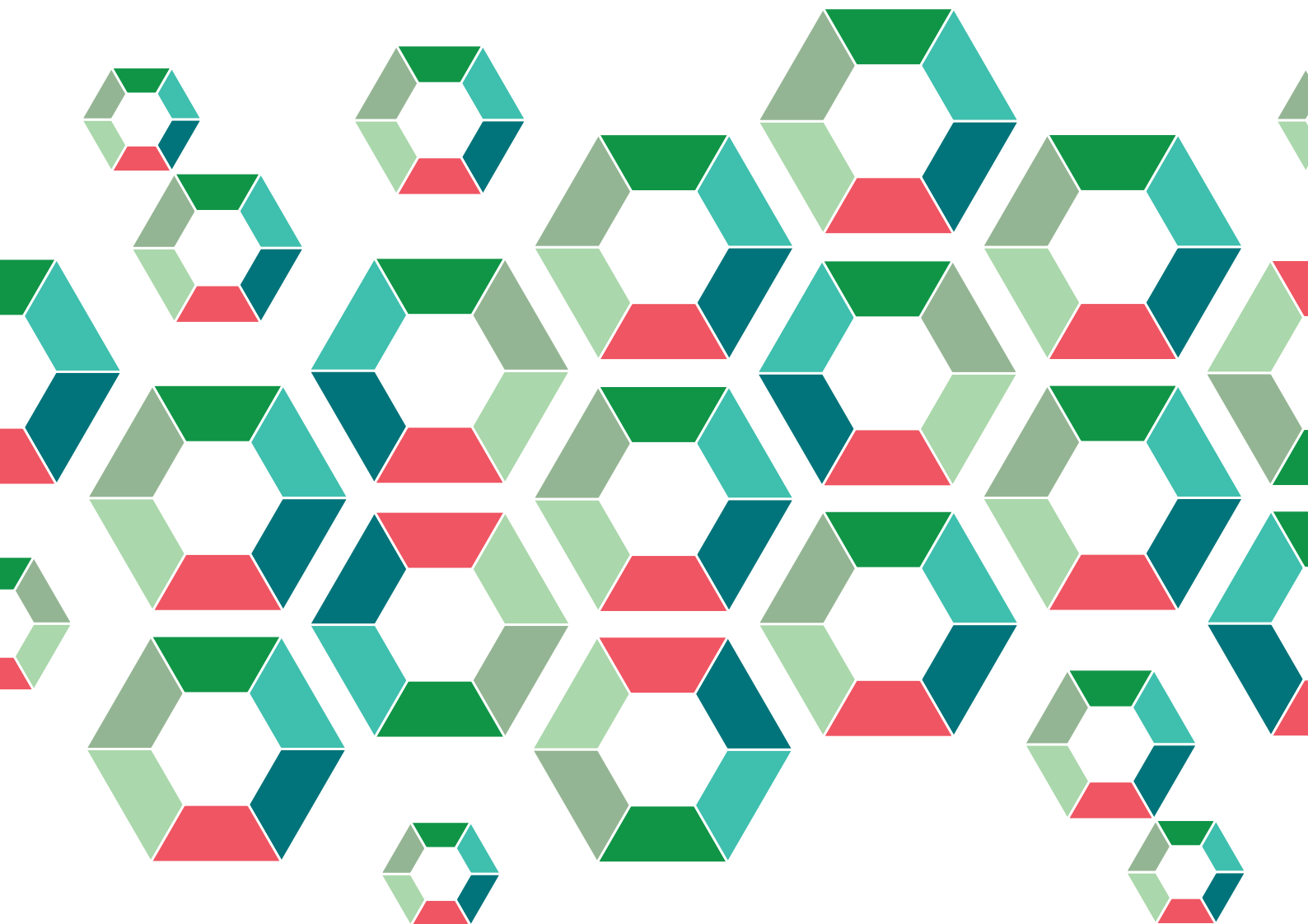


Preparing for Fórsa conferences at your Branch AGM



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1. Guide to Fórsa Branch AGMs

Who?

