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Circulation to: EC; all Branches; SOGs; SOC; Irish Committee; Divisional Councils

Special Delegate Conference 12 February 2022, IFT House and Online

A Special Delegate Conference (SDC) will be held on Saturday 12 February 2022. In light of the continuing uncertainty caused by the Coronavirus pandemic, it is expected that the SDC will be hybrid event with delegates either attending in person at the IFT House (49-60 Borough Road, London, SE1 1DR) or online via Zoom. In light of the latest Omicron variant threat, regulations regarding group meetings may change at short notice. In the event of this happening the SDC may have to be moved to an online format for all delegates. Delegates will be informed of any changes to the SDC event should this happen.

With the threat of the new Omicron variant Branches/SOGs are advised to hold their meetings on an online platform i.e. Zoom. (work from home were possible)

Please see attached an Executive Committee report and motion from the Executive Committee which will be debated at the SDC.

The Standing Orders Committee have agreed the following timetable for amendments:

Amendments to reach Head Office by	Wednesday 26 th January 2022
Final Agenda to be issued to Branches by	Week commencing 7 th February 2022
Delegate forms to reach Head Office by	Monday 31 st January 2022

Amendments

Not more than one amendment may be submitted by any one Branch/SOG. These should be e-mailed to supportservices@tssa.org.uk and soc@tssa.org.uk with the subject line '**SDC Amendments**'. Because of difficulties with handling post during the pandemic, Branches and SOGs should e-mail their amendments rather than posting them to Head Office.



Were possible Branches and SOGs forwarding amendments to the SOC should also supply the **Mover** and **Secunder** to their amendment so these can be added into the Final Agenda.

Amendments must be received no later than **Wednesday 26th January 2022**

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

Although a form for submission of amendments is included with this Circular, SOC will not require the use of this form as long as the information required is included in the email. Scanned copies of the form will be acceptable but please provide the text of the amendment in an email. All amendments will be acknowledged by this office.

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

Delegate Forms

The delegate form should be returned by e-mail to supportservices@tssa.org.uk no later than **Monday 31 January 2022**. Space is given on the form to allow delegates to indicate whether they wish to attend online or in person.

Delegate forms must clearly be authorised by two different Branch/SOG officers, this should be done by making sure that two Branch/SOG 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.

It is expected that the SDC will run from late morning to mid-afternoon, minimising the need for accommodation. Any branches whose delegates do require overnight accommodation should make a request to supportservices@tssa.org.uk

Disabled Assistance/Access

If any delegate to SDC has a disability, please ensure you indicate this on the delegate form. If there is any particular assistance required can you please let Will Boisseau know as soon as possible and we will do our utmost to accommodate such requests. For instance if a Branch/SOG needs a large print copy of the Agenda or specific IT support for visually impaired members please email Will Boisseau at supportservices@tssa.org.uk



GENERAL

If you have any queries concerning conference, please e-mail Will Boisseau at supportservices@tssa.org.uk

Branches and/or SOGs wishing to contact the SOC can do so at: SOC@tssa.org.uk

