

To: **All Information Technology and Telecoms Representatives**

Conf: 2025/00206

7th February 2025

Dear Colleague

**Submitting Business to the 2025 Information Technology and Telecoms (ITT) Sector Biennial Conference**The purpose of this circular, which is issued by the Information Technology and Telecom Sector Standing Orders Committee (ITT SOC), is to provide guidance on submitting Business to this Conference. Please read it carefully before submitting Business. If you would like any advice on submitting Business, please feel free to email the ITT SOC at [ITTSOC@prospect.org.uk](mailto:ITTSOC@prospect.org.uk) in good time and we will do our best to assist. Our aim is to ensure that you succeed in getting the Business you want debated onto the Conference Agenda.  
  
This circular also contains links to the initial ITT submission forms for 2025 ITT Conference.   
  
**Deadlines for Nominations and submission of Business**  
The ITT SOC will adhere to the published deadlines. Please read the timetable carefully which can be found at Appendix 2 of this circular.

Also note that the ITT Sector Constitution and rules 2025 and the Prospect Rules 2024 are the rules that govern this Conference. The Prospect Rules can be found [here](https://library.prospect.org.uk/download/2024/00528) and the ITT Sector Constitution and rules 2025 can be found in Appendix 1.  
  
Submission of Business to Conference and Nominations for the Sector Executive Committee, President and Vice-President and SOC will be by an electronic Snap Survey form.

The elections taking place this year are for:

* ITT SEC
* ITT President and Vice-President
* ITT SOC

**SEC, President & Vice-President**

Click [here](https://prospect.welcomesyourfeedback.net/qc5fq3) to submit a Nomination.

**SOC**

Click [here](https://prospect.welcomesyourfeedback.net/oz1la1)  to submit a Nomination.

**Motions & rule changes**

Click [here](https://prospect.welcomesyourfeedback.net/hzqalj) to submit Motions and rule changes. You can also submit corrections to previously submitted Motions rule changes using the same form before the deadline of **17:00 on 19th March 2025** (*To submit Amendments on accepted Business after this deadline; use the electronic form that will be published within the SOC Reports when they are issued. Further information on Corrections and Amendments can be found on page 2 of this document.*)

We will publish all accepted Business in ITT SOC reports and ultimately, the Conference Agenda.

Please note that only one item of Business, rule change or Nomination is permitted per form. To submit multiple items of Business or Nominations, you will need to complete a separate form for each item of Business or Nomination. **Please do not use the back button but instead, open a new form each time**.

**Conference Timetable**

Please see Appendix 2.

**Nominations for Sector Executive Committee President, Vice-President**

The elections will take place at ITT Sector BIENNAL Conference. You can submit your Nominations by completing this [form](https://prospect.welcomesyourfeedback.net/qc5fq3).

Conference currently elects 11 people to the SEC Committee, of whom a maximum of 5 may be from BT branches or 2 from any branch.

SEC will be elected at conference based on branch voting strengths.

The President and Vice-President will be elected from the SEC by ballot at conference based on branch voting strengths.

**Nominations for Sector SOC**

The elections will take place at ITT Sector BIENNAL Conference. You can submit your Nominations by completing this [form](https://prospect.welcomesyourfeedback.net/oz1la1).

SOC will be elected by a delegate ballot at conference, of which there are 4 positions.

**Amending Business to Conference**

There are three mechanisms for “amending” Conference Business:

- A **Correction** to your Business; this enables you to correct and/or change Business you have already submitted, **but which has not yet been published in an ITT SOC report.** You can submit a Correction by using this [form](https://prospect.welcomesyourfeedback.net/hzqalj). The deadline to make Corrections to Business is the same as for the submission of that Business, changes submitted after the deadline will be ignored.

- An **Amendment**; this allows you to amend a Motion that has already been published in an ITT SOC report. All Business that is submitted is detailed in the ITT SOC Reports. You can submit an Amendment to a Motion via a link in the ITT SOC’s First Report. The deadline for submitting Amendments to Motions will be defined in the ITT SOC report that reported the Motions as being added to the agenda (See further information on Amendments on page 5).

