

«CONTACT_PostName»

«Branch»

«Address1»

«Address2»

«Address3»

«Town»

«County»

«PostCode»

August 2024

Dear «CONTACT_PostName»

CONFERENCE CIRCULAR 01/2024

Event: NFOP Virtual AGM/Conference 2025
Date: Tuesday 13th May 2025
Time: 10am start. Registration from 9.30am
(we anticipate the event will last no longer than 3 hours)
Venue: Virtual event via Zoom App

At the 2022 Annual NFOP Conference, a motion was carried to hold the annual AGM / Conference virtually every second year, commencing in 2023. Full details and information on how to register and participate in the 2025 virtual event will be issued in due course.

Branch Delegate Entitlement

The Branch is entitled to send «No_of_Dels» Delegates to the AGM/Conference based on your membership at 31st July 2024. If this number changes based on the figures at the 31st December 2024 the Branch will be notified. **Please ensure that any delegates you nominate are willing and able to participate in a virtual event.**

Conference Forms

Conference forms are listed below, most of which are included in this circular. The submission deadline dates are printed on each form and will be printed within the NFOP Magazine from the September 2024 issue onwards leading up to the AGM/Annual Conference.

Please see overleaf

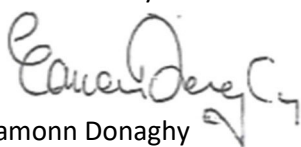
Name of Form	Submission Deadline	Regulation
Nominations for all Committees	Friday 31 st January 2025	10.1
Resolutions		12.3.1
Motions		13.2.1
Delegates <i>inc. Proxy</i>		-
Observers		-
Proxy Forms	<i>Part of Delegate Form</i>	-
Amendments to Resolutions/ Motions	Monday 17 th March 2025	12.3.4
Appeals to Resolution/Motion Ruled Out of Order		13.2.3
Questions on Annual Report	Monday 31 st March 2025	-
Ballots for Elected Positions (not included)		10.2

There is also an Emergency Motion form. Ballot forms will be issued after nominations have been received, if necessary. Please feel free to photocopy extra forms or request copies from Head Office. The forms will be available to download from the AGM/Annual Conference page within the NFOP website Members' Area.

Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the post on the deadline date and up to midday (12 Noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmission, will not be accepted after the closing date.

Please inform your Delegates about the content of the enclosed information so they are aware of the relevant procedures and deadlines.

Yours sincerely



Eamonn Donaghy
Chief Executive Officer

Encs.

CONFERENCE CIRCULAR NO. 1 – INFORMATION DOCUMENT

VIRTUAL ANNUAL GENERAL MEETING and ANNUAL CONFERENCE 2025

TUESDAY 13TH MAY 2025 VIA ZOOM

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1. VIRTUAL AGM/CONFERENCE 2025

Date: Tuesday 13th May 2025

Venue: Virtual event via Zoom App

Time(s): 10am start. Registration from 9.30am (*we anticipate the event will last no longer than 3 hours*)

2. DEADLINE DATES FOR DOCUMENTATION

- Nominations for all Committees - Friday 31st January 2025 (Regulation 10.1)
- Resolutions - Friday 31st January 2025 (Regulation 12.3.1)
- Motions - Friday 31st January 2025 (Regulation 13.2.1)
- Delegate Form - Friday 31st January 2025
- Observers - Friday 31st January 2025
- Amendments to Resolutions - Monday 17th March 2025 (Regulation 12.3.4)
- Amendments to Motions - Monday 17th March 2025 (Regulation 13.2.3)
- Appeal to Res/Mot Ruled Out of Order - Monday 17th March 2025
- Questions on the Annual Report & Accs - Monday 31st March 2025
- Ballots for Elected Positions - Monday 31st March 2025 (Regulation 10.2)

Branches/Groups should submit their AGM/Conference documentation as soon as possible. Documents will be acknowledged by Head Office. Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the post on the deadline date and up to midday (12 Noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date.

3. RESOLUTIONS

Each Resolution **MUST** be submitted on a separate form (refer to Guidance on Resolutions). Further forms are available on request to Head Office or may be photocopied or downloaded from the website.

The Memorandum and Articles of Association & Regulations are laid out differently to the old Rule Book and therefore elements relating to the same topic are found in different areas of the document. Resolutions and Amendments to Resolutions will be referred to the Solicitors to avoid any “unintended consequences” and it would be beneficial for any submissions to be discussed with the CEO and submitted as soon as possible.

