



INFORMATION

5th November 2025

Re: 13th Biennial Delegate Conference 2026

Dear Colleague,

The 13th Biennial Delegate Conference 2026 will be held at The Clayton Hotel, Sligo, on Wednesday 13th & Thursday 14th May 2026 for which the National Executive Council has decided the following will apply.

Motions:

Motions for the Agenda must be received in writing by the General Secretary, at the address below, not later than **12 Noon on Friday 6th March 2026**.

Rule Change:

Amendments to Rules for the Agenda of the 13th Biennial Conference must be received in writing by the General Secretary, at the address below, not later than **12 Noon on Friday 6th March 2026**.

Amendments to Motions:

Motions received from Branches will be circulated to Branches on or before **Tuesday 10th March 2026**.

AMENDED MOTIONS must be received in writing by the General Secretary at the address below not later than **4:00pm on Monday 16th March 2026**.

Standing Orders Committee:

The members of the Standing Orders Committee 2026 are: Pat Delaney Chairperson, Paul Darcy, Tom Prendergast, Andrew Keehan, Joel Potts and Lee Cassells.

Guidelines on Motions and Amendments, issued by the Standing Orders Committee, are included herewith.

Delegates to Conference:

The name(s) **(including first name for identification badge)**, staff numbers and addresses of Delegates to Conference must be submitted in writing to the General Secretary ***on the attached form*** not later than **12 Noon on Friday 6th March 2026**.

Substitute Delegates:

Under Rule 4.1.3, Branches are entitled to elect Substitute Delegates. Branches should note that the name(s) **(including first name for identification badge)** and addresses of Substitute Delegates to Conference must be submitted in writing to the General Secretary not later than **12 Noon on Friday 6th March 2026**. ***Branches should note that the names of Substitute Delegates submitted after this date will not be accepted.***





Any enquiries relating to this circular
should be addressed to:

HEAD OFFICE

NOTE:

Appeals from Branches to the NEC to accept late notification of Delegates/Substitute Delegates will only be accepted in very exceptional circumstances. Appeals for late notification of Delegates will not be considered by the NEC within one month of the 13th Biennial Conference.

Nominees for National Executive Council:

In accordance with Rule 5, such nominations must be received ***on the attached form*** by the General Secretary not later than **12 NOON on Friday 6th March 2026.**

Nominees for Standing Orders Committee 2028:

Nominations must be received in writing by the General Secretary ***on the attached form*** not later than **12 Noon on Friday 6th March 2026.**

Please send documentation to Communications Workers' Union, William Norton House, 575 North Circular Road, Dublin 1.

National Executive Report:

The National Executive Report to the 13th Biennial Conference will be circulated to Branches on or before **Thursday 23RD April 2026.**

Biennial Delegate Conference Timetable

The opening session of Conference will commence **at 9.30 am on Wednesday 13th May 2026** and conclude **at 5.30 pm on Thursday 14th May 2026.**

BRANCHES MUST ADHERE TO THE DATES OUTLINED ABOVE AS MOTIONS ETC., RECEIVED LATE WILL NOT BE ACCEPTED.

Yours sincerely,

**Seán McDonagh
General Secretary**