- A **Reference Back** to Reports; if you would like to correct an error or omission you have seen in a Report, you can do so by submitting a Reference Back to that Report. A link to submit References Back will be included in that Report (either ITT SOC or ITT Committee Reports). The deadline for submitting References Back to a Report will be defined in the relevant Report or companying circular (See further information on References Back on page 3).

You will be unable to correct/amend Business submitted after deadlines have passed. Your only option will be to withdraw the Business (please consult the ITT SOC before doing this).

**Guidance on submitting Business for Conference**

The purpose of this document is to give guidance on the submission of Business for Conference. It gives guidance in the context of the ITT Sector Conference Constitution, Rules and Prospect Rule Book which govern the procedures used at Conference, unless stated otherwise. Business must be submitted in line with the Conference timetable.

There are five ways in which Branches can submit Business to 202 Conference:

* References Back to the SEC report, ITT SOC reports and any supplementary reports
* Motions
* Amendments to Motions
* Emergency Motions
* Rule Changes

**1. Reference Back (amending a report)**

Branches can amend a report by submitting a Reference Back to the report to be considered by Conference. The reports before Conferences in 2025 will include:

* The SEC report. This will be issued as per the timetable and will also be posted on the Prospect website.
* Reports submitted by the ITT SOC, including the ITT SOC’s proposed Standing Orders. These are due to be issued following the relevant ITT SOC meeting as per the timetable.
* Various ‘supplementary’ reports. These are additional reports, which may be issued by the reporting bodies between now and the close of Conference.

The closing dates for submission of a Reference Back to these reports are published with the reports or in the associated circulars.

The Rule governing submission of a Reference Back is outlined in the Sector Constitution. Branches should take care to ensure:

* That the correct Snap Survey electronic form is used to submit Business to Conference, is signed by a Branch officer or their authorised substitute and is submitted by the deadline.
* That the Reference Back is clear and unambiguous (and is legible and complete) and seeks either to criticise what has been reported or to make or change policy or seeks to change its priorities. If the Amendment is ‘pious’ – that is if passing it would not change anything – the ITT SOC will reject it.
* For the ITT Conference, Business applies only to matters affecting the ITT Sector.
* Any Business submitted to Conference does not seek to change or amend overarching Prospect Policy or divisional specific policy as this will be ruled out as inappropriate to this Conference.
* That the Reference Back would not require a change in the Union’s Rules to implement it. A Reference Back that would require a change to the Union’s Rules, explicitly or implicitly, will be rejected by the ITT SOC.

The form for submitting Conference Business advises Branches to provide details of “additional Grounds” giving an explanation for submitting the Reference Back. If the meaning of the Business (as detailed in the ‘additional grounds’ box) would not, in the ITT SOC’s view, be obvious to Conference, you should add “supporting evidence”. It is **vital** that you do this, otherwise it will be rejected by the ITT SOC. This is particularly necessary if the issue referred to is only relevant to the Branch submitting it. It is also crucial that, if the Reference Back seeks to criticise the reporting body, supporting evidence is submitted showing that the reporting body was aware of the problem.

1. **Motions**

Motions carried by conference set sector policy. You may submit Motions for the consideration of Conference on any issues **not** covered by a Report before Conference (However, if you submit a Motion on a matter covered by a Report before Conference, we will endeavour to “re-direct” the Motion to be a Reference Back to that Report – see the section below on “the ITT SOC’s role in setting the Conference Agenda”). Branches should take care to ensure:

* That the correct Snap Survey electronic form is used, fully completed and submitted on time.
* That the Motion is complete, clear and unambiguous, is legible and seeks to make new Policy.
* That the Motion deals with only one subject.

If, in the ITT SOC’s view a Motion deals with more than one subject, we will either redraft the Business or reject it, although we will endeavour to consult with the Branch first.

