

Disabled Members' Conference 2009

BULLETIN 03/09
April 2009

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This bulletin contains the timetable for 2009 Disabled Members' Conference, details of registration and forms for submitting motions and amendments.

Disabled Members' Conference 2009 will be held at the Hilton Hotel, Blackpool from 2pm on Saturday 31st October to 12.30pm on Monday 2nd November 2009 inclusive.

Timetable

Deadline for Submission of Motions	12.00 noon	Friday, 10 July 2009
Deadline for Submission of Amendments to Standing Orders	12.00 noon	Friday, 10 July 2009
Deadline for Submission of Amendments to NDMC Constitution	12.00 noon	Friday, 10 July 2009
Publication of Preliminary Agenda		Friday, 31 July 2009
Deadline for Submission of Delegates		Friday 14 August 2009
Deadline for Submission of Amendments	12.00 noon	Friday, 4 September 2009
Publication of Final Agenda		Friday, 2 October 2009
Deadline for Submission of Emergency Motions	9.00 a.m.	Friday, 16 October 2009

Enclosed with this Conference Bulletin, and also available on the UNISON website at www.unison.org.uk/conference/disabled.asp are:

	Document		Deadline for Return
Form DM1 (white)	Delegates Registration		Friday 14 August 2009
Form DM2 (white)	Crèche		Friday 14 August 2009
Form DM3 (white)	Babysitting		Friday 14 August 2009
Form DM4 (white)	Facilitation		Friday 14 August 2009
Form DM5 (white)	Motions	12 noon	Friday, 10 July 2009
Form DM6 (white)	Amendments to Standing Orders	12 noon	Friday, 10 July 2009
Form DM7 (white)	Amendments to NDMC Constitution	12 noon	Friday, 10 July 2009
Form DM8 (white)	Amendments to Motions	12 noon	Friday, 4 September 2009
Form DM9 (white)	Emergency Motions	9.00am	Friday, 16 October 2009
Form DM10(white)	Visitors Application		

Venue Access Information provided by Hilton Hotel Blackpool (white)

Delegate Travel Form (green)

Visitor Travel Form (white)

NDMC Constitution (white)

Standing Orders for National Disabled Members' Conference (white)

Advice from Standing Orders Committee (white) – **this gives you advice on the submission of motions and amendments. The SOC recommends that you read this information before drafting the text for motions or amendments.**

Accommodation information (white)

Branch and Regional Representation

Branches and regions may sponsor as many disabled members as they wish and they are actively encouraged to ensure that delegations reflect the union's commitment to proportionality and fair representation.

At least 50 per cent of the delegation must be women, and all-women delegations are acceptable.

Business submitted for the Conference may only be moved by a delegate from the submitting body. Therefore if your branch or regional disabled members' group submits motions, amendments and amendments to Standing Orders or the Constitution, please ensure you send a delegate to move these items.

Branches and regions are particularly encouraged to plan meetings of disabled members' groups in accordance with the Conference schedule and should note that there will not be meetings of regional groups programmed into the event.

Regions and branches are, of course, welcome to organise their own meetings during the event and should contact the Conference Office for further advice. Members involved in regional groups should also consider incorporating into one of their meetings the opportunity to consider conference procedures so that they may be better prepared at Conference. Regional groups are also advised to consider designating one or two of its delegation to act as liaison representatives between regional and branch delegates.

Transgender members

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women.

Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example a member may wish to attend Disabled Members' Conference as a woman, but still be attending work as a man.

Members will be registered for Disabled Members' Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that branch delegations including transgender members are not rejected on the grounds of proportionality, please send a cover note with any delegate forms which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Funding of Places

Branches or regions are responsible for providing funding for their delegates to national self-organised conferences to cover accommodation, subsistence, to meet the costs of dependent care (including babysitting whilst at Conference) and personal assistance costs. Only travel costs will be reimbursed to branches and regions from central funds.

Branches are reminded that they should consider their funding arrangements when determining the number of delegates they are sponsoring to this event. Branches may apply for additional funding from the region to meet the cost of access needs associated with sponsorship to this event, contact your regional officer for further advice. Additional national funding for branches with identified exceptional circumstances may be available to support the attendance of disabled delegates at this event if the branch is at risk of suffering financial difficulties; application should be made in writing to the Finance Officer. Further advice about applying for additional funding is available from Tim Bertuchi on 0207-551-1467.

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

Caucus Group Involvement

In order that members from under-represented groups within disabled members self organisation can have better access to the conference agenda, caucus network meetings are arranged prior to conference which allow these groups to submit motions and amendments in line with the conference timetable as set out by the Standing Orders Committee. There are four national caucus groups – black members, women members, lesbian, gay, bisexual, transgender (LGBT) members and Deaf (native British Sign Language User) members.

