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**Report of the
Conference Business Committee
To
FSU Triennial Delegates Conference,
November 26 & 27, 2021**

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INTRODUCTION

1. The Conference Business Committee was elected at the Delegates Conference of the union in May 2018. The committee was supplemented by General Council in June 2021 as some former members had retired; the General Secretary's communication to delegates on June 16, 2021, refers.
2. The committee met several times in preparation for the Triennial Delegate Conference in November 2021, and this report summarises the outcome of those meetings.
3. The Honorary Secretary chaired the committee meetings and all committee members being full members of FSU were confirmed as eligible to carry out their roll on the committee.

PRELIMINARY MEETING

4. The Committee met on October 15, 2021.
5. A briefing was provided about the function of the Conference Business Committee and its responsibilities. The committee then considered the business of the meeting.
6. Propositions received by the closing date were considered.
7. It was AGREED that:
 - a. the propositions are within competency of Conference to determine;
 - b. that no two (or more) propositions should be composited; and
 - c. none of the propositions had been repeated in the past six years.
8. No emergency motions were received by the Committee.
9. The Committee agreed a proposed running order in which propositions should be dealt with at Conference.
10. The preliminary agenda for the Conference was considered, discussed, and AGREED.
11. The Chair presented some supporting draft documents about the proposed rule change propositions. Feedback was taken and some changes made to enhance the clarity of the information contained. The preliminary conference programme was AGREED and it was the Committee's opinion that this would provide delegates with the necessary information to consider the propositions fully and prepare to vote debate and vote on them at Conference. It was noted that, if required, a full copy of the FSU rule book is easily accessible via link from the FSU website home page.
12. The Preliminary Conference Programme was published on the Union's website and issued to delegates.

PREPARATION OF FINAL REPORT

13. The Conference Business Committee met on Friday, November 5, 2021. The principal purpose of the meeting was to finalise and issue its Final Report.
14. The period during which amendments could be submitted for consideration ended at 12:00p.m. on November 2, 2021. No amendments were received within this period. As such, the propositions contained in the Preliminary Conference Programme are those which will be considered at Conference.
15. The General Secretary updated the committee about the arrangements for Conference and requirements from a practical perspective.
16. The Committee considered a draft final report which is to be issued to delegates following the meeting. A first draft of this report had been provided to the Committee in advance for consideration and input.
17. The Committee considered additions and amendments, and the final report from the committee was AGREED.
18. The Committee requested that this should be published on the union's website and sent to all delegates in line with FSU rules.

CONDUCT OF BUSINESS AT CONFERENCE:

19. Conference Agenda was agreed and will be circulated to delegates.
20. It was agreed that the President may, at their discretion, deal with matters of business in an alternative sequence to ensure an orderly and efficient Conference.
21. Arrangements should be made to ensure that the Conference Hall is accessible for delegates with a disability or access issues.
22. A photographer will be present during Conference. Any delegate who wishes not to be photographed should inform a member of the FSU conference staff at the venue on arrival, or in advance of Conference.

COVID-19 (C-19)

23. This section should be read by all attendees of Conference.
24. A copy of Risk Assessment commissioned by FSU will be sent to attendees in advance of Conference, and a copy will be contained in delegate packs.
25. All attendees are asked to have regard for the conditions contained in the Risk Assessment and to comply with: the recommendations contained in it; the public health advice at the time of Conference; and any specific instructions from the organisers or venue staff before or during conference.
26. Only delegates who have been fully vaccinated are advised to attend.
27. Attendees should not come to conference if they, or any member of their household, have exhibited symptoms associated with C-19 in the previous 10 days unless they provide PCR test that has provided a negative result, or demonstrate that they have taken a rapid flow test in the past 24 hours, and that the test has produced a negative result.
28. Delegates will be provided with face masks; these are for use while seated in the hall during Conference, and while circulating in the conference venue. Additional face masks will be available on request. Delegates who are medically exempt will not be required to wear a face mask.
29. Hand sanitiser will be provided to sanitise when not near hand sanitising stations which will be located throughout the venue. If you require additional hand sanitiser you should inform a member of FSU conference staff who will assist.
30. Seating in the Hall will be arranged in a socially distanced configuration. Delegates will be allocated a seat and should use that seat for the two days duration of Conference. Delegates should not move chairs.
31. Any delegate speaking at Conference must pre-register their intention to do so. When called to speak by the President, delegates will approach the podium, remove their mask to speak, and replace their mask before returning to their seat, following any directions provided.
32. In order to ensure fair speaking time is available equally, it will not be possible to facilitate spontaneous contributions to Conference, and only those who have registered in advance will be permitted to speak. Delegate cooperation is required in order to ensure the safe and smooth running of Conference.
33. All necessary measures should be taken to ensure the safety of delegates and guests attending conference dinner, in line with C-19 guidelines and best practice. Delegates and guests are asked to follow advice at the venue for their own safety and that of others attending.
34. Any additional measures recommended by public health advice at the time of Conference should be followed.
35. In the interest of the health and safety of delegates, the General Secretary will monitor the public health advice and reserves the right to propose alternative conference arrangements, should that advice require it. This could include introduction of additional measures, or a partial or fully virtual conference. Any such arrangements will be advised to delegates.
36. Any delegate with specific concerns before or during conference should bring these to the immediate attention of FSU conference staff or the Conference Business Committee.

