



# Delegate Handbook

***ACTU* CONGRESS 21**

**Courage Together.**  
Demand Change. Take Action.

# Welcome to the ACTU Congress 2021

**We are pleased to welcome you to our 2021 Congress.**

This handbook provides useful information to support your participation in this event.

Please be mindful that with a virtual event, internet speeds differ, lags happen and not everything can be as instantaneous as a live event.

# Pre-Congress Meetings

Monday 26 July 2021



## Congress Program altered to deal with COVID 19 restrictions.

The ACTU Executive in a meeting held on Friday 23rd July, 2021 determined that Congress 21 will proceed in a limited format due to COVID19 restrictions.

The Revised Program is now as follows:

	Congress Caucuses & Affiliates Meeting Rooms Open	
1130–1230	<b>Women's Caucus</b>	<a href="#">Click here for Zoom Link</a>
1230–1330	<b>Retired Unionists Network</b>	<a href="#">Click here for Zoom Link</a>
1230–1330	<b>Youth Caucus</b>	<a href="#">Click here for Zoom Link</a>
1400–1500	<b>Aboriginal &amp; Torres Strait Islander Caucus</b>	<a href="#">Click here for Teams Link</a>
1400–1500	<b>LGBTIQA+</b>	<a href="#">Click here for Zoom Link</a>
1500–1600	<b>Regional Caucus</b>	<a href="#">Click here for Zoom Link</a>
1500–1600	<b>Small Unions Caucus</b>	<a href="#">Click here for Zoom Link</a>
1600–1730	<b>Left Caucus</b>	Link available from caucus convenor
1600–1730	<b>Right Caucus</b>	Link available from caucus convenor

**Tuesday 27 July 2021**



1000	<b>Congress officially opened by the President</b>	
1005	<b>Acknowledgement of Country</b>	
1010	<b>Managing a virtual Congress</b>	
1013	<b>Reception of Credentials</b>	
1018	<b>Appointment of Returning Officer</b>	
1020	<b>Returning Officers Report 1</b>	
1030	<b>Reception of Agenda, Other items, Procedural Matters and Adoption of Standing Orders</b>	
1050	<b>General Business</b>	
1130	<b>Returning Officers Report 2</b>	
	<b>Returning Officers Report 3 (if required)</b>	
	<b>Congress Closed</b>	

## **Credentialing of delegates**

All unions have been given notification of their voting entitlements at the ACTU Congress 2021 in accordance with the ACTU Rules. The Rules specify a formula to determine the number of union votes depending on financial membership and the payment of all outstanding fees and levies.

Unions have also been advised they may nominate their delegates voting rights in accordance with the plural voting provisions of the Rules. A union nominated delegate may exercise one, two, three or four votes. The online system has a record of the weighted votes and these will be allocated accordingly.

## **Changing delegates**

To change a Congress delegate, a "Credentialing Change Notification Form" must be completed by the Secretary of the affiliate (or other authorized officer). Due to the online voting system at Congress 2021, this form must be received by COB Monday 26 July to take effect for all of Congress. Should you require a copy of the form, please email: [Congress21@actu.org.au](mailto:Congress21@actu.org.au)

## **Online Voting System**

Vero Voting is the voting platform that will be used at Congress 2021. This is separate to the online event platform. If your Union has allocated you voting rights, you will be sent further details and instructions.

## **Meeting procedures**

Special Standing orders have been adopted for this Congress.

## **Observers to Congress**

Observers must have registered online prior to Congress in order to access the online Platform. All unions have been sent a link for rank and file members to access a ticket to the event.

## **Meeting Platform**

Zoom links and further instructions will be issued in separate correspondence.