

## Circular 61/22: Annex

### Motions

- (i) TSSA Annual Conference will take place in Cork from the 3<sup>rd</sup> - 5<sup>th</sup> June 2023. Motions and amendments will be accepted on the dates outlined in Circular 60/22. This will allow timely motions reflecting the Conference date. Publication dates of the Preliminary and Final Agendas are also in Circular 60/22.

The following timetable in respect of Motions and Amendments will therefore apply: -

Motions to reach Head Office	Friday 3 February 2023
Preliminary Agenda sent to Branches by	Friday 3 March 2023
Amendments to reach Head Office by	Monday 3 April 2023
Final Agenda to be issued to Branches by	Friday 12 May 2023
Delegate forms to reach Head Office by	Friday 12 May 2023

Branches and SOGs are reminded that the deadlines relating to nominations for conference elections is Friday 3 February 2023, in line with the deadline for motions.

- (ii) Not more than two motions for the Conference Agenda may be submitted by any one Branch/SOG and these should be e-mailed to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk) and [soc@tssa.org.uk](mailto:soc@tssa.org.uk) with the subject line 'Motions'.

Motions must be received no later than Friday 3 February 2023.

E-mailed motions must clearly be authorised by two different Branch/SOG officers, this should be done by making sure that two Branch/SOG officers are included in the e-mail (e.g. sent by one officer, with another officer copied in).

Although forms for submission of Motions and Amendments are included with this Circular, SOC will not require the use of these forms as long as the information required is included in the email. Scanned copies of the forms will be acceptable but please provide the text of the motion in an email. All Motions will be acknowledged by this office.

In all circumstances there **MUST** be two different Branch/SOG officers' authorising each submitted motion.

Following a decision at 2022 Conference there will be an EC Reserve Motion on transport Policy.

- (iii) Branches/SOGs are advised that it is the intention of the Standing Orders Committee to be pro-active in achieving more composite motions to facilitate conference. In this regard, initial contact will be made prior to Annual Conference with the Correspondence Secretary. Branches/SOGs may also communicate with one another, after the Preliminary Agenda has been issued, to facilitate the compositing of motions.

## **Rule Alterations**

2023 is NOT a rule alteration year.

## **Motions Affecting Ireland**

Please note that as a consequence of Rule 15, the President has previously ruled motions as being “out of order” on the grounds that neither Conference nor the Executive Committee has authority to pursue industrial or political issues or to instruct the Irish Committee to do likewise on matters affecting only members in the Republic of Ireland and Northern Ireland.

Motions relating to matters of an industrial or political nature in the Republic of Ireland or Northern Ireland should therefore be worded as requests from Conference or the Executive Committee to ask or invite the Irish Committee to take certain action or to express a view on an issue to the Irish Committee.

Note that Conference has no authority to instruct the Irish Committee.

## **Amendments**

In accordance with Guidance Note E 1(b), Branches may submit not more than two amendments to motions. These should be e-mailed to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk) and [soc@tssa.org.uk](mailto:soc@tssa.org.uk).

E-mailed amendments must clearly be authorised by two different Branch/SOG officers, this should be done by making sure that two Branch/SOG officers are included in the e-mail (e.g. sent by one officer, with another officer copied in).

Please e-mail rather than post amendments, and please do not send in handwritten amendments.

All amendments must be e-mailed to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk) and [soc@tssa.org.uk](mailto:soc@tssa.org.uk) not later than Monday 3 April 2023.

Due to the short timescale for submission of amendments, it may be appropriate for Branches to arrange special Branch meetings. It would be advisable and helpful if Branch Secretaries would submit amendments immediately after decisions have been reached at the Branch meeting.

Although forms for submission of amendments are included with this Circular, SOC will not require the use of these forms as long as the information required is included in the email. All amendments will be acknowledged by this office.

### **Emergency Motions**

In past years, concern has been expressed about the number of emergency motions being placed before the SOC during the course of the Conference. In this respect, motions in the Final Agenda for Conference are submitted following consideration and approval by the Branch concerned. The SOC see no reason why, where feasible, emergency motions should not likewise have been the subject of the same consideration and approval by the Branch.

