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Circular: 2023HOC0562MW

Date: 13 December 2023

To: **ALL MEMBERS**

CONFERENCE 2024
The Imperial Hotel,
North Promenade, Blackpool, FY1 2HB
22, 23 & 24 May 2024

Dear Brother/Sister,

1. REPRESENTATION: CONFERENCE 2024

Each Brigade Committee as defined by rule will be entitled to elect delegates according to the Brigade's membership. Delegate entitlement shall be calculated at the rate of one delegate per **500** members or part thereof of each Brigade's membership return for the month of **June 2023**, with a minimum of **2 delegates** per Brigade. The names of the delegates are required to be submitted to Head Office **NOT LATER THAN 2.00PM 6 MARCH 2024**. Forms asking for names of delegates to Conference and accommodation details will be sent out at a later date.

2. TIMETABLE FOR CONFERENCE MATERIAL

(a) Resolution Proposals for Inclusion in the Preliminary Agenda

Up to a maximum of three Resolution proposals for Conference may be submitted by Brigade and Sectional Committees to reach Head Office **NOT LATER THAN 2.00 PM 6 MARCH 2024**. Each Resolution proposal should be on a separate form and returned electronically by either the Secretary or Chair of the Brigade/Sectional Committee, together with the name of the Brigade submitting the Resolution proposals; the Standing Orders of Conference state that Resolution proposals should deal with one subject only. The required form(s) will be sent in a separate circular at the relevant time.

Standing Order 4 allows resolutions which have been rejected to be amended in a timely manner, for reconsideration by the Standing Order Committee. The Standing Orders Committee will be meeting on **12, 13 & 14th March 2024** to facilitate this and brigade officials are asked to make themselves available at this time to resubmit their resolution, if required.

(b) Alterations to the Standing Orders of Conference

Any proposed alterations to the Standing Orders of Conference must be submitted to Head Office **NOT LATER THAN 2.00 PM 6 MARCH 2024**. The required form will be sent in a separate circular.

3. PROPOSED AMENDMENTS TO RESOLUTION PROPOSALS

Committees proposing:

Amendments to Resolution proposals on the Preliminary Agenda, must be submitted by **2.00PM 11 APRIL 2024.** The required form(s) will be sent in a separate circular at the relevant time.

4. PROPOSED AMENDMENTS TO EXECUTIVE COUNCIL POLICY STATEMENTS

Committees proposing amendments to Executive Council Policy Statements must be submitted **NOT LATER THAN 2.00PM 11 APRIL 2024.** The required form will be sent in a separate circular at the relevant time.

5. FINAL AGENDA

The Final Agenda, together with all other relevant documents will then be issued before Conference by the Standing Orders Committee in accordance with Rule, by **23 APRIL 2024.**

6. VOTING AT CONFERENCE

Voting at Conference will be in accordance with the Conference Standing Orders. Voting figures will be based on FBU Membership records as at 31 December each year.

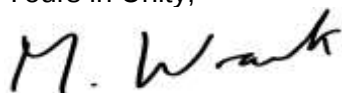
7. NOTE TO BRIGADE/SECTIONAL COMMITTEES

Brigade/Sectional Committees should arrange their meetings to consider all Conference business in accordance with the above timetable.

8. IMPORTANT

Delegates must understand that they are expected to arrange for their service leave entitlement in order to attend Conference, this should be planned for well in advance of conference. Unpaid leave can only be arranged with the previous approval of the Executive Council.

Yours in Unity,



MATT WRACK
GENERAL SECRETARY

MW/MR/jr