

IRISH FEDERATION OF UNIVERSITY TEACHERS

ANNUAL DELEGATE CONFERENCE 2015

11.00 am Saturday 9 May 2015,

Gresham Hotel, O'Connell Street, Dublin 1.

STANDING ORDERS REPORT

1 PUBLIC AND PRIVATE SESSIONS

The AGENDA shall be as follows:

- 11:00am** Opening of Conference – **(Public Session)**
- Standing Orders Report
 - Election of Tellers
 - Proceedings of 2014 ADC
- 11:15am** Address by General Secretary and Deputy General Secretary Proposing the 2014/15 Annual Report – **(Public Session)**
- 12:00pm** Address by Guest Speaker, Ms Jan O'Sullivan TD, Minister for Education and Skills – **(Public Session)**
- 12:30pm** Presidential Address – **(Public Session)**
- 1:00-2:15pm** Lunch Break
- 2:15-2:30pm** **(Private Session)**
- Adoption of IFUT Accounts
 - Appointment of Auditors
 - Comments on Section V of Annual Report
 - Election of Trustees
- 2:30pm** Debate on Motions and Comments etc on Sections I, II, III, IV of Annual Report – **(Public Session)**
- 3:00pm** Address by Theresa O'Keeffe and Aline Courtois (Third-Level Workplace Watch **(Public Session)**)
- 3:15pm** Resume Debate on Motions and Sections I, II, III, & IV of Annual Report – **(Public Session)**
- 4:30pm** Closing Remarks.
- 5.00pm** Conference Closes.

2 MOTIONS AND PROPOSED AMENDMENTS

2.1 Motions on Policy (1) to (11).

2.2 The adoption of Motions is governed by Rule 17(d).

“Any motion, other than one relating to the amendment of the Rules, shall be passed by a simple majority of the delegates present and voting at an Annual or Special Delegate Conference. A motion to amend the Rules, appropriate to the Delegate Conference concerned, shall be passed by a two-thirds majority of those delegates present and voting.”

2.3 Any Proposed Amendment to a motion is covered by Rules 17 (b) (iv) and (v):

“(iv) Proposed Amendments to motions may be submitted to the General Secretary at any time prior to the start of the debate on the motion to which they refer. They may be submitted by individual members or by the Executive or Council or by the Committee of a Branch or of a Division. All such proposed amendments shall be in writing and, in the case of amendments proposed by individual members, they shall be signed by any two such persons.

“(v) Proposed Amendments to a motion may be suggested by any participant during the course of a debate on a motion. It shall be for the Chairperson of the meeting to decide whether to accept such a Proposed Amendment for debate subject to any provisions of the Standing Orders Report.”

2.4 Emergency Motions tabled before or during Conference may be accepted for debate providing they:

(a) are adjudged by the Standing Orders Committee to refer to matters which have arisen since the time appointed for the receipt of Motions prior to the Conference; and

(b) are submitted in writing and are duly signed by a Proposer and a Seconder.

3 PROCEDURE RE MOTIONS AND PROPOSED AMENDMENTS

3.1 The following procedure shall be followed in relation to Motions save as may be provided otherwise in this Report.

(a) A Motion shall be proposed and seconded; this may be done by persons other than those who gave notice of the Motion.

(b) Any Proposed Amendment(s) to a Motion shall then be proposed and seconded; this may be done by persons other than those who gave notice of the Proposed Amendment(s).

(c) Debate on the Motion and on any Proposed Amendment(s) shall then be conducted.

(d) Proposed Amendments suggested during the course of a debate on a motion must be submitted in writing.

(e) At the end of the debate on a Motion and any Proposed Amendment(s) to it, the Proposer of the Motion, and the Proposer(s) of Proposed Amendment(s) shall be allowed to respond to the debate.

(f) Voting shall then take place on the question of whether to incorporate any Proposed Amendment(s) into the Motion. In the case of there being a number of such Proposed Amendments, the Chairperson shall decide the order in which these shall be voted upon so as to ensure that, as far as possible, they are dealt with in the same sequence as the matters to which they refer in the Motion.

(g) It may be apparent during the sequence of voting on a number of Proposed Amendments, that, in taking a decision in relation to any one, the meeting has effectively taken a decision in relation to another, subsequent one. In such a case, the Chairperson is empowered to declare that decision without putting the

subsequent Proposed Amendment to a vote.

(h) When the question of whether to incorporate any Proposed Amendment into a Motion has been decided, the substantive Motion embodying any Amendments shall be read out and voted on.

