

CONFERENCE PROCEDURES

PART 'A' REGULATIONS

1. POLICE FEDERATION CONFERENCE

The Police Federation of England and Wales shall annually hold a Conference, at such time as agreed with the Secretary of State lasting no more than two days, or with the consent of the Secretary of State, three days, which will consist of a topical forum and an annual general meeting

The forum will consist of presentations and debates on policing matters that are considered by the Chairman, in conjunction with the National Board - NB, to be of topical concern or interest to the membership and the public Branch Boards, the Metropolitan JEC and Trustees of the Police National Fund and Women's reserve members are invited to submit ideas suitable for a presentation or debate at Conference in accordance with the published timetable.

2. AGM

The Annual General Meeting will meet to consider The Public Value Report, the Trustees Report and the Treasurer's Report.

3. DELEGATES NAMES

Branch Boards must submit names of the Conference delegates to the General Secretary c/o The Committee and Events Department, by such dates as deemed necessary. Changes must be notified immediately.

4. ROLL OF DELEGATES

A roll of the accredited delegates to the Conference shall be prepared by the Committee and Events Department and the roll shall be available for use by the Stewards each time the Conference assembles.

5. ATTENDANCE OF THE NATIONAL BOARD

Members of the National Board shall attend Conference as additional delegates and will not have a vote.

6. ATTENDANCE OF BRANCH BOARD CHAIRS AND SECRETARIES (NATIONAL COUNCIL)

Branch Board Chairs and Secretaries shall attend conference as additional delegates to their board and will have a vote.

7. ATTENDANCE OF NATIONAL FUND TRUSTEES

Trustees of the national funds shall attend Conference as additional delegates and will not have a vote except in elections in which they are a candidate. There is also attendance of the Women's reserve delegates in accordance with JBB Circular 06/2017.

8. ATTENDANCE OF DELEGATES

Each delegate shall notify his chief officer of his attendance to the Central Conferences in duty time, and shall attend in plain clothes.

9. CHAIRMAN AND SECRETARY

The Chairman, Secretary, Vice Chairman and Deputy Secretary of the Central Committee (NB) shall be the Chairman, Secretary, Vice-Chairman and Deputy Secretary of the Conference Forums and Annual General Meeting.

10. SCRUTINEERS

Scrutineers shall be appointed to assist the Chairman. A Scrutineer cannot be a candidate for any office but may vote.

11. ADOPTION OF STANDING ORDERS AND CONFERENCE REGULATIONS

The Conference shall proceed to the adoption of the Standing Orders and the respective Conference and Annual General Meeting Regulations immediately after the roll call. These Orders and Regulations shall be printed and published.

12. BALLOTS

The National Board will have made the decision prior to Conference to hold ballots using either electronic voting equipment or paper.

If the decision is to use electronic voting equipment when a ballot is held, each delegate eligible to vote in the ballot shall be supplied with the appropriate electronic equipment which permits them to register an individual electronic vote. Clear guidance must be given to the delegate on how to register an electronic vote.

The number of electronic votes will be displayed on a computer terminal supervised by a Scrutineer. At the conclusion of the ballot, the votes cast shall be scrutinised by the Scrutineers, and the votes shall be counted. The result will be announced to the Conference. After the result has been announced the Chairman will call for the electronic voting data to be destroyed.

In the event of a malfunction with the electronic voting equipment, the Chairman will call for a paper ballot to be held.

When a paper ballot is held each delegate eligible to vote in the ballot shall be supplied with a ballot paper on which will be written or printed the names of the candidates. The voter will mark an X opposite the name of the candidate or candidates for whom he votes. The ballot papers will then be folded so that the names and marks cannot be seen and placed in the box provided for the purpose.

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If the elector votes for more candidates than are to be elected or makes any mark or writing other than an X on his ballot paper, the vote or votes shall not be counted.

At the conclusion of the ballot, the ballot papers shall be scrutinised by the Scrutineers, and the votes given for each candidate shall be counted. Candidates may be present during the count. The result will be announced to the Conference.

If the scrutiny discloses any serious irregularity, the Chairman may order a fresh ballot. The candidates who secure the largest number of votes shall be elected. If there is a tie in the election of members, the decision between the candidates concerned will be by lot in accordance with the Police Federation Regulations, and the candidates concerned or the nominees on their behalf, shall have the right to be present.

All ballot papers shall be destroyed at the end of Conference unless Conference decides otherwise.

Postal ballots may be held in accordance with rules made at the time. The votes cast shall be counted by some of the Scrutineers at the preceding Conference.