The branch is the most important unit of organisation in the union. It is the place where every Fórsa member has the right to get involved and to make their views heard. Trade unions are democratic structures, the branches and members play a key role in shaping the direction of the union and seeing results and wins for union members.

Why?

The branch AGM is one of the most important meetings in the union calendar. At the AGM members:

- Elect branch officers to focus the direction of the branch for the year ahead.
- Put forward motions to the AGM which will be brought to either divisional or biennial conference. Motions mandate the union to campaign on a particular action or to call on specific improvements to members' terms and conditions.
- Elect branch member(s) to contest elections for Divisional or National Committees.

What?

Each branch must elect a branch executive committee (sometimes referred to as the BEC). The branch then conducts the business of the branch and works with workplace reps in:

- Organising the union and building strong local workplace committees.
- Local representation (of members individually or collectively in discussions with management).
- Communication.
- Campaigning.

The Committee

The branch committee meets once a month. The following roles must be either elected at the AGM or a co-option can occur after the AGM:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The AGM also elects other officers, such as equality officer, training officer, health and safety officer. Branch members and workplace reps can avail of Fórsa training offered by the Skills Academy to support them in their role.

After the AGM the branch should inform head office as to who the new branch executive committee is so the correct information can be shared with the branch executive.



2. Guide to motions for Fórsa conferences

Fórsa branches are invited to put motions before union conferences for adoption. Motions to conference are an important way members can direct the union to take action on a campaign or adopt a policy position. It is the most important way for members to influence change across their union.

What?

A motion can be:

- To campaign for change to terms and conditions affecting members.

Note: If preparing motions for divisional conferences, the motion can only be in respect of members in that division.

If preparing motions for the biennial union conference, the motion affects members across the union nationally.

- To be considered as a national motion, a motion must affect members across at least **two** divisions.
- A call on the divisional executive (if divisional conference) to take action on a divisional basis.
Or a call on the national executive of the union (if biennial conference) to take action on a national basis.

If a motion is passed by a majority of the voting delegates, it is adopted and it then informs the policy work of the National Executive Committee and will be acted on.

How?

Guidelines for submitting a motion:

- Think about a topic relevant to members in your division for divisional conference, and nationally for biennial conference.
- Ensure you know the union's existing position on the issue.
- Draft the motion.
- At a meeting of your branch AGM, put forward the motion for discussion seeking adoption of the motion to be brought to the relevant Fórsa conference.

NOTE: You will be required to attend the AGM to put forward the motion you are seeking your branch to put forward.



Below are samples of motions from past conferences. These are examples from different Divisions.

Motion (National Education and Training Board (NETB) Branch, Education Division, to Biennial Conference:

This Conference calls on the incoming National Executive Committee to promote the expansion of the Menopause on the Workplace Policy Framework for Civil Service Organisations to include all Civil and Public Servants.

Motion (Municipal Employees Branch) to Biennial Conference:

This Conference requests that the incoming National Executive of Fórsa Trade Union actively campaign to continue to oppose and take steps to reverse outsourced work in order to bring back direct labour, where it has been eroded, within the public sector.

When?

Motions must be submitted in line with union rules. The deadline for motions to be submitted will have been circulated by your local branch or division. After the initial submission of motions the preliminary agenda will issue and there will be an opportunity to submit amendments to motions, through your branch. After that, the final agenda will issue.

