

## **CSP ANNUAL REPRESENTATIVE CONFERENCE**

### **Purpose of Constitution**

1. This constitution explains arrangements and processes for the CSP Annual Representative Conference ('ARC'). It replaces and consolidates the previous ARC Standing Orders, ARC Constitution and ARC Agenda Committee Standing Orders.

### **Purpose of ARC**

2. The Annual Representative Conference ('ARC') is an advisory body of the CSP Council which:
  - a. debates and discusses matters of importance to the CSP membership;
  - b. informs CSP strategy and policy through debate and discussion;
  - c. informs and advises the development and progress of CSP work plans; and
  - d. promotes engagement and sharing knowledge and views across the CSP.
3. ARC will at all times promote the objects of the CSP.

### **Motions**

4. Motions raising issues for debate at ARC may be proposed by the following groups:
  - a. Associates;
  - b. Country Boards;
  - c. Diversity network groups;
  - d. National Group of Regional Safety Representatives;
  - e. National Group of Regional Stewards;
  - f. Professional Networks;
  - g. Regional Networks;
  - h. Retirement network group;
  - i. Stewards Regional Groups;
  - j. Student Reference Group.
5. Safety Representatives Regional Groups will liaise with their Steward Regional Group equivalent if they want to submit a motion, in line with 4i above. These groups will then agree a maximum of 2 motions to be submitted as appropriate.

### *Submission of motions*

6. Motions must be submitted to the CSP via the CSP website, in line with a timetable agreed by the Agenda Committee.
7. Each group may submit up to two motions (excluding emergency motions)
8. Once a motion has been proposed at ARC, it cannot be amended.

### *Combining motions*

9. If two or more motions are submitted on the same or similar aspects of the same issue, the Agenda Committee may refer motions back to the proposing groups for combining to form one motion, or may itself combine motions to expedite discussions.

The proposing groups will agree a form of words to reflect their shared concerns and may amend, change and develop the wording in their original motions. Any combined motion on the agenda will be regarded as a single motion.

### *Amendment of motions*

10. The ARC agenda, including the motions to be proposed, will be published on the CSP website ahead of ARC. Groups may submit amendments to motions to arrive at the CSP no later than 12 noon 14 days before the first day of ARC. Amendments must meet the same criteria as motions and must be on the same subject matter as the motion. They should not negate the motion. The group who originally submitted the motion may not amend it.
11. A copy of the amendment will be sent to the proposer who should indicate to the CSP whether or not they accept it.
12. Amendments that have been accepted by the proposer will be incorporated in the motion and become part of the substantive motion. The proposer of the original motion will propose it at ARC. Only this reworded motion will be debated and voted on. The original motion falls away.
13. Amendments which are not accepted by the proposer of the motion will be taken as follows:
  - a. All amendments will be proposed in the order they appear on the agenda, immediately following the proposer of the original motion.
  - b. The motion and amendments will then be debated together.
  - c. Following the exercise of the right of reply by the proposer of the original motion, votes will be taken on the original motion and then the amendments in the order they appear on the agenda.

### *Emergency motions*

14. An emergency motion deals only with business that has arisen since the deadline for submission for motions to ARC. Such motions must be submitted 14 days before the first day of ARC.
15. Emergency motions dealing with matters that have arisen less than 14 days before the first day of ARC should be notified in writing to the CSP without delay, in line with a process agreed and publicised by the Agenda Committee.
16. Emergency motions will only be accepted by the Agenda Committee if:
  - a. it considers them to be of significant importance;

- b. the motion relates to an issue that has arisen during the time period defined above; and
- c. there is time for them to be circulated to representatives with due time for their consideration.

#### *Withdrawal of motions*

- 17. Only the proposing group can request a withdrawal of a motion (or withdrawal of an amendment). This right is only available until the point that the motion is due to be proposed.

