

THE CHARTERED SOCIETY OF PHYSIOTHERAPY
ANNUAL REPRESENTATIVE CONFERENCE
CONSTITUTION 2019

THE ANNUAL REPRESENTATIVE CONFERENCE CONSTITUTION

1. The Annual Representative Conference (ARC) shall debate matters of importance to members, to the services that they offer and to the health and welfare of the community; it shall formulate and express views on these matters and act as an advisory body to CSP Council. It is a mechanism by which representatives of the CSP can express the opinions of those members whom they represent.
2. Those who attend ARC are present *as representatives*. They take note of the views of their constituency, should listen to the debates and then vote according to their own judgement based on everything that they have heard. They are *not delegates* mandated to vote according to the wishes of their constituency, though clearly they should take into account their views at all times.

Membership

3. The number of voting representatives shall be reviewed by the Agenda Committee at least every two years.
4. The voting membership of ARC shall consist of 300 representatives as follows :
 - a. 39 representatives nominated by Regional Networks and Country Boards;
 - b. 73 representatives nominated by the Professional Networks;
 - c. 135 representatives nominated by the National Group of Regional Stewards;
 - d. 30 representatives nominated by Students;
 - e. 15 representatives nominated by Associates;
 - f. two representatives nominated by each equality and diversity network group and the retirement network group .
5. Nominations for representatives shall be submitted to the Chief Executive's Office in advance of ARC via the CSP website. Each group shall be responsible for nominating representatives from among its membership.
6. Each group may nominate reserve representatives who can be substituted for nominated representatives unable to attend, up to 7 days before the date of ARC. Thereafter, unfilled places will remain vacant.
7. Any subscribing member of the CSP who is a bona fide recognised member of the nominating group is eligible to be a representative of that group.
8. No member of the CSP may be nominated/elected to attend in more than one voting capacity. Representatives shall be nominated/elected each year and serve until the opening of the next year's ARC.

Attendance and Voting at ARC

9. Attendance and Voting:

- a. All subscribing CSP members have the right to attend and speak on any matter.
- b. All subscribing CSP members, including life members, may express the views of any nominating group of which they are a member but should identify in which role they are speaking.
- c. Voting and payment of expenses shall be restricted to nominated representatives.
- d. Members of CSP staff shall have the right to attend but not to vote. They may be permitted to speak on any matter, at the invitation of the Chair.
- e. Non-members of the CSP may attend ARC as observers and guests.
- f. ARC has the right at any time, on a two-thirds majority, to move into closed session, which shall only be open to all subscribing CSP members and nominated representatives.

The Chair and Vice-Chair

10. ARC shall be chaired by the Chair and Vice-Chair of Council. In exceptional circumstances, in the absence of either the Chair or Vice-Chair, the Agenda Committee will nominate a suitable replacement. They shall not be entitled to vote.

Members of Council

11. All members of Council are expected to attend ARC. Their attendance will be funded by the CSP.

Agenda Committee

12. An Agenda Committee will be elected to organise the agenda and business of ARC. It will meet as appropriate to undertake the work set out in its Terms of Reference.

Meetings

13. ARC shall normally be held once a year. At least six months' notice shall be given. 100 representatives shall constitute a quorum. Only nominated representatives shall be entitled to vote. It shall be held separately from Physiotherapy UK.
14. An extraordinary meeting of ARC may be called by Council. At least 28 days' notice of extraordinary meetings shall be given. 10% of nominated voting representatives shall constitute a quorum. Only voting representatives shall be entitled to vote but they may vote by proxy at extraordinary meetings as laid down in the CSP's statutes for proxy voting.

Agenda

15. The ARC agenda shall be circulated before the meeting.

16. The Agenda Committee may consider external speakers and other open sessions to discuss and consider topical issues, in addition to the formal debating sessions of motions.
17. The Agenda Committee will set a balanced agenda, covering a wide range of topics, with a realistic number of motions. In doing so, it may composite motions; place motions in common debate; clarify motions by rewording; or table motions itself. The motions will be arranged in appropriate sections.
18. It will also decide on the acceptance or rejection of motions for debate with reference to the 'Criteria for the Acceptance of Motions' which will be circulated to all groups prior to the deadline date for the submission of motions. Reasons for rejection will be given in writing to the submitting group along with details of the appeals process.
19. The Agenda Committee will make a report at the start of ARC detailing motions, amendments, emergency motions, arrangements for the election of Agenda Committee and any other relevant issues.

Motions

20. Motions must be submitted to the Chief Executive's Office via the CSP website.
21. Motions may be submitted by any bona fide recognised CSP group:
 - Council
 - Associates
 - Country Boards
 - Equality & Diversity network groups
 - National Group of Regional Safety Representatives
 - National Group of Regional Stewards
 - Professional Networks
 - Regional Networks
 - Retirement network group
 - Stewards' Regional groups
 - Students' Executive Committee.
22. Each group may submit up to three motions (excluding emergency motions).
23. It is the submitting group's responsibility to find CSP members from within its group to propose any motions and CSP members from a different group to second any of its motions that are placed on the agenda.
24. Once a motion has been moved at ARC, it cannot be amended.

Compositing

25. If two or more motions are submitted on the same or similar aspects of the same topic, the Agenda Committee may refer motions back to the originator for compositing to form one motion, or may itself composite motions, in order to expedite discussions. Any composite motions on the agenda shall then be regarded as a single motion.

Amendments

26. Amendments to motions should be submitted to the Chief Executive's Office to arrive no later than 12 noon 14 days before the first day of ARC. The originator of a motion may not submit an amendment to it.
27. A copy of the amendment should be sent to the originator who should signify to the Chief Executive's Office whether or not they accept it.
28. A report will be made to ARC by the Agenda Committee indicating those amendments which have been accepted. Such amendments shall be deemed to have been agreed and the motion shall be put to ARC as amended.

Emergency Motions

29. An emergency motion shall deal only with business that has arisen since the final date for submission of motions to ARC. Such emergency motions must be submitted 14 days before the first day of ARC.
30. Emergency motions dealing with matters which have arisen less than 14 days before the first day of ARC should be notified in writing to the Chief Executive's Office without delay. They will only be accepted by the Agenda Committee if:
 - a. it considers them to be of significant importance;
 - b. there has been no delay in notifying them; and
 - c. there is time for them to be circulated to representatives with due time for their consideration.

References Back

31. A Reference Back may be made to ARC about Agenda Committee's decision to reject motions for the agenda. These must be made by 12 noon 14 days before the first day of ARC. References Back will be taken prior to the acceptance of the Agenda Committee's Report.
32. References Back to Council's Report on the previous year's resolutions must be submitted in writing by 12 noon 14 days before the first day of ARC. This excludes motions that were remitted to Council. References Back will be taken prior to the acceptance of the Agenda Committee's Report.

Amendments to Constitution

33. This Constitution shall remain in force unless amended by a resolution of ARC passed by a two-thirds majority and ratified by Council. Council itself shall have power to put forward an amendment and, if carried by ARC, it shall become effective forthwith.

General

34. ARC shall at all times be concerned to promote the Objects of the CSP as laid down in the Royal Charter.

*Approved by ARC Agenda Committee: December 2018
[Approved by Council: 12 December 2018; to be confirmed on 27 February 2019]*