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Circular: 2024HOC0455MR

Date: 17 December 2024

To: **ALL MEMBERS**

CONFERENCE 2025
The Imperial Hotel,
North Promenade, Blackpool, FY1 2HB
20, 21, 22 & 23 May 2025

Dear Brother/Sister,

1. REPRESENTATION: CONFERENCE 2025

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 2024**, 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 5 MARCH 2025**. 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

Resolution proposals for Conference may be submitted by Brigade and Sectional Committees to reach Head Office **NOT LATER THAN 2.00 PM 5 MARCH 2025**.

Resolution allocation – Conference Standing Order 7

London - 10 resolutions
Scotland - 9 resolutions
Northern Ireland - 4 resolutions

All other Brigade/National Sectional Committees shall be allowed to submit **three** resolutions

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 **10, 11, 12, 13 & 14th March 2025** to facilitate this and brigade officials are asked to make themselves available at this time to resubmit their resolution, if required.

(b) Brigade/Sectional Committee Amendments to Rules

Up to a maximum of three Brigade/Sectional Committees' amendments to the Union's rules, plus any consequential amendments to rules required for consideration of Conference, must be submitted to Head Office **NOT LATER THAN 2.00 PM 5 MARCH 2025.**

(c) 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 5 MARCH 2025.** The required form will be sent in a separate circular.

3. Proposed Amendments to Resolution Proposals and Proposed Alterations to the Rules of the Union moved by the Executive Council

Committees proposing:

(a) Amendments to Resolution proposals on the Preliminary Agenda;

Or:

(b) Proposed amendments to Executive Council's proposed alterations to rules, must be submitted **NOT LATER THAN 2.00 PM 11 APRIL 2025.**

NOTE:

When submitting proposed amendments to the Executive Council's proposed alterations to rules, Committees must be **specific** with both their proposed amendments and, if required, with any consequential amendments to Rules. **IT IS IMPORTANT** that this be adhered to, as this will greatly assist the Standing Orders Committee in the preparation of Conference business. A Circular calling for Resolutions, Rule Changes, Proposed alterations to the Standing Orders of Conference and Delegates names will be issued before **7 JANUARY 2025.**

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 2025.** 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 **24 APRIL 2025.**

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,

A handwritten signature in black ink, appearing to read 'M. Wrack', with a stylized, cursive script.

MATT WRACK
GENERAL SECRETARY

MW/MR