



**Branch Secretary Circular GC-05-24**

**To: All NIPSA Branch Secretaries  
General Council  
HQ Officials  
NIPSA Standing Orders Committee**

23 February 2024

**2024 NIPSA CONFERENCE – SUBMISSION OF NOMINATIONS AND MOTIONS  
NOTE DEADLINE – 2.00 PM FRIDAY 22 MARCH**

Dear Colleague

1. The 2024 NIPSA General Conference will be held from **Tuesday 28 May to Thursday 30 May 2024**. *(Please note the change to a Tuesday start date)*
2. This year's Conference will take place in a hybrid format from Killyhevlin Hotel, Enniskillen. Delegates must indicate on the delegate form whether they would prefer to attend in person, or remotely.
3. Please note that crèche/childminding facilities will not be available for delegates at this year's Conference.

**Nominations and Motions**

4. The last date for the submission of motions for Annual Conferences is **Friday 22 March 2024**. All Branches should now arrange to hold a Branch General Meeting to decide on nominations, motions and delegates and ensure these are submitted by the deadlines set out below.

This year it will not be possible to submit online documents. All forms must be returned using the fillable PDFs included with this email. Forms can be submitted by email to [brian.nugent@nipso.org.uk](mailto:brian.nugent@nipso.org.uk) or hardcopy by post to: Brian Nugent, NIPSA, Harkin House, 54 Wellington Park, Belfast, BT9 6DP.

5. I would encourage you to organise meetings and to submit your forms as soon as possible. As this is a hybrid event it is important that we get an early indication of the number of delegates who will be attending in person to enable us to make the appropriate booking.
6. Forms must be returned in time to reach NIPSA by the following dates:

Nomination Forms	}	<b>2.00 pm on <u>Friday 22 March 2024</u></b>
	}	
Motion Forms	}	

7. The constitution requires that nominations for the offices of NIPSA President, Vice President and Honorary Treasurer for 2024/25 must be made from those elected to the General Council.

The Scrutineer's report was issued to Branches on Thursday 22 February and can be accessed on the NIPSA website using the link below.

[Report of Voting NIPSA 2024 docx.pdf](#)

## **Conference Delegates**

8. Accommodation, on a half-board basis, will be provided for those delegates who indicate on their delegate nomination form that they will attend Conference in person and that accommodation is required. Accommodation cannot be guaranteed for late or substitute delegates.
9. Special leave with pay for attendance at Conference is available for most members and special leave application forms will be issued later to all members attending Conference. Where special leave with pay is not available, NIPSA will compensate delegates for loss of pay.
10. If you are in any doubt about the rules relating to Conference or the pre-Conference programme, please consult the NIPSA Rule Book and/or the NIPSA Conference Guide enclosed.
11. ***If attendance at Conference is not satisfactory, payment of expenses for travelling, subsistence, etc. may be withheld or reclaimed in whole or in part. If an amount is being reclaimed, it may include the cost of accommodation provided by NIPSA.***

## **NIPSA 2023 Annual Report**

12. The 2023 NIPSA Annual Report will be published on the NIPSA website by Monday 4 March 2024. Those branches requiring hard copies should email Lesley-Anne Scott [[Lesleyanne.scott@nipsa.org.uk](mailto:Lesleyanne.scott@nipsa.org.uk)].

Yours sincerely



**CARMEL GATES**  
General Secretary