**3. Amendments to Motions**

You may submit Amendments to any Motions (not rule changes) published by the ITT SOC. In addition to the usual points about legibility, time limits, and the correct form, Branches should take particular care to ensure that Amendments should not seek to negate or wreck the original Motion. In broad terms, the ITT SOC will reject an Amendment to a Motion where the same effect could be achieved simply by speaking and voting against the original Motion. The form to submit Amendments to Motions will be included in the relevant SOC Report.

**4. Emergency Motions**

An emergency motion is motion regarding an event that has occurred since the closure deadline for standard motions. The ITT SOC will reject Motions submitted as emergencies if the Motion:

* Could have been submitted before an earlier deadline or;
* Is not of sufficient importance or urgency. If the matter addressed by the Emergency Motion could wait for next Conference, the SOC will reject it.

1. **Rule Changes**

A rule change is a clear instruction to amend a rule or rules within the ITT Constitution. ITT SOC will accept rule changes business for conference given that they are:

* Lawful
* Within Prospect and ITT Rules

**The ITT SOC’s Role in Setting the Conference Agenda**

The ITT SOC’s objectives are:

* To work within the Union’s Rules.
* To help you to get Business onto the Conference Agenda.
* To ensure that debates at Conference are logical and well ordered.

The ITT SOC uses Prospect Rules and the Sector Constitution in exercising its role. We seek to ensure that:

* Where Motions deal with matters covered by a report before Conference, these Motions are re-directed to become References Back to that report. It is vital that we do this. If we did not, the Union could effectively have two conflicting policies.
* We avoid endlessly repetitive debates. So if there are two or more References Back to a report, or Motions tabled on the same subject, we will either rule out the duplicate Business or we will seek to facilitate an agreement between those tabling the Business to the wording of single, “composite” items of Business. The text of such composite items of Business is a matter for Branches, which can veto the ITT SOC’s suggestions. However, where agreement cannot be reached, the ITT SOC does reserve the right to rule out Business on the grounds that it is a duplicate of other Business allowed onto the Agenda.
* We have debates that make Policy. In addition to ruling out Business that is pious, we will also rule out items of Business which have previously been admitted onto the Agenda but which have been overtaken by subsequent events. For example, if we admit a Motion calling for a 5% pay claim, but the SEC subsequently issues a supplementary report setting out a pay claim, we will then Rule out the Motion. However, in doing so we will indicate the reasons and you will have a subsequent opportunity to submit an Amendment to the SEC’s supplementary Report. The aim is to ensure that Conference debates are relevant and up-to-date.

**Advice on submission of Business**

The criteria for submitting business as follows:

* Policy motions are limited to 400 words.
* All policy motions must contain a clear instruction prefixed by “Conference instructs the SEC to…….”
* Motions should be clear, unambiguous and complete.
* All submissions should be finished with the word “END”. This ensures that the submission is complete.
* It is helpful to supply supporting information with your submission.
* Rule change motions should be prefixed by the phased “Conference resolves to amend the ITT Sector rules as follows…..”
* Rule Change motions should set out the changes you propose and be followed the full wording of the proposed amended rule.
* Please do not leave submitting business to the last minute and allow yourself plenty of time to review it.
* Advice is available from the ITT SOC (see below). If in doubt, please ask.

It is the ITT SOC’s mission to assist you to get your Business onto the Conference Agenda. With that in mind, the ITT SOC is prepared to receive draft Business submitted ***at least 2 weeks before the published deadline*** so that the ITT SOC can advise you on what you need to do to endeavour that the item of Business is admitted on to the Agenda. If you wish to take us up on this offer, please email the text of the Business to [ITTSOC@prospect.org.uk](mailto:ITTSOC@prospect.org.uk) (to be sent by the Branch Officer submitting the Business).

It is likely the ITT SOC will be obliged to exclude Business from the Agenda for simple reasons which could have been readily identified and corrected had the Branch requested assistance prior to the Business submission deadline.

The ITT SOC’s advice will, of course, be restricted to questions within the ITT SOC’s remit. We can advise you as to whether an item is likely to get onto the Agenda but we cannot advise you as to whether what you propose is in itself wise – that is a matter for Conference itself.