Brief caucus meetings will take place at the conference to elect two representatives from each of the LGBT, black and Deaf (native British Sign Language Users) groups to serve on the National Disabled Members' Committee, the LGBT and black members also elect two representatives to serve on the Standing Orders Committee during 2010.

A schedule of caucus group deadlines and activities is shown below. Travel and refreshments will be provided nationally for these events, should members require accommodation they should contact their branches for financial support.

Details of the Caucus Network meetings are:

Saturday 27th June 2009, UNISON, 1 Mabledon Place, London, WC1H 9AJ

To consider submission of three motions

Disabled Lesbian, Gay, Bisexual Transgender members	10.00 – 11.30
Disabled Black Members	11.40 – 13.10
Disabled Women Members	14.10 – 15.40
Deaf (BSL users)	15.40 – 17.10

Saturday 8th August 2009, UNISON, 1 Mabledon Place, London, WC1H 9AJ

To consider submission of amendments

Disabled Lesbian, Gay, Bisexual Transgender members	10.00 – 11.30
Disabled Black Members	11.40 – 13.10
Disabled Women Members	14.10 – 15.40
Deaf (BSL users)	15.40 – 17.10

To register for a Caucus Network meetings please call contact Gloria Orosungunleka on 0207-551 1583 voice, 0207 388-6204 text or email – g.orosungunleka@unison.co.uk

Form DM2 - Crèche/Form DM3 - Babysitting

A crèche will be provided (for delegates only) by UNISON for the duration of Conference. To apply for a crèche place you will need to complete Conference Form DM2 and return it to the Conference Office.

All delegates are responsible for confirming that branches will fund requests for babysitting. Requests should be made by completing Conference Form DM3 and **returning it to the Conference Office in the first instance.**

Form DM4 – Facilitation

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 DM4. It is also important that the Conference Office is advised if any facilities are no longer required.

Form DM5 - Motions/Form DM6 - Amendments to Standing Orders/ Form DM7 – Amendments to NDMC Constitution

Motions to the National Disabled Members' Conference guide the work of the National Disabled Members' Committee and influence regional and branch disabled members' groups over the forthcoming year.

A maximum of three motions are invited from the National Disabled Members' Committee, Regional Disabled Members' Groups, Branch Disabled Members' Groups and National Caucus Groups (this includes motions to amend Standing Orders and motions to amend the National Disabled Members' Committee Constitution).

There is no limit to the number of amendments or emergency motions that can be submitted by each of the above bodies.

Resolution 15 carried at the 2000 Disabled Members' Conference, instructed the National Disabled Members' Committee to submit its constitution for approval to Conference. Conference will consider any amendments to the Constitution as part of business. Therefore a copy of the Constitution is enclosed. Any amendments must take full account of the aims and objectives of UNISON with particular reference to proportionality and fair representation.

Motions may be submitted electronically to c.fabby@unison.co.uk. However, Form DM5, with the signatures and date of meeting, must also be submitted for verification. These signatures must be those of two lay members of the relevant group submitting the motion or amendment.

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, 31st July 2009 and sent to branch secretaries. The Final Agenda will be published on Friday, 2nd October 2009 and sent to branch secretaries.

Form DM10 – Visitors

Branches can also apply for visitor places, subject to availability, on a first come, first served basis. The National Disabled Members Committee has agreed that UNISON visitors can attend all sessions of conference, which includes service group meetings and caucus meetings. UNISON visitors should only attend the service group meeting which applies to their membership i.e. local government members should attend the local government meeting and Caucus meetings where they identify with that group. Non UNISON visitors can only attend the main conference plenary sessions. All visitors have no speaking or voting rights during all sessions of conference. A visitor application Form DM10 is attached. Visitors are reminded that the deadline for requests for reasonable adjustments is **Friday 14 August 2009**.

Workshops

In response to the evaluation received from last year's conference the National Disabled Members' Committee has agreed that it will not be running workshops this year, instead guest speakers will address key issues to conference in a plenary setting.

Elections

The following elections take place during the National Disabled Members' Conference:

- (i) Two delegates to attend each Service Group Conference.
- (ii) Two delegates to attend National Delegate Conference.
- (iii) Three delegates to attend National Delegate Conference 2010 as the National Disabled Members' Newsheet Team.
- (iv) Four members to serve on the National Disabled Members' Conference Standing Orders Committee for 2010 National Disabled Members' Conference.
- (v) Two delegates to attend Trades Union Congress.
- (vi) Three representatives to the Trade Union Disability Alliance.
- (vii) Two delegates to attend the Labour Link Forum and Labour Party Conference (conditions apply).