3.2 Speakers shall identify themselves by name and Branch.

3.3 In voting, Delegates shall show their Delegates' Cards (BLUE).

3.4 Proposers of Motions and Proposed Amendments shall be allowed five minutes to speak and three minutes to sum up. Other speakers shall be allowed four minutes.

3.5 Procedural Motions and Suspension of Standing Orders shall be dealt with as in the Standing Orders of the Irish Congress of Trade Unions (see Addendum) except that 'Executive Council' shall be deemed to read 'Executive' in the first instance and 'Council' thereafter (square brackets therein refer).

3.6 Rule 17 (h) should be noted: "Members of the Federation, other than delegates, may attend and speak, but may not vote at Annual or Special Delegate Conferences".

3.7 Procedural questions not covered by these Standing Orders shall be decided by reference to *Citrine's ABC of Chairmanship*.

4 ATTENDANCE

4.1 Each Delegate must have an accredited Delegate's Card (BLUE).

4.2 Each Observer must have an accredited Observer's Card (GREEN).

4.3 A Delegate or Observer who leaves Conference while it is in session must show his/her Delegate's or Observer's Card at the door upon returning.

4.4 Guests and fraternal delegates shall be admitted to all sessions at the discretion of the Standing Orders Committee.

4.5 The news media shall be admitted to public sessions only.

5 STANDING ORDERS COMMITTEE

During Conference, the Standing Orders shall be dealt with by those Executive members present other than the President and its meetings shall be chaired by the Outgoing President

6 TELLERS

Upon the adoption of Standing Orders Report, nominations, duly proposed and seconded, shall be taken for two Tellers. If there are more than two nominations, a vote shall be taken by a show of Delegates' cards (BLUE).

7 QUORUM

The quorum for an Annual or Special Delegate Conference shall be one-third of the delegates notified to Head Office in advance of the meeting [Rule 17(e)].

22 April 2015

EXTRACTS FROM ICTU STANDING ORDERS

11 PROCEDURE MOTIONS

(i) *Next Business*: If a proposal to proceed to the next business has been moved and seconded, the proposer of the motion under discussion shall have the right to speak briefly in opposition; and the procedure motion shall then be put without further discussion. If the procedure motion is carried, the discussion on the motion originally under discussion shall be abandoned and the meeting shall proceed to the next business on the Agenda. If the procedure motion is lost, the discussion on the original motion shall be resumed.

(ii) *Discussion to close*. A proposal that the discussion be brought to a close shall be moved, seconded and decided without discussion. If the procedure motion is carried, the motion originally under discussion shall be put and decided without further discussion other than a reply by the mover thereof. If the procedure motion is lost, the discussion on the original motion shall be resumed.

(iii) *Question now put*: A proposal that the question be now put shall be moved, seconded and decided without discussion. If the procedure motion is carried, the motion originally under discussion shall be put and decided forthwith without further discussion. If the procedure motion is lost, the discussion on the original motion shall be resumed.

(iv) The acceptance of a procedure motion shall be at the discretion of the Chairperson of Conference.

(v) *Agreement to Remit*: The mover of a motion on the Agenda of Conference may be asked by any delegate, or by the Executive Council to agree to remit the motion for consideration by the Executive Council, reasons being stated for such request. Where the mover so agrees, the Conference will then be asked to approve the remit, and if it is approved, the motion will be remitted to the Executive Council, If Conference does not approve, the original motion may then be withdrawn by the mover, or if not withdrawn, will then be voted on.

(vi) *Motion to Remit*: Where the mover of a motion is asked to remit but does not agree to remit, any delegate may move that the motion is remitted to the Executive Council. Where a motion to remit is moved and seconded, then following the conclusion of the debate, the Chairperson shall take the motion to remit and if it is carried, the motion shall be remitted to the Executive Council. If the motion to remit is lost, the original motion shall then be voted on.

12 SUSPENSION OF STANDING ORDERS

A motion to suspend Standing Orders must be submitted in writing to the Chairperson by the proposer and seconder who are delegates to the Conference. It must specify the Standing Orders to be suspended and the period of suspension. It must state reasons of urgency and importance, and if the suspension is sought for the purpose of giving consideration to a matter not on the Agenda, the reason for not submitting such matter by way of motion in accordance with Standing Orders.

A motion to suspend Standing Orders may not be adopted except (a) with the permission of the Chairperson, and (b) with the consent of two-thirds of the delegates voting on the motion.

The Chairperson, before giving his/her ruling, may at his/her discretion consult the Standing Orders Committee.