

## Lesbian Gay Bisexual Transgender Conference 2008

**Bulletin  
04/08  
May 2008**

Conference Team	0207-551-1123	
Carola Towle (Policy)	0207-551-1241	(text phone 0207-388-6204)
Colin Derrig (Standing Orders)	0207-551-1587	(text phone 0207-388-6204)

This bulletin contains the timetable for 2008 Lesbian Gay Bisexual and Transgender Conference, details of registration and forms for submitting motions and amendments.

UNISON's Lesbian Gay Bisexual & Transgender Conference 2008 will be held at Bristol Marriot City Centre, Bristol from Friday 14 November to Sunday 16 November 2008. This conference is organised under UNISON's rules on self-organisation. **All delegates and visitors to LGBT Conference must themselves be lesbian, gay, bisexual or transgender UNISON members.**

### Timetable

Deadline for Submission of Motions and Amendments to Standing Orders	12 noon	Friday 25 July 2008
Publication of Preliminary Agenda		Friday 29 August 2008
Deadline for Submission of Delegates		Friday 19 September 2008
Deadline for Submission of Amendments	12 noon	Friday 19 September 2008
Deadline for proposals for motions/amendments to rule for 2009 National Delegate and Service Group Conferences	12 noon	Friday 19 September 2008
Deadline for Nominations	12 noon	Friday 19 September 2008
Publication of Final Agenda		Friday 17 October 2008
Deadline for emergency motions/ priorities	12 noon	Friday 7 November 2008

Enclosed with this Conference Bulletin are the following forms which are also available to download from the UNISON Conference website at [www.unison.org.uk/conference/out2008.asp](http://www.unison.org.uk/conference/out2008.asp)

	<b>Document</b>	<b>Deadline for Return</b>
Form LGBT1 (yellow)	Delegates Registration	Friday 19 September 2008
Form LGBT2 (yellow)	Visitors Application	
Form LGBT3 (yellow)	Reasonable Adjustments Form	Friday 19 September 2008
Form LGBT4 (yellow)	Crèche	Friday 19 September 2008
Form LGBT5 (yellow)	Motions	12 noon Friday 25 July 2008
Form LGBT6 (yellow)	Amendments to Motions	12 noon Friday 19 September 2008
Form LGBT7 (yellow)	Motions to National Delegate Conference/ Service Group Conferences	12 noon Friday 19 September 2008
Form LGBT8 (yellow)	Nomination Form	12 noon Friday 19 September 2008
Form LGBT9 (yellow)	Amendments to National Delegate Conference/Service Group Conferences	12 noon Friday 7 November 2008
Form LGBT10 (yellow)	Emergency Motions	12 noon Friday 7 November 2008
Form LGBT11 (yellow)	Change of Delegate	

Delegate Travel Form (purple)  
 Visitor Travel Form (green)  
 Accommodation Booking Form (white)  
 Standing Orders (white)  
 Advice from Standing Orders Committee (pink)  
 Network Meeting Details (green)

### **Branch Representation**

Any lesbian, gay, bisexual or transgender full member of UNISON may apply to their branch for a delegate place. Branches should make every effort to encourage members' attendance. There is no limit on the size of branch delegations, but UNISON's rules on proportionality and fair representation must be followed. If a branch is sending two or more delegates, the proportion of women and men in the delegation must reflect their proportion in the branch. Branches should also seek to include black, disabled, young, low paid, part-time and manual LGBT members. Low paid, part-time and manual workers have been under-represented at previous conferences so their attendance is particularly welcomed. Members do not apply direct to UNISON nationally, but should apply via their branch.

### **Members who are not out in their branch**

Members who are not out to their branch secretary should send their completed registration form to the officer for their regional LGBT group, who will act as an intermediary between the branch and the member. The regional officer will discuss

their attendance with the branch, while protecting the member's confidentiality. Branches must be aware that they have LGBT members wishing to be involved in self-organisation. The rules on fair representation still apply and the branch will still pay the member's expenses for attending the Conference, but via the regional officer. Details of regional officers are on the web at [www.unison.org.uk/out](http://www.unison.org.uk/out) or are available from Carola Towle, UNISON LGBT Officer – contact details above.

### **Regional Representation**

Each regional LGBT group may send two regional delegates, at least one of whom must be a woman.

### **Transgender members**

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. We recognise that some members may be in the process of transitioning gender and not yet have changed their UNISON membership details. For example, a member may wish to attend LGBT Conference as a woman, but still be attending work as a man.

Transgender members will be registered for LGBT Conference as the gender in which they will attend the Conference, irrespective of the gender recorded on the UNISON membership system (RMS). To ensure that branch delegations are not rejected on grounds of proportionality, please send a cover note with delegate forms for members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

If transgender members have any questions about the practicalities of Conference, please encourage them to contact Carola Towle, UNISON LGBT Officer – contact details above.