Tips

- Biennial Conference takes place every two years. It is a conference to decide on policy right across the whole union. When submitting motions, for biennial conference, the motion must relate to members working across, at least, two different divisions for it to be accepted by standing orders. If the motion relates to workers in only one division it will be ruled out of order by Standing Orders. Motions relating to one division should be submitted instead to Divisional conference which takes place every other year.
- Motions being submitted to biennial conference can affect members across all divisions, such as a motion relating to national pay deals or to a specific grade i.e clerical/administrative members who work across Civil Service, Education, Health, Local Government and Services and Enterprise. It is worth considering referencing more than one cohort of members/workers when drawing up your motion, especially if it may read that it is only affecting one cohort of workers.
- There are dates that motions must be submitted by, this will be communicated to the branch secretary months in advance of closing date. If the motion is submitted after this date it will not be accepted by Standing Orders.
- Emergency motions can be put forward to the conference floor after the closing date. This can occur, only, where the issue or the event or action that the motion is being submitted on occurred after the closing date for motions.
- It is useful to decide who is going to speak to the motion at the conference in plenty of time. The Skills Academy provides training to members on public speaking.
- It is important for branch delegates to meet prior to conference to decide on the position the branch will vote on motions at conference. This should be agreed with the branch executive.
- When motions are being submitted to conference, branches can also submit a nomination to an executive role onto the National Executive Committee also.

The Standing Orders Committee (SOC) is responsible for preparing the agenda for union conferences (divisional and biennial).

They are responsible for upholding the union's rule book at conferences and make recommendations to allow for the efficient running of conferences.

They are a group of members, elected every two years.

3. Fórsa AGM templates

- Draft notice email to all members
- Draft AGM agenda
- Nomination form
- Minutes template





By Email

Re: Fórsa Branch AGM, on

Dear Member,

The Branch of Fórsa are organising this years Annual General Meeting. Please see below required information relating to the AGM.

Where:

When:.....

Time:

The agenda and nomination form are attached to this mail. If you would like any further information relating to the AGM or to any of the roles please do contact me directly.

All members of the branch are invited to the AGM and refreshments will be provided on the day.

Please raise this email with your Fórsa colleagues in your workplace and do attend the AGM with other colleagues.

Kind regards

.....
Branch Secretary



DATE

Notice and Agenda, Annual General Meeting, 202_

Dear Member,

Notice is hereby given that the Annual General Meeting of the
Branch of Fórsa will take place on
If you wish to attend the AGM please notify via email on
..... no later than.....

AGENDA

1. Welcome and opening of meeting by Branch Chair
2. Guest speaker:
3. Over-view on current industrial relations and landscape
4. Campaigning and organising update
5. Discussion on branch strategy/plans
5. Discussion on National/Divisional Conference
6. Discussion on motions to conference
7. Reports from branch officers
8. Election of branch officers and branch committee
9. AOB

Nominations should be provided in writing (via email or written letter), and should be forwarded to the Branch Secretary no later than..... Any nominations received after this date will not be considered.

Branch Secretary:....., Branch Secretary at@forsa-rep.ie
or

In the meantime, if you have any queries or would like to discuss any of the branch roles please do not hesitate to contact me.

Yours sincerely,

Secretary



Branch name:

.....

AGM Date:

.....

Nomination form

Nomination to the Executive may be made by any union member of the Branch

Roles to which branch member can be nominated include:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Equality Officer
- Health & Safety Officer
- Training Officer
- Ordinary Committee Member(s)

Name of Nominee	
Workplace	
Position being nominated for	
Date	

Proposed by:

Seconded by:

Please forward nomination form to, Branch Secretary,
email before (date)

If the form is received after this date, it will not be validated.