Official Collections at Conference

This year the Standing Orders Committee has set a deadline of 9am on Friday, 16 October 2009 for it to be advised of requests for organisations/campaigns to be included in any official collection at Conference.

Accommodation

Branch accommodation can be arranged through VisitBlackpool, the local authority accommodation booking agency.

The link to their website is:

<https://www.conferencebookings.co.uk/delegate/BCTUNISON2009>

They can be contacted by telephone on 01253 478216

Access information provided by the Hilton Hotel in Blackpool, which is the location of the conference:

“Arriving at the hotel

- You can use the main entrance of the hotel on the North Promenade or the lower-ground car park entrance on Derby Road. Both entrances are fully accessible.
- Please use the drop-off points outside each entrance and park your vehicles in the parking spaces, marked by the yellow lines, right in front of the lower ground entrance. If you need help with parking your vehicle, please contact concierge on the in-house phone opposite the automatic sliding doors by pressing 0.
- For the Derby Road entrance, please follow the route to the entrance of the hotel through the car park and find the closest spaces for disabled drivers opposite the entrance.
- When you enter the hotel from the Derby Road entrance, turn left towards the ‘Springs’ nightclub and leisure centre and you will find two lifts on your right-hand side. If you need help, there is a phone on the wall at the hotel entrance opposite the automatic entrance doors - dial 0. One of our team of porters or concierge is on duty 24 hours a day to help you with anything you may need.

Welcome and reception

- At the North Promenade entrance of the hotel (street level) there is a permanent ramp at the right of the automatic doors. The door on top of the ramp is also automatic.
- After having used the ramp to get into the hotel, please go left for a few metres and turn right where you will see the reception, check-in and concierge desks. In the main foyer of the hotel, in front of the reception desk, there is a comfortable seating area for you to relax.
- To the left of the reception desk, you will find accessible lifts to the Promenade Restaurant (first floor), cocktail bar (first floor), leisure centre (lower-ground floor), all bedrooms (all upper floors) and the car park (lower-ground floor). Most of our conference and banqueting suites are also on the ground floor of the hotel and are all accessible.
- If you have entered from the car-park entrance - Derby Road

Hotel accessibility pack

entrance (lower-ground floor) - take the lift to the ground floor (G) and go left towards reception to the check-in and concierge desks.

- We have an induction loop on the left-hand side of the reception desk.
- The surface of the ground-floor reception area is marble with carpet around the seating area but no steps or uneven surfaces.
- However, if you need a member of the team, they are on call 24 hours a day at reception.
- When you check in, our team will tell you about our evacuation policy and we will make a note of any special needs you may have if we need to evacuate.

Toilet facilities

- There are three sets of public toilets in the hotel. One set is in the 'Springs' night club and leisure centre on the lower ground floor (LG) of the hotel and another on the first floor next to the Promenade Restaurant and cocktail bar on the first floor. However, these two sets of public facilities do not have specific accessible toilets.
- The third set, on the ground floor (G) next to the business centre, has special needs facilities and is a few yards from the reception desk opposite the 'Green room'. There is an additional adapted toilet by the Leisure Centre on the lower ground floor.

Phone and internet services

- There are two public phone booths and two internet terminals in the reception and foyer area of the hotel. These are to the left of the Hamilton suite, directly opposite the concierge desk and are accessible.

Getting around the hotel

- All lifts have an announcement system to let you know what floor you are on and tactile (with markings that can be felt) buttons at the regulation height. The lifts have mirrors on the right, left and back walls. On the right and left side of the lifts you will find adverts for hotel facilities or forthcoming attractions and packages, and weekly restaurant times.



Hotel accessibility pack

The Promenade restaurant and cocktail bar

- The Promenade restaurant and cocktail bar are both on the first floor (1) and you can get to them by the lifts. On your right, you will find the Promenade restaurant where you can take breakfast and dinner.
- The restaurant provides our famous Hilton breakfast and in the evening we serve a carvery with a selection of mouth-watering main courses. For that special occasion, the 'Full Circle' menu offers the finest Mediterranean cuisine or we have an a la carte menu, with classic and new-world wines.
- Our comfortable lounge and cocktail bar stages entertainment throughout the summer season and most weekends. We serve snacks and light meals throughout the day. These menus are also available in large print or in Braille.