Receipt of Resolutions by Head Office

Resolutions to be put to the Annual General Meeting must reach Head Office quarters by **Friday 31st January 2025 (Regulation 12.3.1)**.

Amendments to Resolutions

Each Amendment to a Resolution **MUST** be submitted on a separate form. Further forms are available on request to Head Office or may be photocopied or downloaded from the website.

Amendments to Resolutions can only be corrective in nature and shall be Ruled Out of Order (as otherwise failing to give requisite notice of the Resolution as amended to Members) if any such amendment either varies the intent of the original Resolution or adds additional subject thereto. (**Regulation 12.3.5**)

Amendments to Resolutions to be put to the Annual General Meeting must reach Head Office by **Monday 17th March 2025** (**Regulation 12.3.4**) to be eligible for inclusion.

Branch/Group Approval of Resolutions and Amendments to Resolutions

Resolutions and Amendments to Resolutions must have the approval of a Branch/Group Meeting and be signed and dated by the Branch/Group Chairman and the Branch/Group Secretary (or by the Vice Chairman, Treasurer or Assistant Branch/Group Secretary as authorised substitutes) and the date of the meeting completed in the space provided. Where the Resolution or Amendment to a Resolution is typed and stuck to the form, both the form and the typed sheet must be signed and dated by the signatories.

Head Office Acknowledgement

Resolutions and Amendments will be acknowledged by Head Office. Unless you have received an acknowledgment, you must assume that the documents have not arrived. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date.

Guidance on Resolutions and Amendments to Resolutions

Where a change in principle or introduction of a new concept is to be dealt with within the Memorandum and Articles of Association & Regulations, a single Resolution should be submitted detailing each element that needs amendment within the Memorandum and Articles of Association & Regulations.

Historically, changes of this kind to the 'rules' was dealt with by a Motion. Each Motion dealt with a 'unique subject or concept' and the inclusion of more than one subject or concept was not permitted. The principal has erroneously been carried forward to Resolutions assuming that each element that required change needed a separate Resolution.

The Resolution should clearly state what principle or concept is being proposed or changed and then list all the amendments to the Memorandum and Articles of Association & Regulations that the acceptance of the change or new concept requires. If the Resolution is then carried, all the necessary changes are automatically applied.

Resolutions and Amendments will be reviewed on receipt, and where there is a concern as to their validity or compliance with the Terms of Reference of the Conference Supervisory Committee, the Branch/Group will normally be advised. Early submission of Resolutions is therefore recommended to enable corrections to be made and forms re-submitted prior to the deadline date.

Moving of Resolutions and Amendments to Resolutions at the AGM

Branch/Groups which submit Resolutions or Amendments to Resolutions are reminded that they should either be present at the Annual General Meeting to move or make arrangements for another Branch/Group to do so on their behalf. Any arrangement for another Branch/Group to move should be notified to the Chairman of the Conference Supervisory Committee in writing and sent via Head Office.

4. MOTION

Each Motion **MUST** be submitted on a separate form. Further forms are available on request to Head Office or may be photocopied or downloaded from the website.

Receipt of Motions by Head Office

Motions for debate at the Annual Conference must reach Head Office by **Friday 31st January 2025** (Regulation 13.2.1).

Amendments to Motions

Each Amendment to a Motion **MUST** be submitted on a separate form.

Further forms are available on request to Head Office or may be photocopied or downloaded from the website. Motions to be put to the Annual Conference must reach Head Office by **Monday 17th March 2025** (Regulation 13.2.3).

Branch/Group Approval of Motions and Amendments to Motions

Motions and Amendments to Motions must have the approval of a Branch/Group Meeting and be signed and dated by the Branch/Group Chairman and the Branch/Group Secretary (or by the Vice Chairman, Treasurer or Assistant Branch/Group Secretary as authorised substitutes) and the date of the meeting completed in the space provided. Where the Motion or amendment is typed and stuck to the form, both the form and the typed sheet must be signed and dated by the signatories.

Motions and Amendments received will be acknowledged by Head Office. Unless you have received an acknowledgment, you must assume that the documents have not arrived. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date.