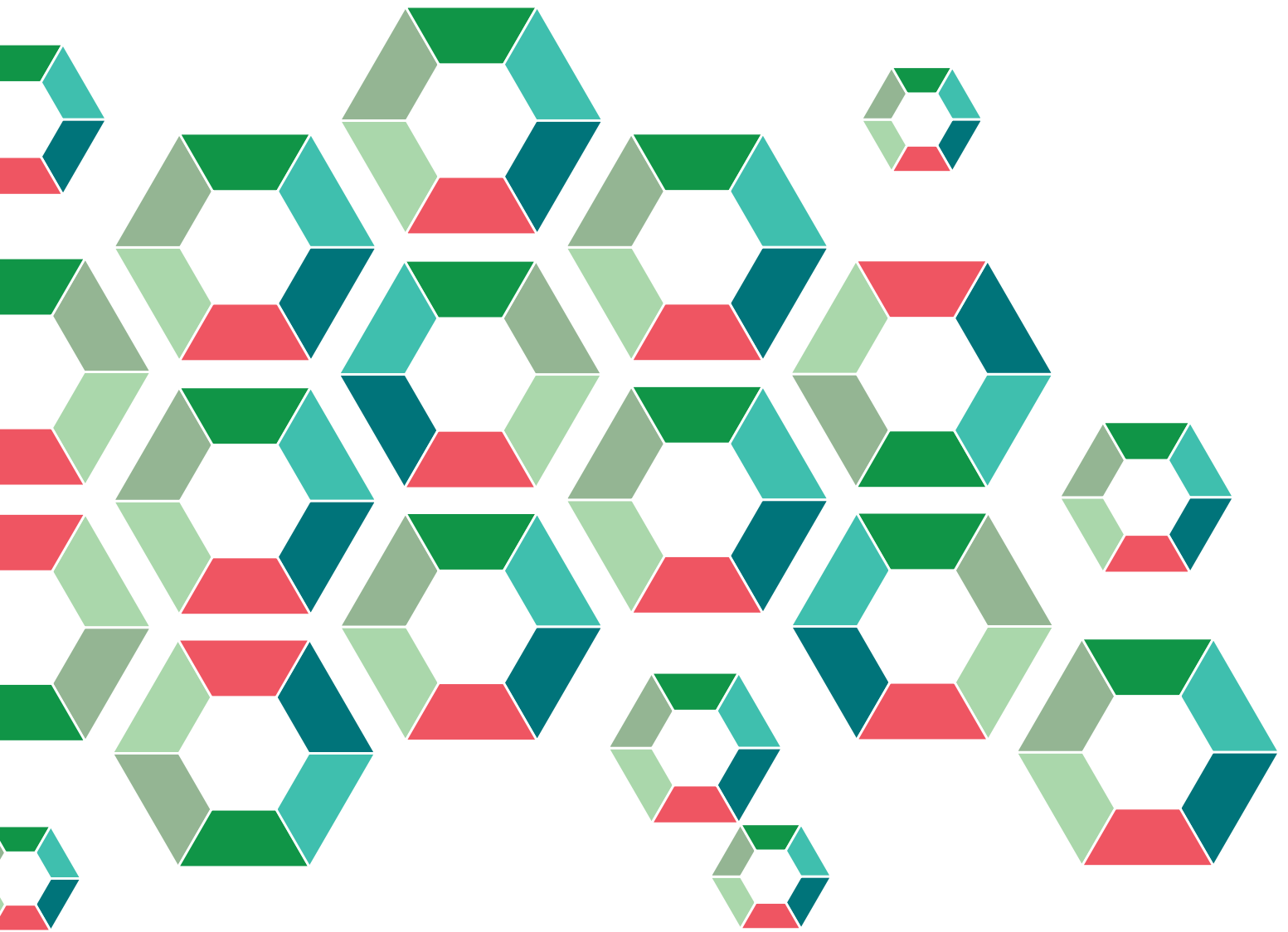
The Annual General Meeting of the Branch
of Fórsa was held onat

Agenda item	Note
In the Chair	
In attendance	
Apologies	
Minutes of previous AGM	Proposed by: Seconded by:
Guest speaker	
Update on industrial relations landscape	
Campaigning and organising update	
Discussion on National/Divisional Conference (including (a) who delegates to conference will be and (b) any nominations to divisional executive or to national executive committee)	

Motions to Conference	
Reports from Branch Officers	Chairperson: Vice-Chairperson: Secretary: Treasurer: Training Officer: Equality Officer: Health and Safety:
Election of Branch Officials and Branch Committee (Proposers and Seconders should be noted)	Chairperson: Vice-Chairperson: Secretary: Treasurer: Training Officer: Equality Officer: Health and Safety: Ordinary Committee Member: Ordinary Committee Member: Ordinary Committee Member:
Close of AGM/AOB	

Signed by:
 Chairperson

Signed by:
 Secretary



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**FÓRSA**