



Matt Wrack General Secretary
Bradley House, 68 Coombe Road,
Kingston-upon-Thames, Surrey KT2 7AE
fbu.org.uk | @fbunational
020 8541 1765 | office@fbu.org.uk

Circular: 2017HOC0554MW

31 October 2017

To: **ALL MEMBERS**

**CONFERENCE 2018
BRIGHTON
5, 6, 7 & 8 JUNE 2018**

Dear Brother/Sister,

1. REPRESENTATION: CONFERENCE 2018

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 2017**, 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 22 JANUARY 2018**. 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 22 JANUARY 2018**. 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.

Standing Order 4 allows resolutions which have been rejected to be amended in a timely manner, for reconsideration by the Standing Orders Committee. The Standing Orders Committee will be meeting on 30 January to 2 February 2018 to facilitate this and brigade officials are asked to make themselves available during 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 2.00PM 22 JANUARY 2018**.

(c) 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 22 JANUARY 2018**

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 2.00PM 26 MARCH 2018**

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.

4. PROPOSED AMENDMENTS TO EXECUTIVE COUNCIL POLICY STATEMENTS

Committees proposing amendments to Executive Council Policy Statements must be submitted **NOT LATER THAN 2.00PM 30 APRIL 2018**.

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 **18 MAY 2018**.

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.

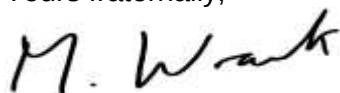
7. NOTE TO BRIGADE/SECTIONAL COMMITTEES

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. Unpaid leave can only be arranged with the previous approval of the Executive Council.

Yours fraternally,



MATT WRACK
GENERAL SECRETARY