Wording of Motions and Amendments to Motions

In framing Motions, Branch/Groups are advised to pay particular attention to the **Terms of Reference of the Conference Supervisory Committee and Regulation 13.2.**

Please note that a Motion must contain a definite direction. Any Motions not containing such a direction will be Ruled Out of Order. Guidance is available from Head Office and a copy of the Terms of Reference of the Conference Supervisory Committee is attached.

Motions will be reviewed on receipt, and where there is a concern as to their validity or compliance with the Terms of Reference of the Conference Supervisory Committee, the Branch/Group will normally be advised. Early submission of Motions is therefore recommended to enable corrections to be made and forms re-submitted prior to the deadline date.

Moving of Motions and Amendments to Motions at Conference

Branch/Groups submitting Motions or Amendments to Motions are reminded that they should either be present at Conference to move or make arrangements for another Branch/Group to do so on their behalf. Any arrangement for another Branch/Group to move should be notified to the Chairman of the Conference Supervisory Committee in writing and sent via Head Office.

5. ORDER OF BUSINESS

All Resolutions and Motions will also be printed in full in the Conference Booklet and the order they will be taken will be detailed in the Agenda. A copy of the Conference Booklet will be circulated to all Delegates approximately two weeks prior to the start of Conference.

In the event of Emergency Motions, the National Chairman and the Chairman of the Conference Supervisory Committee will decide where they shall be taken on the Agenda.

6. NOMINATIONS

Nominations are invited for the following positions and must have the approval of a general meeting of the nominee's Branch/Group. Nominees must agree to their nomination.

- a. **Executive Committee** - 8 members
- b. **Conference Supervisory Committee** - 3 members
- c. **Audit & Risk Committee** - 1 member
- d. **Appeals Committee** - 3 members

A Member elected to the Executive Committee may not also be elected to the Conference Supervisory Committee, Audit & Risk Committee or the Appeals Committee.

Nomination Forms

Each nomination must be on its own correct form and contain the nominee's address, telephone number and email address where possible and should include an up to date image of the nominee. A short election address can be provided by each candidate. This address should be forwarded with the nomination and should be limited to 180 words. The address will be published in the Conference Circular containing the list of nominations and in the Annual Report. Election addresses exceeding 180 words will not be published and 'Election Address exceeded 180 words' will appear under their name and photo.

The form will also confirm that the nominee has the capacity to be able to undertake the role.

Each nomination form must be signed by the Branch/Group Chairman, the Branch/Group Secretary (or by the Vice Chairman, Treasurer or Assistant Branch/Group Secretary as authorised substitutes) and the nominee and the date of the meeting completed in the space provided.

Executive Committee Declaration

The Executive Committee declaration must be signed and dated by the nominee, prior to being sent to Head Office. If it is not signed or cannot be signed, the nomination will be invalid.

Receipt of Nomination Forms

Nominations for the posts, to be filled by ballot of all Branches/Groups, must reach Head Office by **Friday 31st January 2025.** (Regulation 10.1)

Nominations will be acknowledged by Head Office. Unless you have received an acknowledgment, you must assume that the documents have not arrived. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date.

7. DELEGATES

Delegates are appointed by the Branch/Group at a meeting and advised to Head Office on the Delegate Form (see 8 below).

Branch/Group Entitlement

Branches/Groups are entitled to appoint two Delegates for the first 400 members then one for each subsequent 200 members or part thereof, subject to the maximum of 10 Delegates. The number of Delegates each Branch/Group can appoint is set out in **Regulation 8.5** and calculated on the membership as at the 31st July 2024, with a minimum entitlement of two. An indication of the number of Delegates a Branch/Group may nominate is detailed in the covering letter. Any change as at 31st December 2024 will be advised to the Branch/Group. Each Branch/Group should appoint its full entitlement of Delegates, whether they are attending the AGM/Conference or not. Only appointed Delegates are entitled to appoint a Proxy. If the Branch/Group does not appoint Delegates, it loses the opportunity to grant proxies.

Delegates Attending & Voting

A Delegate may attend the Conference and the Annual General Meeting.

When it is time to vote a poll will display as a pop-up on your screen and the Chair will invite you to cast your vote. Please click and remember to press “submit” once you have voted.

A full list of Delegates attending will be printed in the Conference Booklet.