For these reasons, an emergency motion is unlikely to be accepted by the SOC unless it has been discussed and agreed beforehand at a Branch meeting and authorised by two different branch/SOG officers and received some days in advanced of Conference.

The SOC emphasises that matters arising later than this, which prompt Branches, SOGs or delegates to submit an emergency motion to Conference, may be considered acceptable by the SOC, but will only be presented for debate if they are genuine emergencies. Such motions not scheduled for debate will be remitted to the EC.

The SOC will not accept a motion as an emergency if the terms could have been covered in a legitimate motion or an amendment to a motion published in the Preliminary Agenda.

Please note that if the EC decides to have a hybrid Conference, then the cut-off for emergency motions will be brought forward to allow circulation of documents.

## **Nominations**

### **Nominations for Officers and Delegations**

Nominations must be e-mailed to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk) and [scrutineers@tssa.org.uk](mailto:scrutineers@tssa.org.uk) with the subject line 'Nominations'.

Nominations must comply to the following criteria:

- Nominations must reach head office by **Friday 3 February 2023**.
- Nominations must clearly be authorised by two different Branch/SOG officers, this should be done by making sure that two Branch/SOG officers are included in the e-mail (e.g. sent by one officer, with another officer copied in).
- All information required on the form must be provided. Although forms for submission of nominations are included with this Circular, The Scrutineers will not require the use of these forms as long as the information required is included in the email.
- Nominees must send an email to the scrutineers, via [scrutineers@tssa.org.uk](mailto:scrutineers@tssa.org.uk) , accepting nomination for the relevant Office/Delegation by **Friday 3 February 2023**. Branches should ensure that all nominees know that they have been nominated and should be reminded to submit their email of acceptance.

**Please note failure to meet the above criteria will invalidate nominations.**

### **Voting Papers**

A circular outlining the voting procedures and voting papers will be sent to Branches in 2023.

**Nominations are required for the following:**

#### **Election of the Association's Scrutineers**

Rule 11.1(a) requires the election of two members as the Association's Scrutineers. The duties are as defined in Rule 11.1(c).

#### **Standing Orders Committee**

Rule 10.1(m) requires that 5 members need to be elected to constitute the Standing Orders Committee to act at the TSSA Annual Conference and any intervening Special Delegate Conferences.

Please note that Rule 11.2(e) provides that the number of women in the following delegations shall be at least in proportion to the number of women in TSSA as a whole, excluding members in the Republic of Ireland and Northern Ireland. Where the relevant

proportion is not a whole number, the figures shall be rounded up to the next whole number.

Please note the following delegation numbers and other conference arrangements are subject to change:

### **Trades Union Congress 2023**

TSSA Rule 11.2(a) provides that our delegation will be comprised of President and General Secretary and such other number of delegates as may be required.

Under the rules of the TUC, affiliates are entitled to one delegate for each 5,000 members or part thereof. Our union are therefore entitled to send four delegates. The Executive Committee has decided, however, that we will include a visitor to the Conference who will be considered as part of our delegation to all intents and purposes other than contributing directly to the Conference business itself. Branches and SOGs are, therefore, called upon to nominate for the three places.

Branches are asked to nominate for the three places, it is likely that the third place individual after voting will act as the visitor, as long as the delegation reflects the percentage of the total membership of their union who are women.

### **Labour Party Conference 2023**

TSSA Rule 11.2(b) provides that our delegation will be comprised of the President and General Secretary and such other number of delegates as may be required.

Under the rules of the Labour Party, our union is entitled to a delegation of four members. The Executive Committee has decided, however, that we will include a visitor to the Conference who will be considered as part of our delegation to all intents and purposes other than contributing directly to the Conference business itself. Branches and SOGs are, therefore, called upon to nominate for the three places.

Branches are asked to nominate for the three places, it is likely that the third place individual after voting will act as the visitor, as long as the delegation reflects the percentage of the total membership of their union who are women.