#### *Appeals*

- 18. An appeal may be made to ARC about the Agenda Committee's decision to reject a motion. An appeal will only be considered when it relates to the process for rejecting a submitted motion. The appeal process will not consider rewording of rejected motions or requests for the Agenda Committee to reconsider a decision. Appeals must be made 14 days before the first day of ARC and will be considered at ARC at the start of the conference. Motions where the Committee accept the appeal will be added to the ARC agenda. Any appeals rejected by the Committee will be considered at ARC at the start of the conference by ARC delegates.
- 19. Proposers of the previous ARC resolutions (that is, motions agreed at the previous ARC) can appeal the CSP Council's response to them. Council responses are posted on the CSP website and appeals must be submitted in writing by 14 days before the first day of ARC. Such appeals will be taken at an appropriate time during ARC, in line with a process agreed by the Agenda Committee.

#### **Representatives**

- 20. 250 representatives attend ARC and represent the views of their nominating group. The voting membership of ARC will consist of the following representatives:
  - a. 39 representatives nominated by Regional Network and Country Boards
  - b. 55 representatives nominated by the Professional Networks
  - c. 115 representatives nominated by the National Group of Regional Stewards (including representatives from the National Group of Regional Safety Representatives)
  - d. 23 representatives nominated by the Student Reference Group
  - e. 10 representatives nominated by Associates
  - f. Two representatives nominated by each equality and diversity network group; and
  - g. Two representatives nominated by the retirement network group
- 21. Each group will be responsible for nominating representatives from amongst its membership.

22. 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 remain vacant.
23. No CSP member may be nominated to attend in more than one voting capacity. Representatives are nominated each year and serve until the opening of the following year's ARC.

#### **Other ARC attendees**

24. Other CSP members have the right to attend and speak at ARC but do not have the right to vote.
25. The CSP will pay expenses associated with attendance at ARC incurred by nominated representatives and Council members, but not those incurred by other CSP members.
26. Members of CSP Council are expected to attend ARC, to listen to debate and discussion and carry out any role recommended by the Agenda Committee. CSP Council members have a right to speak but not vote at ARC. In line with Council's role to provide a collective voice for the profession and act in the best interests of the profession as a whole, they cannot attend in a dual capacity, as a Council member and a voting representative.
27. Non-members of the CSP may attend ARC as observers and guests. They are permitted to speak, at invitation of Chair
28. CSP staff can speak at ARC, at the invitation of the Chair

#### **Meetings**

29. ARC will normally be held once a year. At least 6 months' notice will be given. 84 representatives will constitute a quorum.
30. An extraordinary meeting of ARC may be called by Council. At least 28 days' notice of extraordinary meetings will be given. 10% of nominated voting representatives will constitute a quorum. Only voting representatives will be entitled to vote but they may vote by proxy at extraordinary meetings, in line with a process agreed by the Agenda Committee.

#### **Chair and Vice-Chair of ARC**

31. The Chair and Vice-Chair of Council will chair ARC, sharing responsibilities between the two office holders over the course of the conference. If both the Chair and the Vice-Chair are absent or unwilling to act, the ARC Agenda Committee members present will nominate a suitable replacement to chair ARC.
32. ARC business is conducted in line with this constitution. If a question arises outside the constitution, the Chair will rule on action to be taken. ARC has the power to overturn the Chair's decision. To do this:

- a. an ARC representative must challenge the Chair's decision.
- b. this must be seconded by an ARC representative from another group;
- c. the Chair then vacates the chair and the Vice-Chair takes over (if the Vice-Chair of Council is chairing ARC when the decision is taken, then the Chair of Council takes over).
- d. A vote is taken, requiring a two-thirds majority to pass.
- e. After the vote has concluded, the original Chair returns and continues in line with the outcome of the ARC vote.

33. The order of ARC business may be altered at the discretion of the Chair.

### **Voting**

34. Votes will be decided by a majority of votes, with representatives present voting for or against. Abstentions will not be counted.

35. Tied votes will be referred to Council to determine any appropriate actions.

### *Debate of motions*

36. A motion can only be introduced by a representative of the proposing group. A combined motion can be introduced by a representative of any of the proposing groups. A motion is lost if the proposer does not speak when called by Chair.

37. The proposer will have up to 3 minutes to propose the motion. The Chair then opens up the debate and other representatives are invited to speak for or against the motion, each speaking for a maximum of 2 minutes. These time restrictions may be varied at the discretion of the Agenda Committee.