Delegates unable or not wishing to attend

A Delegate who does not wish to or is unable to attend the Annual General Meeting may give a Proxy to another Delegate with the agreement of the Branch/Group by completing the appropriate section of the Delegate Form (see 9 below).

8. DELEGATE FORM

Each Branch/Group, regardless of whether their Delegates intend to attend AGM/Conference, should complete a Delegate Form for each Delegate. The form provides the following information for Head Office and **must** be completed:

- The contact details of the Appointed Delegate
- Attendance Details – whether they are attending the AGM/Conference or giving a Proxy Vote (see 9 below)

The Delegate Form should be completed clearly by each Delegate completing the relevant sections.

Each nomination form must be signed by the Branch/Group Chairman, the Branch/Group Secretary (or by the Vice Chairman, Treasurer or Assistant Branch/Group Secretary as authorised substitutes) and the nominee and the date of the meeting completed in the space provided.

A Delegate may not attend the AGM and give a proxy vote. The granting of a Proxy Vote is only valid if this section of the new form is completed, signed, and returned to Head Office.

Receipt of Delegate Form by Head Office

Completed forms must be received at Head Office **no later than Friday 31st January 2025.**

We cannot accept new Delegates after the deadline date above.

Delegates will be acknowledged by Head Office. Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the first post on the deadline date and up to midday (12 noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date. An acknowledgement letter will be sent to the Branch/Group Secretary, as well as to the nominated Delegate/s.

A Branch/Group that is unable to appoint Delegates

A Branch/Group that is unable to appoint Delegates should return one Delegate Form clearly marked with the Branch/Group name and number and **“no delegates appointed”**.

9. PROXY VOTES

Granting of a proxy vote is now included in the Delegate Form (See section 8 above).

Special attention is drawn to **Article 7 and Regulation 8.3** concerning Proxy Votes.

It should be marked clearly on the Delegate Form (see 8 above) if a Delegate is not attending the AGM/Conference but wants to appoint a Proxy.

Giving a Proxy

A Branch/Group Delegate not attending the AGM may appoint any other attending Delegate or Executive Committee Member as their Proxy; the appointment has to be approved by their Branch/Group, and the Proxy Votes section of the Delegate Form should be completed and signed.

Proxy Form

The Proxy Form has been amalgamated into the Delegate Form. Each Delegate, who is intending to appoint a Proxy, must complete the Delegate Form and relevant sections.

The **Appointed Delegate** giving the proxy must sign the Proxy Vote section of the Delegate Form.

The **Branch/Group Secretary must also sign** the Proxy Vote section confirming that it was approved at a Branch/Group meeting and add the date of the meeting at which it was approved.

The completed Delegate Form including the Proxy Vote section must be returned to Head Office by the submission deadline of Friday 31st January 2025.

Proxy Voters will receive a letter after the deadline date above advising them of the name(s) of the Delegate(s) who have granted them their proxy vote(s).

10. OBSERVERS FORM

Observers are classified as NFOP Members who are attending AGM/Conference but are not a Delegate. The Observers form MUST be completed. Whether an Observer is funded by the Branch/Group should be noted in the minutes of the Branch/Group meeting. There is no other category of attendee.

Observer forms should be submitted to Head Office no later than **Friday 31st January 2025.**

Observer Forms will be acknowledged by Head Office. Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the first post on the deadline date and up to midday (12 noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted after the deadline date. An acknowledgement letter will be sent to the Branch/Group Secretary, as well as to the nominated Observer/s.

11. BALLOTS

Ballots are no longer held at the AGM/Conference. All Branch/Groups are invited to participate in the ballots that are needed, which are then counted at Head Office and verified by the Conference Supervisory Committee. The result of the ballot will be published in the Conference Booklet.

Ballot papers will be distributed to all Branch/Groups following the closure of nominations of the Executive Committee, Conference Supervisory Committee, Audit & Risk Committee and Appeals Committee.

Each Branch/Group will be entitled to vote in accordance with regulations for each ballot as detailed on the ballot paper. The completed ballot papers should be returned to Head Office by **Monday 31st March 2025.**

(Reg.10.2) Ballot papers not received by this date will be considered void and will not be included in the vote.

Documents will be acknowledged by Head Office. Unless you have received an acknowledgement, you must assume that the documents have not arrived. Hard copy submissions will be accepted up to and including the first post on the deadline date and up to midday (12 noon) for electronic submissions on the deadline date. Items delayed, lost in the post, or failed electronic transmissions, will not be accepted.