Should the President or General Secretary not be a member of the Labour Party the delegates will be elected from nominated members.

All nominees must be fully paid-up members of the Association and are required to be individual members of the Labour Party and have, at the date of Conference, a minimum of twelve months' membership of the Party. Nominees of the Branch/SOG are therefore **required to indicate clearly, in their personal email of acceptance, that they have been in membership of the Labour Party for at least one year, LP membership number and the Constituency Labour Party to which they are attached.** Acceptance e-mails omitting this information will be declared invalid.

### **Labour Women's Conference 2023**

The Labour Party arranges a National Women's Conference and a delegation of 2 women members to the Conference is required. All delegates must be fully paid up members of the Association and the Labour Party. **Please note nominees must include the following information in their email of acceptance: Labour Party Membership No. Constituency Labour Party to which they are attached and confirmation that they have been in membership of the Labour Party for at least one year.** Acceptance e-mails omitting this information will be declared invalid.

### **TUC Women's Conference 2024**

The TUC arranges an Annual Conference of women representatives of affiliated unions and a delegation of 5 women members to the Conference is required.

All delegates for the above TUC conferences must be fully paid-up members of the Association and should be in employment at the time of appointment. However, unemployed members shall not be debarred from acting as delegates.

### **Consecutive Attendance**

Both the TUC and Labour Party have adopted policies that require the composition of Trade Union Delegations to their Annual Conferences to reflect the percentage of the total membership of their union who are women. Accordingly, the Association has amended Rule 11.2(e) to meet this requirement. Currently, 28.5% of our members are women.

Please be aware that members may only attend three consecutive Annual Conferences of the TUC or Labour Party as a delegate for the Association and will not be eligible for election until a period of three years has elapsed since that member's last attendance to the relevant Conference (Rule 11.2(d)). Previous delegations are included in the Conference Minutes. The EC agreed to set the three year rule from zero in 2021 as many conferences were cancelled in 2020 due to covid.

### **Restrictions on Nominations of Delegates**

Please note the following restrictions:

- SOGs should not nominate or vote in elections for Trustees, Scrutineers or Standing Orders Committee.
- Branches in Ireland should not nominate or vote in elections for UK Labour Party or TUC delegations.

If you have any queries concerning conference or the nomination forms attached to this Circular please e-mail your query to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk)

If any nominations that Branches have made do not appear in the Preliminary agenda then this is because they have been ruled out of order by the Scrutineers. You can contact the Scrutineers to discuss any issues via [scrutineers@tssa.org.uk](mailto:scrutineers@tssa.org.uk)

### **Annual Conference Delegates and issue of Credentials**

Branches which have up to 200 members may be represented at Annual Conference by ONE delegate. Branches with 200 or more members may be represented by TWO delegates, one of whom should be a woman. If no female Branch members indicate a willingness to be nominated, then both delegates may be men. Where a Branch may be represented at the Annual Conference by two delegates, but sends only one delegate, that delegate may be either a man or a woman. (Rule 10.1 (d)). Every Branch sending two delegates to the Annual Conference should make every effort to ensure that at least one of those delegates is a woman.

Wherever possible, Branches should be represented by delegates elected from their own membership. If a Branch has a Motion or amendment accepted for the Agenda & is not able to send a delegate from its own members, the relevant Divisional Council may supply a delegate from another Branch.

SOGs are entitled to send one delegate.

### **Delegate Forms**

Branches should email their delegate information to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk) with the subject line “Delegates Credentials” no later than Friday 12 May 2023.

Although delegate forms are attached, these don't need to be completed if all the relevant information is emailed to [supportservices@tssa.org.uk](mailto:supportservices@tssa.org.uk). Delegate forms must clearly be authorised by two different Branch/SOG officers, this should be done by making sure that two Branch/SOG officers are included in the e-mail (e.g. sent by one officer, with another officer copied in).

Branches/SOGs are reminded that delegates must be bona fide members of the Association, clear on the books, and elected at a Branch/SOG Meeting, of which previous notice was given. Honorary Life Members are not eligible to be delegates.