Our policy statement on disability

We are committed to providing equal opportunities for all – for both our guests and our employees. As a service provider with a 50-year history in the UK and Ireland, we have developed a culture of reacting quickly and efficiently to all guest requests, whatever they are. This same culture also includes identifying and meeting the specific needs of our disabled guests.

For more information, e-mail your enquiry to DDA@Hilton.com, or call 020 7856 8000 and ask for our HR department.”



Disabled Members' Conference



31 October - 2 November 2009 Blackpool

APPOINTMENT OF DELEGATES

NAME AND ADDRESS FOR RETURN OF RECEIPT	
Name
Address
Postcode
Daytime Tel. no.
Mobile no.

DELEGATES APPOINTED BY THE

* Branch name
 Branch code

Branch Delegate
 Regional Rep
 SOG Rep

* Please complete as appropriate

Branch or Home address	Full name (Please print)	Male or female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 2 November 2009
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 4 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
Signed (one signature required)

.....
(Branch/regional group/sog secretary)

Both copies of this form must be returned to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 14 AUGUST 2009** Fax: 020 7551 1192

The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.



Disabled Members' Conference



31 October - 2 November 2009 Blackpool

APPOINTMENT OF DELEGATES

BRANCH/REGIONAL/SOG COPY

NAME AND ADDRESS FOR RETURN OF RECEIPT	
Name
Address
Postcode
Daytime Tel. no.
Mobile no.

DELEGATES APPOINTED BY THE

* Branch name
 Branch code

Branch Delegate
 Regional Rep
 SOG Rep

* Please complete as appropriate

Branch or Home address	Full name (Please print)	Male or female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 2 November 2009
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 4 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

Signed (one signature required)

(Branch/regional group/sog secretary)

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The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.



Disabled Members' Conference

31 October - 2 November 2009 Blackpool



CRECHE FACILITIES — REQUEST FORM DELEGATES ONLY

PLEASE PRINT ALL DETAILS

Creche facilities are required as follows:

Branch:

Region:

Name and address of delegate:
.....
.....

Membership no. (without this completed membership number we cannot register you for the creche):

e-mail address:

Phone no:

Work: Home:

Mobile:

Name(s) of child/children:	Date of birth	Age at time of Conference	Boy/girl
.....
.....
.....
.....

Specific dietary requirements:

Specific needs (additional information that may help us care for your child):

Date Creche is required 31 October 1 November 2 November

NB: Only children up to the age of 16 can be eligible for childcare. Childcare is only available for delegates' children.

I confirm that I am the parent / legal guardian of the above child/ren

Signed.....

Dated.....

Please return to Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ by Friday 14th August 2009. Tel: 020 7551 1123 Fax: 020 7551 1192.



Disabled Members' Conference



31 October - 2 November 2009 Blackpool

BABYSITTING—REQUEST FORM

DELEGATES ONLY

PLEASE PRINT ALL DETAILS

Name of delegate:

Telephone no: Work Home

Region:

Mobile:

Branch:

Your address at conference:
.....
.....

Invoice to be sent to Unison Conference Office,
1 Mabledon Place, London WC1H 9AJ

Name(s) of child/children:	Age:	Boy/Girl
.....
.....
.....

Likes to be known as: / Any dislikes
.....

Specific needs - additional information that may help us care for your child
.....

Specific words/signs: e.g. for drink/toilet:
.....

*What times and dates do you require babysitting

Date	Starting time	Expected return
.....
.....

I Confirm that the above expenditure will be paid for by the Branch

Signed Branch Secretary

***BABYSITTING WILL NOT START BEFORE 7.00 P.M. AND WILL CEASE AT MIDNIGHT**

Please ensure that the date and times you state on the form are kept to as it is very difficult to change them at the last moment. If you should need to cancel or change your times, please contact BNA immediately on tel: 08447 368544

Please return to Conference Office UNISON 1 Mabledon Place, London WC1H 9AJ by Friday 14 August 2009.



Disabled Members' Conference

31 October - 2 November 2009 Blackpool



APPLICATION FOR REASONABLE ADJUSTMENTS

A new application must be made for each conference, based on your current requirements

DELEGATE DETAILS:		FACILITATOR DETAILS:	
Name	Name
Address	Address
.....
Membership no: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Membership no: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Branch		Tel. no: (daytime)	
Region		(voice/text)	
Tel. no: (daytime)		(email)	
(voice/text)		If Facilitator is required to accompany Delegate in the conference hall, and they require a seating space next to Delegate please tick box <input type="checkbox"/>	
(email)			

Please indicate if any of the following facilities are required for your personal use