12. QUESTIONS ON THE ANNUAL REPORT & ACCOUNTS

Questions on the Annual Report and Accounts should be submitted on the appropriate form and sent to the CEO at Head Office to be received no later than **Monday 31st March 2025.**

Answers to questions on the Annual Report and Accounts will be included in the Conference Booklet if received before the publication date but if not will be distributed at the AGM.

13. CONFERENCE BOOKLET

The Conference Booklet includes the following:

- Agenda
- Chairman's Guidance and Rulings
- CSC Report
- Minutes of the previous AGM/Conference
- Motions
- Nominal Roll
- Resolutions
- Regulations affecting AGM/Conference
- Welfare Fund AGM details

Answers to Questions on the Annual Report will be included if the question has been received prior to the publication date. The booklet will be sent to **each Delegate and Observer** at least two weeks before Conference.

14. TERMS OF REFERENCE OF THE CONFERENCE SUPERVISORY COMMITTEE

1. The Conference Supervisory Committee shall act within these Terms of Reference and the requirements of Memorandum, Articles and Regulations in general and shall:
 - a. consider the admissibility of Resolutions to the Annual General Meeting, Amendments to Resolutions in accordance with Regulation 12 and its sub-paragraphs and the guidance of the NFOP legal advisers as to its admissibility and compliance with current Companies Act and Companies House requirements. The Conference Supervisory Committee shall notify Branch/Groups, in writing or by email, of the exclusion of their Resolutions or Amendments and the reasons for their decision.
 - b. consider the admissibility of Motions to the Annual Conference, and Amendments to Motions in accordance with Regulation 13 and its sub-paragraphs and they shall notify Branch/Groups, in writing or by email, of the exclusion of their Motions, or Amendments and the reasons for their decision.
 - c. composite Motions and seek to obtain agreement of the sponsoring Branch/Groups before the commencement of Annual Conference.
 - i. Where a Branch/Group objects to such compositing, the Branch/Groups Motions and any Amendments will be placed on the Agenda in its original form. Such an objection must reach the Chief Executive Officer, in writing or by email by the date set out in Conference Circulars.
2. The Conference Supervisory Committee may consider the matters detailed in paragraph 1 a-c above, by email, telephone or writing, on receipt of the Resolution, Motion or Amendment, and if necessary at a meeting. Any meeting should be held as soon after the deadline date as possible at a convenient venue.
3. Appeals against the decision of the Conference Supervisory Committee must reach the Chief Executive Officer, in writing or by email, by the 17th March 2025. Failing agreement the Branch/Group may request that the appeal is submitted to the Annual General Meeting if it relates to a Resolution or the Annual Conference if it relates to a Motion.
4. Deadline Dates. Whenever dates are quoted for e.g. receipt of Resolutions, Motions, Amendments, and Nominations, if the date shown coincides with a weekend or bank holiday the date is then automatically extended to the first working day after the date shown in these rules. Items not submitted by post will be accepted up to midday of the closing date and items sent by post will be accepted for the postal delivery on the closing date.
5. The Chairman of the Conference Supervisory Committee shall submit report(s) to the Delegates detailing:-
 - a. The number of delegates attending
 - b. The number of proxy votes issued
 - c. The process for ballots and the collection of ballot papers
 - d. Amendments to Motions and Resolutions received and whom from
 - e. Details of any appeals against decisions of the Conference Supervisory Committee
 - f. Details of the Stewards
 - g. Details of Tellers
 - h. Housekeeping information about the Conference Venue
6. A nominated member of Head Office staff shall input the votes cast by Branch/Groups into a vote recording programme approved by the Chairman of the Conference Supervisory Committee who shall verify the accuracy of the input for all ballots except ballots for the Conference Supervisory Committee.
7. Ballots for the Conference Supervisory Committee. A nominated member of Head Office staff shall input the votes cast by Branch/Groups into a vote recording programme approved by the Chairman of the Conference Supervisory Committee. The Chief Executive shall verify the accuracy of the input.

