

CONFERENCE STANDING ORDERS

1. The Executive Council shall decide the venue and date (or dates) on which the Conference will be held.
2. The Standing Orders Committee as established under Rule C2 will issue a preliminary notice to all Branches at least 20 weeks before the Conference is due to be held; such preliminary notice to inform Branches of closing date for the receipts of resolutions, amendments, amendments to rules and delegates' names.
3. The Standing Orders Committee shall issue a preliminary agenda containing the resolutions received from the Brigade/National Sectional Committees which have been accepted for inclusion by the Standing Orders Committee acting in accordance with Standing Order No. 5 not later than six weeks before Conference is about to be held. Policy statements from the Executive Council shall also be issued not later than six weeks before conference is about to be held. A Brigade/National Sectional Committee shall have the opportunity to submit amendments to Executive Policy Statements prior to Conference
4. The Standing Orders Committee shall issue to the Secretary of each Brigade/National Sectional Committee and delegates a Final Agenda containing all motions and amendments, together with amendments to rules, accepted for inclusion by the Standing Orders Committee in accordance with Standing Order No. 5. These documents, together with delegates' names shall be issued not less than 14 days before Conference is due to commence. Any resolution which has been rejected by the Standing Orders Committee shall be circulated to each Brigade and National Sectional delegation, prior to Conference, with the Standing Orders Committee's reason for rejection. There is a facility to allow resolutions which have been rejected to be amended in a timely manner for reconsideration by the Standing Orders Committee.
5. Resolutions, amendments, amendments to rules and other business for Conference must be returned electronically by the Chair or Secretary of the Brigade/National Sectional Committee by whom they are submitted. Resolutions must deal with one subject only and not be of omnibus nature.
6. The order in which the resolutions are to be discussed shall be decided by the Executive Council in consultation with the Standing Orders Committee.
7. Brigade/National Sectional Committees shall not be allowed to submit more than three resolutions, except where membership exceeds 1500 members. A Brigade/National Sectional Committee which exceeds 1500 members shall be allowed one resolution per 500 members or part thereof. The Executive Council shall not be allowed to submit more than three resolutions.
8. Notwithstanding the provision of the above rule, the Executive Council or any Brigade/National Sectional Committee shall, subject to the approval of the Standing Orders Committee, be permitted to submit emergency resolutions for the consideration of the delegates' to Conference.

9. Brigade/National Sectional Committees are required to co-operate with the Standing Orders Committee in order that resolutions and amendments of a similar nature shall be composited. Any Brigade/National Sectional Committee which ignores a written request from the Standing Orders Committee, to consider a pre-conference compositing proposal, shall have its resolution removed from the Conference Agenda.
10. The Standing Orders Committee will circulate to the delegates attending Conference copies of the composite motions they have approved.
11. The Standing Orders Committee shall submit to the President of Conference a programme of all resolutions and amendments approved by them as being in accordance with the rules and Standing Orders, together with all suggestions for the proper conduct of the business of Conference. They shall also provide all delegates to Conference with a programme of Conference business no later than the night before the opening morning of Conference.
12. The Standing Orders Committee will report to the Executive Council any violation of the rules or Standing Orders that may be brought to their notice with any recommendations agreed upon.
13. The Executive Council shall nominate two Tellers and two ballot Scrutineers from the names of delegates attending Conference. Names shall be submitted to the Conference delegates for approval.
14. The method of voting at each Conference shall be voice or show of hands, at the discretion of the President. Where, however, a division is challenged by delegates to Conference, voting shall be by card. Before Conference commences the leader of each Brigade Committee delegation shall be supplied with a list showing the voting figures to be used for Trade votes, Political Fund votes and for Accident and Injury Fund votes. Such figures shall record a vote equal to the membership figure of each Brigade as shown on FBU Membership records at 31st December each year. The leader of each Brigade Committee delegation shall be supplied with a voting card, indicating the name of the Brigade which shall be recorded by tellers. When a card vote is to be taken a warning device will be operated and sufficient time will be allowed for delegates to return to the Conference Hall. The voting figures will be recorded and tallied by computer. The President will receive a record of the total of the votes in favour, votes against and votes not cast.
15. The voting on a challenge to the President's ruling decision shall be taken by the Vice-President (or someone approved by Conference in his/her absence) and shall in the first instance be by a show of hands. Where the result is unclear and/or in doubt the Vice-President or delegates may call for a numerical count of standing delegates by tellers. Standing delegates must clearly show their delegates credential cards as identification of their rights to vote. On the day (or days) on which Conference is held, the President shall inform Conference of the number of delegates in attendance and entitled to vote, and support for a challenge must be by at least two-thirds (2/3) of the stated number.

