report on Membership as at the end of 2013 should be taken at the commencement of Time Unit T.

19.6 The Executive Committee has advised the Standing Orders Committee that Fergus Whelan from the Irish Congress of Trade Unions has been invited to address the ADC on superannuation. This address should take place in Time Unit R.

19.7 The Executive Committee has agreed that a speaker from the Union’s Solidarity Committee may address Conference on the work of that Committee. This address should take place in Time Unit T immediately following the report on Membership for 2013.

19.8 The Executive Committee has agreed that a speaker from the Civil Service Third World Fund Committee may address Conference on the work of that Committee. This address should take place in Time Unit T, immediately following on the speaker from the Solidarity Committee.
19.9 The Standing Orders Committee has received an application on behalf of the Employee Assistance Service for permission to address Conference. The Standing Orders Committee recommends permission is given whereby such an address for a period of 5 minutes would take place at Time Unit H on Friday morning.

19.10 The consumption of alcohol is not permitted in the Conference hall whilst Conference is in session.

19.11 In accordance with the law no smoking is allowed in the Conference hall.

19.12 No documents, of any sort, should be circulated in the Conference Hall without the prior written approval of the Standing Orders Committee.

19.13 The Standing Orders Committee recommends that the motions to amend the Rules, except as they specify otherwise, should, if adopted, take effect only as and from the conclusion of the Annual Delegate Conference. It should be further noted that any motion(s) to alter the Union subscription rate can only be implemented at the earliest practicable dates that can be accommodated by respective employers.

April 2014
# ANNUAL DELEGATE CONFERENCE 2014 – TIMETABLE

## THURSDAY, 24 APRIL, 2014 – AFTERNOON

<table>
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<tr>
<th>TIME UNIT</th>
<th>TIME</th>
<th>BUSINESS</th>
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<tr>
<td></td>
<td>2:30 p.m.</td>
<td>Opening of Conference</td>
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<tr>
<td>A</td>
<td>2:30 p.m.  to 3:15 p.m.</td>
<td>Items 1 to 6 on Final Agenda</td>
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<tr>
<td>B</td>
<td>3:15 p.m.  to 3:25 p.m.</td>
<td>Distribution of Ballot Papers</td>
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<td>C</td>
<td>3:25 p.m.  to 3:45 p.m.</td>
<td>Items 7 to 10 on Final Agenda</td>
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<td>D</td>
<td>3:45 p.m.  to 4:25 p.m.</td>
<td>Section 2 of Annual Report with Motions A.1 to A.11</td>
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<tr>
<td>E</td>
<td>4:25 p.m.  to 5:10 p.m.</td>
<td>Section 3 of Annual Report with Motions A.12 to A.19</td>
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<tr>
<td>F</td>
<td>5:10 pm    to 6:30 p.m.</td>
<td>Section 5 of the Annual Report with Motions A.20 to A.36</td>
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6:30 p.m. Adjournment of Conference

## FRIDAY, 25 APRIL, 2014 – MORNING

<table>
<thead>
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<th>TIME</th>
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<tr>
<td></td>
<td>9:45 a.m.</td>
<td>Resumption of Conference</td>
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<tr>
<td>G</td>
<td>9:45 a.m.  to 11:00 a.m.</td>
<td>Motions 1 to 10 to amend Rules of the Union &amp; at meetings.</td>
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<tr>
<td>H</td>
<td>11:00 a.m. to 11:05 a.m.</td>
<td>Address on behalf of the Employee Assistance Service</td>
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<tr>
<td>I</td>
<td>11:05 a.m. to 11:15 a.m.</td>
<td>Honorary Life Membership Malala Yousafzai</td>
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<tr>
<td>J</td>
<td>11:15 a.m. to 11:30 a.m.</td>
<td>Break for Tea/Coffee</td>
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<tr>
<td>K</td>
<td>11:30 a.m. to 11:40 a.m.</td>
<td>Distribution of Ballot Papers – Election 2, EC.</td>
</tr>
</tbody>
</table>

L 11:40. a.m. to 11:55 a.m. Section 6 of the Annual report with Motions A.37 to A.38
M 11:55. a.m. to 12:25 p.m. Section 7 of the Annual Report with Motions A.39 to A.42
N 12:25. p.m. to 12:30.p.m. Section 8 of the Annual Report
O 12:30. p.m. to 12:35.p.m. Section 9 of the Annual Report
P 12:35. p.m. to 1.15.p.m. Section 10 of the Annual Report with Motions A.43 to A.46

1:15 p.m. Adjournment of Conference
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.30 p.m</td>
<td>Presentation of Prizes.</td>
</tr>
<tr>
<td>2.45 p.m</td>
<td>Address on Superannuation by Fergus Whelan ICTU</td>
</tr>
<tr>
<td>3:15 p.m</td>
<td>Section 4 of the Annual Report with Motions A.47 to A.52</td>
</tr>
<tr>
<td>3:45 p.m</td>
<td>Section 13 of the Annual Report with Motions A.53 to A.62</td>
</tr>
<tr>
<td>4:30 p.m</td>
<td>Section 11 of the Annual Report</td>
</tr>
<tr>
<td>4:35 p.m</td>
<td>Section 12 of the Annual Report with Motions A.65 to A.70</td>
</tr>
<tr>
<td>5:05 p.m</td>
<td>Section 1 of the Annual Report</td>
</tr>
<tr>
<td>5:10 p.m</td>
<td>Any remaining Sections of the Annual Report should be taken first. If</td>
</tr>
<tr>
<td></td>
<td>there is any remaining business from Time Units A to W which has not</td>
</tr>
<tr>
<td></td>
<td>been taken, the Standing Orders Committee will make a recommendation</td>
</tr>
<tr>
<td></td>
<td>to the Conference on the order in which any such business should be</td>
</tr>
<tr>
<td></td>
<td>taken</td>
</tr>
<tr>
<td>5:20 p.m</td>
<td>Close of Conference</td>
</tr>
<tr>
<td>5:30 p.m</td>
<td>Conference Concludes</td>
</tr>
</tbody>
</table>

5:30 p.m – Conference Concludes.