### **Funding of Places**

Branches (or regions for regional delegates) are responsible for funding their delegates' subsistence and the costs of any dependent care or personal facilitation. Travel costs will be reimbursed to branches from central funds. Any branch which might suffer financial difficulties as a result of sending delegates to the Conference may apply in writing to the Finance Officer for additional branch funding. Branches are reminded that the National LGBT Conference is an integral part of UNISON's decision-making structure and should make every effort to support members' attendance.

### **Form LGBT1 – Delegates Registration**

**Late delegate registrations will not be accepted. There will be no exceptions to this.**

## **Form LGBT2 – Visitors**

**Any UNISON member who is themselves LGBT is welcome to attend Conference as a visitor.** Visitors observe Conference and are welcome to join in discussion groups and caucus meetings, but may not speak or vote in the debate on motions.

Visitors are reminded that the deadline for requests for reasonable adjustments is Friday 19 September 2008.

## **Form LGBT3 – Reasonable Adjustment**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Disability Discrimination Act. The success of our arrangements is always reliant upon members and branches providing adequate information about the facilities required. We recognise members' access needs may change and ask you to advise us about requirements for each event. **Please remember that sign language interpreters will only be available if requested in advance.**

Information should be sent to the Conference Office using Conference Form LGBT3. It is important that the Conference Office is advised if any facilities are no longer required.

## **Forms LGBT5/LGBT6/LGBT10 – Motions, Amendments, Emergency Motions**

### **Wording of Motions, Amendments, Emergency Motions**

The following standing order, carried in 2006, applies to motions, amendments and emergency motions to 2008 LGBT Conference:

- “3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.”

The LGBT Conference Standing Orders Committee has issued the following advice on this:

1. The title is not included in the word count.
2. Where abbreviated terms/acronyms are used, the full wording must be used initially e.g. 'National Executive Council (NEC)' which would count as four words, followed subsequently by 'NEC', which would count as one word; or 'National Lesbian, Gay, Bisexual and Transgender (LGBT) Committee' which would count as eight words followed subsequently by 'National LGBT Committee' which would count as three words.

Please refer to the advice from the Standing Orders Committee about submission of motions, enclosed with this Conference Bulletin. The Preliminary Agenda will be published on Friday 29 August 2008. The Final Agenda will be published on Friday 17 October 2008.

Branches are encouraged to send texts of motions electronically to [c.derrig@unison.co.uk](mailto:c.derrig@unison.co.uk). However, the signed forms must still be submitted for verification purposes.

### **Form LGBT7/Form LGBT9 – Proposals for Motions to National Delegate Conference/Service Group Conferences**

LGBT Conference agrees two motions to UNISON's National Delegate Conference and to each National Service Group Conference in 2009. Proposals for motions to National Delegate Conference are invited from branch and regional LGBT groups, the National LGBT Committee, and the national network meetings of bisexual members, transgender members and of black and disabled LGBT members. Proposals for motions to service group conferences are invited from branch LGBT groups and regional meetings of LGBT members in that service group.

### **Form LGBT 8 – Nomination Form**

A number of elections take place during the Conference:

- service group meetings elect two delegates to each **Service Group Conference**;
- conference elects two delegates to **National Delegate Conference**;
- conference elects six members (at least three women) to the general seats for the 2009 National LGBT Conference **Standing Orders Committee**;
- Conference elects six members (at least four women) to the regional seats on the UNISON delegation to the **2009 TUC LGBT Conference**.

Branch and regional LGBT groups are invited to nominate members for these positions on Form LGBT 8.

## **National Network Meetings for bisexual, transgender, black and disabled LGBT members**

Leading up to conference, there are separate national meetings for bisexual members, transgender members, disabled LGBT members and black LGBT members. Part of the purpose of these meetings is to agree motions from these groups to LGBT Conference. All members of the groups are encouraged to attend. There will also be meetings at conference itself. The network meetings take place as follows:

Bisexual members	London	Friday 11 July 2008 10.30 – 1.00
Transgender members	London	Friday 11 July 2008 2.00 – 4.30
Disabled LGBT members	London	Friday 12 Sept 2008 11.00 – 4.00
Black LGBT members	London	Saturday 13 Sept 2008 11.00 – 4.00

Travel costs will be met from national funds and lunch will be provided. Further information is attached (green).

### **Important Travel Arrangements**

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this circular. Branches are reminded that:

- Travel costs for **delegates only** will be funded from National Office.
- Travel costs for visitors must be paid for by the branch.

### **Accommodation**

Branch accommodation can be arranged through the Bristol Accommodation Booking Service, Destination Bristol. The dedicated webpage for UNISON LGBT Conference is <https://www.conferencebookings.co.uk/delegate/BRSUNISON08>

There is no booking form, but you can contact Destination Bristol for assistance on 0117 946 2200.