38. Speakers will tell ARC their name and the group they represent. Speakers must restrict comments to issue under discussion. All speakers must use appropriate and respectful language at all times. Any discriminatory or abusive remarks will not be tolerated.

39. The proposer has a right of reply at the end of the debate if the motion has been opposed, for a maximum of 1 minute. This time restriction may be varied at the discretion of the Agenda Committee. Other representatives may only speak once per motion.

40. Motions that are not debated at ARC due to lack of time will be considered by Council who will either reject or accept them.

### *Council consideration of ARC resolutions*

41. After ARC has concluded, the CSP Council will consider each of the motions agreed ('resolutions') by conference. Council's responses to the advice contained in each of the resolutions will be agreed at a Council meeting. Council decisions will be reported back to proposers and published on the CSP website.

### *Adjournment or closure of ARC*

42. A representative may propose the adjournment or closure of ARC. This requires the support of another representative seconding the proposal and then of at least two thirds of representatives present and voting.

### **ARC Agenda Committee**

#### *Purpose of committee*

43. The Agenda Committee determines the business of ARC, so that the conference achieves its purpose. The committee will consider submitted motions and oversee the management of motions.  
The committee will include a range of formats and approaches in the ARC agenda to encourage debate on key strategic and topical issues, to facilitate good engagement between ARC representatives and the CSP Council.

#### *Membership of committee*

44. The Agenda Committee consists of:
- a. The Chair and Vice-Chair of Council
  - b. One member elected from each of the following groups, elected by the representatives of that group:
    - i. Associates
    - ii. Regional Networks/Country Boards
    - iii. Professional Networks
    - iv. Diversity Networks
    - v. Stewards and Safety Reps
    - vi. Students
  - c. Four members appointed by Council, in line with the process agreed and publicised by Council.
45. Elections for members named in 44.b. above take place at ARC. Recruitment for members appointed by Council will be managed to coordinate with the ARC timetable and those members can serve 2 x 4 years terms of office (subject to 8 years in total)
46. Committee members usually serve a term of 4 years, ending at the fourth ARC they are in post. The exception being that a representative from the diversity networks would be appointed on an annual basis and a student representative may also serve a shorter term of office as per section 47 of the Constitution’.
47. Committee members must be a member of the group they represent. If this no longer the case, a committee member must stand down from the committee before their formal term of office ends.
48. If a member fills a midterm vacancy, they will be appointed for the remaining term of office only.

#### *Quorum*

49. Meetings require at least half of the elected and nominated members, including either the Chair or Vice-Chair of Council, to be present to be quorate.

50. CSP staff will attend committee meetings to advise and support the committee as appropriate.
51. The committee will review ARC each year, including whether any change to the Constitution is required.

#### *Consideration of motions*

52. The committee will agree a timetable for the consideration of submitted motions.
53. The committee:
  - a. will assess whether anonymised submitted motions are in order against an agreed set of criteria.
  - b. may clarify motions by rewording them or by asking the proposer to reword them.
  - c. will consider any appeals against its initial decisions and submitted combined motions.
  - d. will consider any emergency motions, assessing whether they meet the criteria for being debated at ARC; and.
  - e. will agree the order in which motions are debated.
54. Proposers of motions rejected by the committee will be notified in writing, including reasons for the rejection. Details of the appeal process will also be provided to the proposers.
55. The criteria for accepting motions will be circulated to all groups prior to the deadline for the submission of motions. The committee will review and may amend the criteria from year to year.
56. The committee will agree and advise representatives on time restrictions for proposing a motion and representatives speaking for or against a motion.

#### *ARC Agenda items*

57. The committee will:
  - a. agree the ARC agenda, determining the order and timing of motion debates as part of a programme of events and sessions; and
  - b. consider the inclusion of speeches, panel discussions, fringe meetings and other events and formats to fulfil the purpose of ARC.

#### *Agenda Committee report*

58. The committee will produce a report for ARC each year, summarising motions, any amendments, emergency motions, arrangements for the election of any committee members and any other relevant issues.

#### **Amendments to the Constitution**

59. This constitution will remain in force unless amended by a resolution of ARC passed by two-thirds majority and ratified by Council. Council itself will have power to put forward an amendment and, if carried by ARC, it will be effective immediately.