

To: **MOD Branch Secretaries**
MOD Group Council
Standing Orders Committee

2018/00171
DEF/CON/01/18
2017/01974

Dear Colleague

MoD Group Annual Delegate Conference 2018

Further to circular 2018/01974, the 2018 MoD Group ADC will be held from lunchtime on Wednesday 23 May 2018 to lunchtime on Thursday 24 May 2018 at Aston University, Aston Triangle, Birmingham, B4 7ET.

In accordance with the MoD Group Constitution, branches are hereby requested to submit nominations and motions to Freeda Betts at Prospect, New Prospect House, 8 Leake Street, London, SE1 7NN **no later than noon on Wednesday 11 April 2018**. All forms need to be signed and scanned or faxed copies are acceptable. These can be emailed to defence@prospect.org.uk or sent to Freeda Betts at New Prospect House. All nominations and submissions of motions will be acknowledged by receipt but please note that late submissions will not be accepted.

Nominations

Nominations are required for the following posts:-

MOD Group President	Form No 1
MOD Group Vice-President	Form No 2
MOD Group Deputy Secretary	Form No 3
MOD Group Treasurer	Form No 4
MOD Group SOC	Form No 5
MOD Group Auditor	Form No 6
MOD Group Delegates & Deputies	Form No 7
MOD Group Motions	Form No 8

Conference Documents

All papers relating to Conference will be circulated four weeks before the ADC.

Expenses

Branches are reminded that as per the Group Constitution, the expenses of delegates attending the MoD Group ADC will be met from MoD Group funds, and not by Branches. Expenses should be reasonable and note that all claims require receipts.

Accommodation

Please note that the accommodation is being booked centrally and in order to avoid cancellation fees, please inform Prospect HQ if you do NOT require accommodation or have any specific requirements in terms of diet, access, etc.

Delegates

Branches are also asked to submit, again **no later than noon on Wednesday 11 April 2018**, the names and contact details of their delegates and deputies for the ADC on Form No 7 to defence@prospect.org.uk. Branches are entitled to delegates on the basis as shown in the table below. Please contact Prospect HQ if you require clarification on this issue.

Number of Members	Number of Delegates
Less than 99	2
100 – 399	3
400 – 749	4
750 – 1199	5
1200 – 1999	6

Motions

Motions for the ADC should reach Prospect Headquarters by **no later than noon on Wednesday 11 April 2018**, and be addressed to the Secretary of the Standing Orders Committee, (Freeda Betts). Subject and content should be clearly relevant to the business of the MOD Group.

Forms for the submission of motions are enclosed (Form No 8). Please use one form per motion. The title of the Branch should be clearly stated and in order to assist with the administration and to avoid duplication of effort, it would be appreciated if motions could also be sent in electronic format to allow us to cut and paste the text.

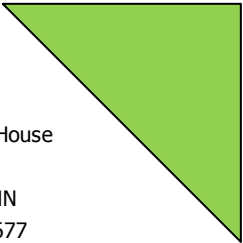
Motions must have been passed at a duly convened meeting of the Branch or its executive committee or other executive body. Each motion must be signed by a responsible officer of the branch to indicate that it has been authorised in accordance with the general principles set out in Part 8 of the rules of Prospect.

For all enquiries regarding MoD Group Annual Conference, please contact HQ on 0207 902 6618 or defence@prospect.org.uk and I look forward to receiving your forms in due course.

Yours sincerely

Freeda Betts

Secretary to Standing Orders Committee



New Prospect House
 8 Leake Street
 London SE1 7NN
 T: 020 7902 6677
 F: 020 7902 6667
 E: defence@prospect.org.uk

Nomination for
MOD Group President

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Person nominated:		
This nomination was made and passed by a duly convened meeting of the branch or appropriate branch committee	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Nominee's address:	
	Work tel:	
	Email:	
	Date:	
The following must be completed by the nominee		
If elected, I agree to act in the office indicated above	Nominee's authorisation [signature]:	Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

Nomination for
MOD Group Vice-President

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Person nominated:		
This nomination was made and passed by a duly convened meeting of the branch or appropriate branch committee	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Nominee's address:	
	Work tel:	
	Email:	
	Date:	
The following must be completed by the nominee		
If elected, I agree to act in the office indicated above	Nominee's authorisation [signature]:	Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

Nomination for
MOD Group Deputy Secretary

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Person nominated:		
This nomination was made and passed by a duly convened meeting of the branch or appropriate branch committee	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Nominee's address:	
	Work tel:	
	Email:	
	Date:	
The following must be completed by the nominee		
If elected, I agree to act in the office indicated above	Nominee's authorisation [signature]:	Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

Nomination for
MOD Group Treasurer

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Person nominated:		
This nomination was made and passed by a duly convened meeting of the branch or appropriate branch committee	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Nominee's address:	
	Work tel:	
	Email:	
	Date:	
The following must be completed by the nominee		
If elected, I agree to act in the office indicated above	Nominee's authorisation [signature]:	Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

Nomination for
MOD Group Standing Orders Committee

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Name (in full)		
Membership number		
Address		
Email		
Work Tel		
The following must be completed by the nominee		
Nominee's authorisation [signature]:		Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

BRANCH DECLARATION

The following must be signed by the Branch Secretary

I confirm that this nomination was agreed at a properly constituted branch meeting.	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Date:	

NB: A separate form should be used for each nominee.

Nomination for
MOD Group Auditor

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)		Branch number
Nominee:		
Nominee's address:		
Email:		
Work tel:		
The following must be completed by the nominee		
Nominee's authorisation [signature]:		Date:
<i>The nominating branch must get the nominee's authorisation before despatch to headquarters, except where it has confirmed that the nominee has already signed a similar nomination form submitted by another Branch, otherwise the nomination is invalid.</i>		
Nominee's branch (if different from above)		Branch number

BRANCH DECLARATION

The following must be signed by the Branch Secretary

I confirm that this nomination was agreed at a properly constituted branch meeting.	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Date:	

NB: A separate form should be used for each nominee.

Nomination of
Delegates and Deputies to MOD Group Conference

MOD Group Conference 2018

Nominations should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)	Branch number

DELEGATES

Name (in full)	
Membership number	
Address	
Email	
Work Tel	

PLEASE ENTER DEPUTIES ONLY

Name (in full)	
Membership number	
Address	
Email	
Work Tel	

BRANCH DECLARATION

The following must be signed by the Branch Secretary

The above delegate and deputy were elected at a duly convened meeting of the branch or appropriate branch committee	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Work tel:	
	Date:	

NB: A separate form should be used for each delegate.

Notice of Motion

MOD Group Conference 2018

Motions should reach Headquarters NOT later than 12 noon on 11 April 2018

Branch name (in full)	Branch number

This Conference.....

The following must be signed by the Branch Secretary

It is confirmed that the above motion was passed at a duly convened meeting of the Branch or appropriate Branch committee.	Meeting held on:	
	Authorised by: <i>(name & signature of branch sec)</i>	
	Telephone	
	Fax	
	email	

NB: A separate form should be used for each motion.