



# FIRE BRIGADES UNION

SERVICE ★ STRUGGLE ★ SOLIDARITY

**Matt Wrack** General Secretary

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Circular: 2015HOC0597MW

TO: ALL MEMBERS

10<sup>th</sup> November 2015

**PRELIMINARY NOTICE OF CONFERENCE  
THE IMPERIAL HOTEL, BLACKPOOL  
11<sup>th</sup> - 13<sup>TH</sup> MAY 2016**

Dear Brother/Sister,

**1. REPRESENTATION: CONFERENCE 2016**

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 2015**, 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 8<sup>th</sup> JANUARY 2016**. 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 2.00PM 8<sup>th</sup> JANUARY 2016**. 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.

Neither Resolution Proposals nor Proposed Amendments to Resolution proposals can be accepted direct from Branches or Brigade Sections, but it is the duty of Branches and Brigade Sections to hold meetings for the purpose of considering Conference business and the submitting of their views to their own Committees.

**(b) Alterations to the Standing Orders**

Any proposed alterations to the Standing Orders of Conference must be submitted to Head Office **NOT LATER THAN 2.00PM 8<sup>th</sup> JANUARY 2016**.

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 submit such amendments to reach Head Office **NOT LATER THAN 2.00PM 7<sup>th</sup> MARCH 2016**

**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 should be adhered to, which will greatly assist the Standing Orders Committee in the preparation of Conference business.

4. **PROPOSED AMENDMENTS TO EXECUTIVE COUNCIL POLICY STATEMENTS**

Committees proposing amendments to Executive Council Policy Statements must submit such proposed amendments to reach Head Office **NOT LATER THAN 2.00PM 8<sup>th</sup> APRIL 2016**.

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 **22<sup>nd</sup> APRIL 2016**.

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<sup>st</sup> 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. Unpaid leave can only be arranged with the previous approval of the Executive Council.

Yours fraternally,



MATT WRACK  
GENERAL SECRETARY