The ITT SOC members are:

Martin Wills – SOC Chair

David Evans – Vice Chair

Supported by:

Ben Bellamy – SOC Officer

Jayne Clark– SOC PA

Yours sincerely

Standing Orders Committee

# **Appendix 1**

**ITT Sector Rules and Constitution 2025**

**1 CONSTITUTION**

1.1 In accordance with the provisions of Rule 6.1 of the rule book of Prospect (hereinafter referred to as the “Prospect Rules”), working members and members seeking work in or associated with the telecoms, information and technology industries, where there is a common industrial interest, are allocated to the Information Technology and Telecoms Sector (hereinafter referred to as “the Sector”).

1.2 Membership of the Sector shall be open to other classes of members as determined by the National Executive Committee (NEC) in consultation with the Sector Executive Committee (SEC).

1.3 Branches of the Sector will consist of employer and profession-based branches operating within or associated with the telecoms, information and technology industries.

**2 BIENNIAL SECTOR CONFERENCE AND SPECIAL SECTOR CONFERENCES**

2.1 The Sector conference (hereinafter referred to as “The Conference”) shall meet biennially or as determined by the SEC in consultation with the NEC. Special meetings of the conference may also be held.

2.2 The SEC shall determine and publish the place, date and duration of each Sector conference giving at least 22 weeks’ notice of the event, in writing, to all branches of the Sector. The SEC shall arrange for motions and reports to be placed before the conference in accordance with the general principles set out in Part 8 of the Prospect rules.

2.3 For the good conduct of the proceedings, there shall be a Standing Orders Committee (SOC) and a method of determining the proceedings and the recording of conference decisions, in accordance with the general principles set out in Prospect Rules Part 8.

2.4 The conference shall meet in accordance with the general principles set out in Prospect Rules Part 8. Its business, including the basis of representation, shall accord with those principles, save that the conference shall comprise:

2.4.1 The Sector President who shall preside at all meetings of the conference. In the event of their absence from a -conference, the Vice-President shall preside. If neither of the aforesaid are present, then conference shall elect an SEC voting member on a show of hands to preside.

2.4.2 Sector member delegates are elected by branches of the Sector in accordance with their branch rules and Prospect rules.

2.4.3 Members of the SEC.

2.4.4 Members of the SOC.

2.4.5 Such Prospect employees as the General Secretary shall determine in agreement with the SEC.

**3 SECTOR EXECUTIVE COMMITTEE**

3.1 The SEC shall conduct the business of the Sector in conformity with the policies of Prospect decided by biennial national conference or special conference of Prospect or the sector conference.

3.2 The SEC shall, between conferences referred to in Rule 3.1 above, be responsible for interpreting policy decided by the conference and determining policy if no such policy exists where the policy is specific to Sector members. The SEC shall also be solely responsible for the interpretation of the Sector rules subject to the overriding authority of the Prospect rules.

3.3 The SEC shall be responsible for expenditure of all funds designated to the Sector under Prospect Rule 6.5(1) for the benefit of Sector members.

3.4 The SEC shall manage and transact all matters and business arising in the affairs of Prospect as they may relate to the Sector conferences referred to in rule 3.1 above.

3.5 The SEC shall be nominated from and by branches in the sector and elected as provided for in these rules at the relevant conference.

3.6 The SEC shall conduct its business and exercise its powers in accordance with the general principles laid down in Prospect rules 9.1-9.2 save that if any question as to the meaning or intention of this or any other rule arises, that question shall be decided by the NEC.

**4** **SEC CONSTITUTION**

4.1 The SEC shall consist of:

4.1.2 The Sector President and the Vice-President (hereinafter referred to as the "Office Bearers").

4.1.3 Nine other Sector Members

4.1.4 The SEC Secretary appointed by the General Secretary who shall be entitled to attend and speak but not vote.

4.1.5 Any Sector Member co-opted shall be entitled to attend and speak but not vote.

4.2 **Election of SEC Voting Members**

4.2.1 The election of the 11 SEC voting members shall take place at conference on the basis of votes cast by delegates with voting strengths determined by Branch membership as at the 31st of December in the preceding year.