13. VOTING ON ISSUES WHICH CONCERN THE FEDERATION FUNDS

Non-contributing delegates will not take part in any discussion or vote on anything relating to the Federation Funds.

14. REPORT OF THE NATIONAL BOARD – Public Value Report

The National Board shall present a written report of its work for the year January to December and no verbal reports or updates shall be given unless, in reply to a specific question from the Annual General Meeting, or the Chairman deems it necessary.

It would be appreciated if prior notice could be given to the General Secretary if Branch Boards intend to raise a question, so that the necessary research may be undertaken.

17. CHAIRMAN'S RULING

If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking shall therein resume his seat, and no other member shall rise until the Chair is resumed. The ruling of the Chairman on any question under Standing Orders, or on points or order shall be final, unless challenged by no less than four members, and unless the majority of the delegates present vote to the contrary.

18. MISCONDUCT

If any member interrupts another while addressing the Conference or uses abusive or profane language, or causes any disturbance, and refuses to obey the Chairman when called to order, he shall be named by the Chairman. He shall thereupon be expelled from the Conference and shall not be allowed to enter again until an apology satisfactory to the Conference is given.

19. ABSENCE WITHOUT LEAVE OF THE CHAIR

No member shall leave the Conference before the conclusion without the permission of the Chairman.

20. SMOKING

There shall be no smoking in the Conference Hall.

PART 'B'

STANDING ORDERS

1. CONFERENCE BUSINESS

The Conference will proceed in accordance with the published timetable. Where, at the Forum, a presentation or debate takes place on topical issues, arrangements for speakers and the method of presentation shall be decided by the Chairman, in conjunction with the National Board. The Chairman may invite contributions from speakers who are not delegates to Conference. During or at the conclusion of the presentation, a reasonable period of time should be allowed for delegates to ask questions or to make a contribution to the debate. No delegate should speak for more than 5 minutes, except with the permission of the Chairman.

Where the Forum is debating a topical matter, or where the Annual General Meeting is considering a point of order or entering into debate relating to the Treasurer's Report, Trustees Report and Public Value Report, the Standing Orders listed below will apply, unless the Chairman rules otherwise. Such a ruling is subject to challenge under Conference Regulation 17.

2. SELECTION OF SPEAKERS

Every member shall stand when speaking and shall address the Chairman as 'Mr. Chairman' or 'Madam Chairman'. When more than one member rises to speak, the first to rise shall be given precedence, the decision resting with the Chairman, but the member who rose immediately after the first one shall have the right to speak at the close of such member's address.

3. SPEECHES

No member shall be allowed to speak more than once on any topic. Except by permission of the Chairman, no member shall speak for more than five minutes at one time, other than the mover of the original question who may speak for ten minutes. Members wishing to raise points of order must first obtain the permission of the Chairman and must rise immediately the alleged breach has occurred.

4. RIGHT TO REPLY

The mover of the original question shall have the right to reply at the close of the debate, in accordance with Standing Order 3.

5. CLOSING THE DEBATE

(a) Next Business. "Next business" may be proposed and seconded only by delegates who have not previously spoken at any time during the debate. No speeches shall be allowed and upon acceptance of this proposal, Conference will move to the next business on the agenda without any further discussion or vote being taken. The mover will make the proposal from the rostrum, giving the reasons why it is being proposed, but no speech will be allowed. The Seconder must also second the proposal from the rostrum. Under no circumstances must "next business" be moved during the speech.

(b) Adjournment of the Question. Any member who has not already spoken during the debate may move the “adjournment of the question” under discussion but must confine his remarks to that question of the adjournment and must not discuss any other matter. The original mover shall be allowed the right to reply on the question of the adjournment, but should not prejudice their right of reply on their own proposal/question. The mover will make the proposal from the rostrum, giving the reason why it is being proposed, but no speech will be allowed. The Secunder must also second the proposal from the rostrum. Under no circumstances must the “adjournment of the question” be moved during a speech.

(c) Moving to the Vote. “Moving to the vote” may be proposed and seconded only by delegates who have not previously spoken at any time during the debate. The mover will make the proposal from the rostrum, giving the reasons why it is being proposed, but no speech will be allowed. The Secunder must also second the proposal from the rostrum. Under no circumstances must “moving to the vote” be moved during a speech. In the event of “moving to the vote” being carried, the mover of the original question shall have the right to reply in accordance with Standing Order No. 4.

6. SUSPENSION OF STANDING ORDERS

In the event of any matter of urgency the Chairman may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of their business, the number of the Standing Order affected, and the length of time (not exceeding 30 minutes) they he desires such suspension to last. At the option of the Conference a further extension may be allowed, but no suspension shall take place except by a majority vote of the delegates present.