NFOP VIRTUAL AGM & CONFERENCE 2025

DELEGATE FORM

SUBMISSION DEADLINE – FRIDAY 31ST JANUARY 2025

***** Late submissions will NOT be accepted *****

BRANCH NAME: _____ BRANCH No.: _____

DELEGATE APPOINTMENT – Completed by the BRANCH (*delete as appropriate)

DELEGATE

ADDRESS

POST CODE..... TEL.....

EMAIL

MEMBERSHIP ID NO.

The member above has been appointed as a Branch Delegate at the Branch meeting held on:

Date of meeting:

Signed by the Signed by the

Branch Chairman **Branch Secretary**

ATTENDANCE DETAILS - Completed by the DELEGATE (*delete as appropriate)

ATTENDING AGM/ CONFERENCE Yes / No*

NOT ATTENDING: Proxy Vote - Yes / No* (Yes to Proxy - complete section overleaf)

PROXY VOTES

I hereby authorise, with permission of my Branch, the following Member:

Name of Individual who will be the Proxy: _____

Branch of Proxy: _____

As my Proxy to vote at the AGM & Annual Conference of NFOP to be held via Zoom on Tuesday 13th May 2025

*****Important Please Note*****

A Branch Delegate may only give a Proxy to another member authorised by their Branch.

Date of meeting: _____

Signed by the Signed by the

Branch Delegate **Branch Secretary**

NFOP VIRTUAL AGM & CONFERENCE 2025

OBSERVER FORM

SUBMISSION DEADLINE – FRIDAY 31ST JANUARY 2025

***** Late submissions will NOT be accepted *****

USE OF THIS FORM

MEMBERS: Attending the AGM/Conference as an OBSERVER.

BRANCH NAME:..... **BRANCH NO:**.....

MEMBER: OBSERVER APPOINTMENT – Completed by the BRANCH

NAME OF OBSERVER

ADDRESS

POST CODE TEL

EMAIL

MEMBERSHIP ID NO.

The member above has been appointed as a Branch Observer at the Branch meeting held on:

Date of meeting:

Signed by the Signed by the

Branch Chairman **Branch Secretary**



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: FRIDAY 31ST JANUARY 2025

BRANCH NAME NO.

MOTION

Name:

Name:.....

SIGNED.....
Branch Chairman

SIGNED.....
Branch Secretary

Date of Meeting:.....

Date of Signature:.....

PLEASE NOTE ONLY ONE MOTION TO BE SUBMITTED ON THIS FORM



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: FRIDAY 31ST JANUARY 2025

BRANCH NAME NO.

RESOLUTION

Name:

Name:

SIGNED

SIGNED

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:

PLEASE NOTE ONLY ONE RESOLUTION TO BE SUBMITTED ON THIS FORM



**NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025**

SUBMISSION DEADLINE: MONDAY 17TH MARCH 2025

BRANCH NAME **NO.**

APPEAL TO RESOLUTION/ MOTION RULED OUT OF ORDER

Name:.....

Name:.....

SIGNED

SIGNED

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:.....

PLEASE NOTE ONLY ONE APPEAL TO BE SUBMITTED ON THIS FORM



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: MONDAY 17TH MARCH 2025

BRANCH NAME NO.

AMENDMENT TO MOTION

Name:.....

Name:.....

SIGNED.....

SIGNED.....

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:.....

PLEASE NOTE ONLY ONE AMENDMENT TO MOTION TO BE SUBMITTED ON THIS FORM



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: MONDAY 17TH MARCH 2025

BRANCH NAME NO.

AMENDMENT TO RESOLUTION

Name:.....

Name:.....

SIGNED

SIGNED

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:.....

PLEASE NOTE:

- Only one Amendment to Resolution to be submitted on this form
- Amendments to Resolutions can only be corrective in nature and shall be Ruled Out of Order (as otherwise failing to give requisite notice of the Resolution as amended to Members) if any such amendment either varies the intent of the original Resolution or adds additional subject thereto. (Regulation 12.3.5)



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

BRANCH NAME NO.

EMERGENCY MOTION

Name:.....

Name:.....

SIGNED.....

SIGNED.....

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:.....

PLEASE NOTE ONLY ONE EMERGENCY MOTION TO BE SUBMITTED ON THIS FORM



NATIONAL FEDERATION OF OCCUPATIONAL PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: FRIDAY 31ST JANUARY 2025

BRANCH NAME NO.

NOMINATION FOR EXECUTIVE COMMITTEE

An Executive Committee member is expected to make the following commitments if elected to the position.