4.2.2 There shall not be a total of more than two candidates elected to the SEC who are members of the same branch.

4.2.3 There shall not be a total of more than five candidates elected to the SEC who are members of BT branches of Prospect.

4.2.4 The SEC Secretary shall call for nominations from branches not less than 22 weeks prior to the first day of Sector Conference.

4.2.5 Any member of the sector shall be entitled to stand as a candidate in the SEC election provided:

4.2.5.1 The member is nominated as a candidate by at least one branch of the Sector.

4.2.5.2 Notice of the nomination of a candidate has been provided to the SEC Secretary no later than midday 13 weeks before the first day of the next conference.

4.2.5.3 The candidate undertakes to accept office as a member of the SEC if elected.

4.2.5.4 The Chair or Secretary of a branch certifies that the nomination was approved at a properly constituted branch meeting.

4.2.5.5 Every candidate in the election shall have the opportunity to submit an election address of not more than 200 words, provided that the election address is submitted before a date determined by the SEC being no later than midday 13 weeks before the first day of the conference and;

4.2.5.6 The SEC Secretary shall distribute copies of the election address(es) to conference delegates together with the ballot.

4.2.5.7 The SEC Secretary shall ensure no modification of any election address is made by any person in any copy of the address to be distributed, except at the request of or with the consent of the candidate, or where the modification is necessarily incidental to the method adopted for producing and circulating that copy.

4.2.5.8 The SEC Secretary shall ensure that a consistent approach is taken to the production and circulation of the election addresses submitted by all candidates.

4.2.5.9 At Sector Conference the SEC will appoint a scrutineer to supervise the means of delegate voting at Conference and report the result of elections to Sector Conference. The results of elections will be published to the Sector.

4.2.5.10 The elected members of the SEC will serve until the close of the next Biennial Sector Conference.

4.2.5.11 Any elected member who ceases to be eligible to sit as a member of the elected committee shall vacate their position on the SEC giving rise to a vacant position on the SEC.

4.2.5.12 Vacancies occurring on the SEC more than six months before the next biennial sector conference shall be filled by the holding of an election under the principles set out within 4.2

4.3 **Election of SEC Office Bearers**

4.3.1 A member shall be entitled to stand as a candidate in the election of office bearers provided as follows:

4.3.2 The member is nominated as a candidate by at least one branch of the Sector.

4.3.3 Notice of the nomination of a candidate has been provided to the SEC Secretary not later than midday 13 weeks before the first day of the next conference.

4.3.4 The Chair or Secretary of a branch certifies that the nomination was approved at a properly constituted branch meeting or branch committee meeting.

4.3.5 The candidate has also obtained a valid nomination to the SEC.

4.3.6 The Sector President shall not be eligible for re-election in that post.

4.3.7 Candidates in the election of office bearers shall be declared ineligible if unsuccessful in their election to the SEC.

4.3.8 The election of office bearers shall be by a ballot at conference on the basis of votes cast by delegates with voting strengths determined by branch membership as of the 31st December in the preceding year. There shall be a ballot for President and Vice-President. Once elected the office bearers will hold office for a minimum of two years and until new office bearers are elected.

4.3.9 In the event of any office bearer ceasing to be an office bearer the SEC may appoint one of its own numbers to the office for the remaining period of office.

4.3.10 The SEC Secretary shall call for nominations for office bearers not less than nine weeks before the date such nominations must be received in accordance with Rule 4.3.1(b).

4.4 Any SEC member:

4.4.1 May at any time by notice in writing addressed to the SEC Secretary resign from office or from the SEC.

4.4.2 Shall cease to be a member of the SEC upon ceasing to be a member of the category for which they were elected.

4.4.3 Shall be deemed to have vacated office if absent from three consecutive ordinary meetings of the SEC without giving reason or seeking the consent of the SEC, and the SEC so resolve.

4.5 The General Secretary shall, in consultation with the SEC appoint a permanent official of Prospect to act as the SEC Secretary.