16. On the day (or days) on which Conference is held, delegates shall assemble at 09.30hrs prompt, adjourn at 12.45hrs, re-assemble at 14.00hrs and adjourn at 17.15hrs. Comfort breaks will be 11.00hrs to 11.15hrs and 15.30hrs to 15.45hrs.
17. The Executive Council shall be responsible for the production of a daily Record of Decisions of Conference which shall be distributed to Delegates as soon as possible after each session has concluded. The Executive Council shall be responsible for the production of a booklet containing the detail of the Record of Decisions of Conference which shall be distributed to all members as soon as possible after the Conference has concluded and in any case no later than 4 weeks after Conference has concluded.
18. At each Conference, the agenda compiled by the Executive Council shall be taken as the first business of Conference immediately following the Executive Council and auditor's reports.
19. The Chair will be taken by the President or in his/her absence by the Vice-President. In the absence of the President and Vice-President, the delegates shall elect a Chairperson from among their members.
20. After the opening of Conference the Executive Council shall present their report for the past year which shall be laid on the table for discussion. The items on the report shall be discussed seriatim and not as a whole. Delegates may move the reference back of the whole or any part thereof. Each speaker limited to three minutes.
21. Such reports shall be given precedence over all other business provided that where a resolution on the Agenda bears directly upon any part of the report, such resolution may at the discretion of the President be taken in conjunction with such part of the report.
22. The mover of the resolution shall be allowed seven minutes, the seconder five minutes and any or each subsequent speaker, three minutes. The mover of an amendment shall be allowed five minutes and the seconder three minutes. No person shall speak more than once on a question, except the mover of the original resolution, who alone shall have the right to reply. Should the proposed mover of a composite resolution through no fault of his/her/their own, be absent from the Conference Hall when he/she/they is called, any other delegate representing a Brigade/National Sectional Committee or Chair or Secretary of the National equalities sections involved in the composite shall be allowed to move the resolution.
23. Facilities will be made available to enable any speaker to address Conference. If the President rises to call a delegate to order or any other purpose connected with the proceedings, the member speaking shall thereupon, resume his or her seat and no other delegate shall arise until the President authorises the discussion to proceed.
24. Should any delegate cause a disturbance at any session of Conference, and refuse to obey the President when called to order, he/she shall be named by the President and shall be expelled from the hall for the remainder of the

- session, and shall not be allowed to take part in Conference proceedings without the consent of the Conference delegates. All attendees of Conference should use language that is appropriate and behave in a manner that will not cause offence. A point of order may be raised by any delegate where they feel that this is not being adhered to for the President to make a ruling on.
25. Previous question, next business, or the closure may be moved and seconded by delegates only who have not previously spoken in the debate and there shall be no speeches on such motions. Should the closure be carried, the mover of the original motion shall have the right to reply.
 26. Should the President consider there is no direct difference of opinion among the delegates, he/she shall have the power to stop the discussion and submit the proposition to the vote of the Conference.
 27. Members not being the national officials of the Equality Sections, delegates and organisers may attend the Conference as visitors only and shall not be allowed to speak.
 28. In the case of Special Conferences, the above Orders shall be adhered to as closely as possible. The Standing Orders Committee shall be in session from the outset of any Special Conference in order to allow resolutions to be submitted from Brigade/National Sectional Committees. Neither the Executive Council by decision nor the President by his/her ruling shall have the power to deviate from this Standing Order at any Special Conference.
 29. These Standing Orders may be suspended, if such suspension is agreed by at least two thirds of the votes cast by the delegates attending Conference.
 30. Alterations to the Standing Orders of Conference may be submitted by Brigade/National Sectional Committees or the Executive Council, not later than the closing date for resolutions and are to be circulated to all Branches not later than six weeks before Conference is to be held. Changes to Conference Standing Orders must receive at least two-thirds of the votes cast by the delegates to Conference.