- Attend all Executive Committee meetings (*normally 5 per year for 1 or 2 days*)
- Attend the Annual General Meeting/Conference.
- Support the Branches in the area they are allocated to, including attending meetings if invited to do so.
- Attend the Area meetings of the area they are allocated to.
- Have access to or be willing to have access to the internet.
- Be able to sign the declaration overleaf.

NOMINEE

ADDRESS

.....

TEL. NO.

EMAIL

We confirm that the nominee is a member and has the capacity to undertake the role, has read, understands, and will accept the responsibilities of an Executive Committee member if elected.

Name:.....

Name:.....

SIGNED

SIGNED

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:.....

The nominee is required to complete and sign the declaration overleaf and provide an Election Address that focuses on why they wish to serve on the Executive Committee and what their aims are for NFOP.

Complete BOTH sides



NATIONAL FEDERATION OF OCCUPATIONAL PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

NOMINATION FOR EXECUTIVE COMMITTEE

DECLARATION:

I, confirm that I have read, understood and will accept the responsibilities of an Executive Committee member if elected.

I further confirm that if elected to be a member of the Executive Committee I am eligible to serve as a Director of the Company NFOP, or any of the companies currently owned by NFOP, and have not been disqualified for the reasons listed below. I also confirm that I understand that I would be required to inform NFOP should I subsequently become disqualified for the reasons listed below:

- a) is bankrupt or has made any arrangement or composition with his/her creditors generally;
- b) is prohibited from being:
 - i) a Director by reason of any order made under section 1 of the Company Directors Disqualification Act 1986; or
 - ii) a Company trustee by reason of any order made under section 72 of the Charities Act;
- c) is incapable by reason of capacity, illness or injury of managing and administering his property and affairs;

or you fail to agree to the request for a Criminal Records Bureau check to be undertaken should the Executive Committee agree that this is necessary for members of the Committee

SIGNATURE OF NOMINEE.....

Date.....

As a nominee please provide an Election Address that focuses on why you wish to serve on the Executive Committee and what your aims are for NFOP. The Election Address will be published in the Conference Circular and the Annual Report and Accounts and should not exceed 180 words. Addresses exceeding 180 words will not be printed and 'Election Address exceeded 180 words' will appear under your name and photo.

Please enclose an up to date photograph with this nomination form.

If you have email facilities please email your Election Address to info@nfop.org.uk for the attention of the Event Organiser with the photograph attached as an original high-resolution image file, at least 300 dpi, preferably as a jpeg. Scanned images will not be good enough quality for print.



NATIONAL FEDERATION OF OCCUPATIONAL PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: FRIDAY 31ST JANUARY 2025

BRANCH NAME NO.

COMMITTEE NOMINATIONS FORM

Please indicate which Committee your Nomination is for:

Conference Supervisory Committee

Appeals Committee

Audit and Risk Committee

CANDIDATE

ADDRESS

.....

TEL. NO.

EMAIL

SIGNATURE OF NOMINEE

We confirm that the nominee is a member and has the capacity to undertake the role

Name:

Name:

SIGNED

Branch Chairman

SIGNED

Branch Secretary

Date of Meeting:

Date of Signature:

Please use the reverse of this form for a short Election Address by the Nominee which should be limited to 180 words. This address will be published in the Conference Circular containing the list of nominations and the Annual Report and Accounts.

Election Addresses exceeding 180 words will not be printed and 'Election Address exceeded 180 words' will appear under your name and photo. Please enclose an up to date photograph with this nomination form.

If you have email facilities please email your Election Address to info@nfop.org.uk for the attention of the Event Organiser with the photograph attached as an original high-resolution image file, at least 300 dpi, preferably as a jpeg. Scanned images will not be good enough quality for print.



NATIONAL FEDERATION OF OCCUPATIONAL
PENSIONERS VIRTUAL ANNUAL CONFERENCE 2025

SUBMISSION DEADLINE: MONDAY 31ST MARCH 2025

BRANCH NAME NO.

QUESTION ON THE ANNUAL REPORT & ACCOUNTS

Name:

Name:

SIGNED

SIGNED

Branch Chairman

Branch Secretary

Date of Meeting:

Date of Signature:

PLEASE NOTE ONLY ONE QUESTION TO BE SUBMITTED ON THIS FORM