4.5.1 They shall be responsible to the SEC for the fulfilment of their office, including the signing of all documents and statements. They shall attend the meetings of the SEC, shall place before it all matters requiring its attention and keep a record of the minutes. The agreed minutes of the SEC shall be circulated to the NEC and to branch chairs and secretaries associated with the sector at the same time as they are circulated to the SEC members.

4.5.2 Subject to the instructions of the NEC and/or the General Secretary, the SEC Secretary shall control and co-ordinate the activities of other permanent officials appointed by the NEC and other staff appointed by the General Secretary to support the activities of the Sector.

**5 POWERS OF THE SEC**

5.1 The SEC shall have powers, authorities and discretions as are necessary for or incidental to its functions, and without prejudice to the foregoing generality shall have power:

5.1.1 To appoint representatives of the Sector to any council or any other committee, association or organisation on which the Sector is empowered or invited to be represented.

5.1.2 To provide such support as is appropriate to any professional or industry advisory group established under Part 7 of the Prospect rules.

5.1.3 To obtain the views or directions of branches, groups or members on any matters in such manner and following such procedure as it may determine, or in consultation with the NEC.

5.1.4 To co-opt Sector member(s) as additional, non-voting, members of the SEC when it considers that this would provide a better balance of representation of the areas of expertise.

5.1.5 To appoint such committees (hereinafter referred to as a “sub-committee”) as it may think necessary for the despatch of its business and to delegate them such functions or matters as it may in its discretion determine.

5.1.6 To liaise with the NEC as appropriate.

5.2 Any sub-committee shall conduct its business in accordance with such procedure as the SEC may direct.

5.3 All questions at any meeting of the SEC shall be decided by the majority of the votes cast. All members shall have one vote. In the event of an equality of votes, the person presiding shall have a second casting vote.

5.4 At the request in writing of the Sector President or five other members of the SEC, the SEC Secretary shall convene a meeting of the SEC without undue delay.

5.5 A quorum of the SEC shall be a majority of members entitled to vote.

5.6 There shall preside at any meeting of the SEC, the Sector President, failing whom the Vice-President, failing whom such other Voting Member of the SEC as the SEC shall appoint following a show of hands.

**6 ALTERATIONS OF RULES**

6.1 The rules of the Sector may be added to, altered or rescinded only by resolution passed by the conference by two thirds majority in a card vote provided that no update shall conflict with the general principles set out in the Prospect rules.

# **Appendix 2**

# **Conference Timetable**

|  |  |  |
| --- | --- | --- |
| Action | When | By Whom |
| **Issue Notice of Conference.** | **21/01/2025** | **Conference Organiser** |
| **Delegate entitlement and Registration Forms.** | **By 07/02/2025** | **Conference Organiser** |
| **Publish SEC Committee Report to Conference**  **Together with form for references back to the SEC report** | **By 07/05/2025** | **Conference Organiser** |
| **Deadline for all initial Business, Nominations (But not References Back to SEC Committee Report)** | **By 17:00 19/03/2025** | **SOC PA** |
| **Publish SOC 1st Report (Including forms for Amendments, RBs to SOC report & Emergency Motions)** | **By 03/04/2025** | **SOC PA** |
| **Deadline for Amendments** | **By 24/04/2025** | **SOC PA** |
| **Deadline for references back to the SOC 1st report** | **By 24/04/2025** | **SOC PA** |
| **Publish SOC 2nd Report** | **By 15/05/2025** | **SOC PA** |
| **Publish Conference Agenda** | **By 15/05/2025** | **SOC PA** |
| **Deadline for SEC report references back.** | **By 17:00 04/06/2025** | **SOC PA** |
| **Deadline for References Back to SOC 2nd Report** | **By 17:00 04/06/2025** | **SOC PA** |
| **Deadline for Emergency Motions** | **By 9:00 18/06/2025** | **SOC PA** |
| **ITT Conference SOC 3rd Report (including RBs to Annual Report) issued to delegates at the start of conference** | **By 19/06/2025** | **SOC PA** |