

To: all Branches and SOGs, copy to SOC and EC

01 March 2023

TSSA Annual Conference 2023: Cork and by Zoom, 3-5 June 2023

The EC has confirmed that this will be a hybrid Conference, with attendance in person or by Zoom.

1. Preliminary Agenda and amendments

The Preliminary Agenda is attached.

Amendments (up to two from each branch or SOG) must be submitted by Friday 2 April, by email to SOC@tssa.org.uk copied to supportservices@tssa.org.uk.

E-mailed amendments must clearly be authorised by two different Branch/SOG officers: this should be done by making sure that two Branch/SOG officers are included in the e-mail (e.g. sent by one officer, with another officer copied in).

Although forms for submission of amendments were included with Circular 61/22 of 3 October 2022, SOC will not require the use of these forms as long as the information required is included in the email. Scanned copies of the forms will be acceptable but please provide the text of the motion in an editable form. All amendments will be acknowledged by this office.

2. EC reserve motion on Transport Policy

Item 17 on the Agenda is the EC Motion on Transport Policy. Details of this motion will be published by Friday 21 April, and branches and SOGs will be invited to submit amendments before Wednesday 17 May. Branches and SOGs may wish to arrange a special meeting in this period to consider this item.

3. Emergency motions

Branches may submit motions on matters that arise too late to have been the subject of a legitimate motion or amendment in the Agenda. There are three criteria which govern the eligibility of emergency motions for acceptance.

(a) Where a matter arises in time, an emergency motion must be discussed at a properly constituted meeting. If carried by that meeting it must be certified and dated by the Chair and Correspondence Secretary at that meeting.

(b) Where a matter arises after the last meeting but before the delegates' departure for Conference, an emergency motion must be authorised by two Branch Officers who should, wherever possible, be the Chair and Correspondence Secretary.

(c) Where a matter arises after the delegates' departure for Conference, an emergency motion may be submitted bearing the signatures of the Branch delegates. Delegates should bear in mind that such emergency motions should reflect the views of the Branch. (Note the deadline for submission of emergency motions below).

Emergency motions must be submitted to the SOC (if submitted by email, sent to SOC@tssa.org.uk and copied to supportservices@tssa.org.uk).

In line with criteria a) and b) above, SOC has stated that emergency motion should be submitted by midday on Thursday 25 May in order to be debated at Conference. This will allow the motion to be circulated by post to delegates attending Conference online. Motions received later will be considered by SOC but will only be debated in exceptional circumstances, Motions not debated will be remitted to the EC.

The SOC will not accept a motion as an emergency if the terms could have been covered in a legitimate motion or an amendment to a motion published in the Preliminary Agenda.

4. Travel Arrangements etc

As stated, the Conference will take hybrid form and delegates can attend in person or online. Please advise Will Boisseau at supportservices@tssa.org.uk which option you intend to use. Zoom details etc will be made available nearer the date of Conference.

Accommodation will be available for all attending in person at the Clayton Hotel in Cork from Friday to Sunday night.

As in previous hybrid Conferences, voting will be by electronic means and delegates attending in person are asked to bring a suitable device if possible (laptop, tablet or smartphone). A limited number of tablets will be available to delegates.

Yours in solidarity

Standing Orders Committee