NOTICE OF MEETING:

37. The notice of meeting has been issued to delegates in accordance with rules and should be formally read at Conference by the Honorary Secretary.

ROLL CALL:

38. It is recommended that delegates register their attendance on arrival at Conference, and that this, and/or any electronic record of those present be taken as a roll call of those in attendance.
39. The total number of delegates present should be declared, and confirmation given that the meeting is quorate.

APPOINTMENT OF TELLERS:

40. It is noted that per FSU Rules Appendix 4 (3): At the start of each Delegate Conference, the Chairperson shall appoint not less than four delegates as tellers to count the votes taken on any matter before the Conference.
41. It is the recommendation of the committee that the President, as chairperson, appoints 4 delegates who are present at the conference venue, and eligible to act as to act as tellers, with support from the Union's Solicitor Kieran O'Brien who should act as scrutineer.
42. The scrutineer should validate and confirm to the President the result, and percentage of delegates in favour, or against, or who abstained in any vote taken.

VOTING:

43. Attention is drawn to the following voting thresholds:
 - a) With the exception of votes involving rule changes, all votes will be decided by way of simple majority (>50%);
 - b) The voting majority on rule change resolutions is 2/3rds of those present per rule 57.

BUSINESS OF THE CONFERENCE:

44. The business of Conference is per the agenda; this has been notified to delegates, and to members, and opportunities for amendments to be submitted have been published on the union's website and notified to delegates.
45. The order of business may include presentations by the General Secretary or any other delegate(s) or expert present who the President may invite to speak; and any matters of procedural business needed to ensure that the business of Conference is completed.

DELEGATES SPEAKING TO RESOLUTIONS:

46. The Conference business committee recommends that the proposer of propositions shall be allowed speak for a maximum of 5 minutes. The seconder of propositions, and any subsequent speaker shall be allowed to speak for 3 minutes.
47. No speaker shall speak twice on the same proposition, except the proposer who may exercise their right to reply, or if invited to do so by the President.
48. Any delegate who wants to speak at Conference should register their wish to do so via the channels made available to delegates by the General Secretary and their administration team.
49. It is recommended that the process for delegates to register to speak should close no later than 12:00p.m. on Friday November 19, 2021. This is to facilitate good health and safety practice, and technical preparations to be made to ensure the smooth running of Conference. No exception shall be allowed to this rule, save at the absolute discretion of the President.
50. Any delegate wishing to speak should commence their remarks by stating their name, employer, their elected position, and state which proposition they wish to speak about.
51. Any delegate wishing to raise a point of order during Conference shall do so by bringing this to the attention of the President and the Conference Business Committee.

52. The President may, entirely at their discretion, invite speakers to speak in any order, with the exception of the proposer and seconder of any proposition who will speak firstly and secondly.

REPRESENTATION OF CBC AT CONFERENCE:

53. The Conference business committee will be present to oversee the conduct of conference and may make further contributions as necessary during the Conference.

The Conference Business Committee is:

John O'Connell (General Secretary)
John Burns (Chairperson, Honorary Secretary)
Aileen Wynne
Elaine McRoberts

Graeme Millar
Nicola Harbinson
Richard Evans
Zoe O'Neill

John Burns
Honorary Secretary