

Cir. 3/2025

20 January 2025

To All Branch Secretaries

Annual Delegate Conference 2025

Dear Branch Secretary

The 46th Annual Delegate Conference of the Association will take place on

FRIDAY 9 May 2025

in Midlands Park Hotel, Portlaoise

The latest date for the submission of nominations and motions for conference will be

Friday 21st March 2025

The Rules make it necessary for Branches and for the Association centrally to meet a number of ADC deadlines as follows:

Branch AGM

Annual General Meetings of Branches should be held no later than **Friday March 21st**.

Please contact Head Office as soon as possible if you would like a union official to attend the AGM. Requests will be dealt with on a first come first served basis.

Friday March 21 (7 wks)	Date for receipt of motions and nominations
Wednesday April 1 (5 wks)	Draft Agenda will issue.
Wednesday April 16(3 wks)	Date for receipt of amendments to motions on the draft agenda
Wednesday April 16	Date for receipt of delegate's names to the ADC
Friday April 25 (2 wks)	Final Agenda, Annual Report will issue
Friday May 9	Conference Midland Park Hotel, Portlaoise

Delegates

The Branch delegate entitlement will be determined by reference to the numbers in membership on 31 December 2024 and this will be indicated to Branches as soon as possible.

Members

Under the Rules any member of the Association who is not a delegate may attend the Conference as an observer, but without the right to speak or vote.

Nominations and Motions

Please find enclosed the nomination forms and forms for Conference motions.

Under the Rules the Honorary Officers, Executive Committee and Standing Orders are elected at the Annual Delegate Conference.

Each Branch may make nominations for the offices of Chairperson, Vice-Chairperson, and Treasurer and for membership of the Executive Committee and Standing Orders Committee.

Each nomination should be accompanied by the written agreement of the person nominated.

Please ensure that all nominations and motions are returned to this office by -

Friday 21 March 2025

Further information as to the conference venue and arrangements will issue shortly.

Yours sincerely



Ciaran Rohan
General Secretary

- Enclosures:
1. Guidelines for Branch AGM's
 2. Nomination Form for Officers & Standing Orders
 3. Nomination Form for Executive Committee
 4. Form for Motions