SPACE FOR WORKING DOG <input type="checkbox"/>	AUDIO CASSETTE TAPE <input type="checkbox"/>	LARGE PRINT-DELEGATES' DESPATCH <input type="checkbox"/>
BRaille <input type="checkbox"/>	AUDIO CD <input type="checkbox"/>	-Specify font size below <input type="checkbox"/>
DOCUMENTS ON MEMORY STICK <input type="checkbox"/>	LIPSPEAKER <input type="checkbox"/>	LARGE PRINT-AT CONFERENCE <input type="checkbox"/>
DOCUMENTS ON CD <input type="checkbox"/>	INDUCTION LOOP <input type="checkbox"/>	-Specify font size below <input type="checkbox"/>
SPEECH TO TEXT <input type="checkbox"/>	WHEELCHAIR ACCESS/SPACE <input type="checkbox"/>	BSL/ENGLISH INTERPRETER <input type="checkbox"/>
MOBILITY SCOOTER <input type="checkbox"/>	SIGN-SUPPORTED ENGLISH <input type="checkbox"/>	PARKING SPACE AT VENUE (CANNOT BE GUARANTEED) <input type="checkbox"/>

All conference documents will be issued in 12pt Ariel. If you require documents in a different font, print size or in a particular electronic format you need to provide details in the additional requirements section below. If there are any other adjustments you require please provide details below.

Please confirm any additional requirements (including seating) here:

PLEASE NOTE each request for reasonable adjustments will be acknowledged by the Conference Office. If you have not had a response within 3 weeks of sending in the form you should contact the telephone number below. Should we have difficulty securing the facilities requested we will contact members direct for advice for alternative reasonable adjustments.

Please return this form to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 14 August 2009**. Tel: 020 7551 1123 Fax: 020 7551 1192.

VISITOR APPLICATION: MEMBERS*Visitor seats are available on a first come, first served basis.***(PLEASE PRINT IN BLOCK CAPITALS)**BRANCH NAME:
.....
BRANCH ADDRESS
.....BRANCH CODE (RMS)
.....

TEL No:.....

NAME(S) OF VISITOR(S) WISHING TO ATTEND
.....
.....
.....MEMBERSHIP No.

VISITOR APPLICATION: NON-MEMBERS

NAME	ADDRESS (INCL POSTCODE)	DATE OF BIRTH	NATIONAL INSURANCE No:
.....
.....

Have you been a member of UNISON in the past? If yes please print your branch name/membership number if you have it

SIGNED _____ DATE _____

.....

Branch secretary signature

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor name and membership number are completed as requested. Without the membership number the visitor(s) cannot be registered.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings.

UNISON reserves the right to withdraw credentials should it be deemed necessary.

Please note that creche facilities are not available for visitors. Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Friday 14 AUGUST 2009.

CHANGE OF DELEGATE FORM

(Branches may change delegates up to the start of Conference. A member registering as a substitute Branch delegate must have been eligible to represent the Branch at the closing date for registration of delegates Friday 14 August 2009)

Name and address of BRANCH SECRETARY —

Name:

Address:

.....

.....

Region:

Branch Name:

Branch Number:

Name of Delegate to be changed:

Name of New Delegate:

Membership No. of New Delegate

Signature of Branch Secretary

Signature of Branch Chair

PLEASE NOTE THAT ALL OF THE ABOVE DETAILS MUST BE COMPLETED BEFORE ANY CHANGES ARE MADE. PROPORTIONALITY AND FAIR REPRESENTATION MUST BE MAINTAINED AT ALL TIMES.

MEMBERS WITH DISABILITIES ARE REMINDED THAT THE DEADLINE FOR REQUESTS FOR REASONABLE ADJUSTMENTS IS FRIDAY 14 AUGUST 2009

Acknowledgement of the change will be sent to the address detailed above.

*Please return this form to the **Conference Office**.*

Changes cannot be dealt with by the conference office after Friday 23 October 2009. Therefore please ensure the new delegate brings the completed form with them to conference.



National Disabled Members' Conference

31st October - 2nd November 2009, Blackpool



Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCM	
NDMC	

BRANCH DISABLED MEMBERS' GROUP

BRANCH CODE (RMS)



.....

SECRETARY'S ADDRESS

.....

SECRETARY'S NAME.....

TEL FAX

SECRETARY'S E-MAIL ADDRESS.....

MOTION TITLE

TEXT:

(continue on separate sheet if necessary)

The above motion was agreed at a quorate meeting of the Branch Disabled Members' Group held on (date)



Signed (Two signatures required)

.....
Signature of DM Chairperson

.....
Signature of DM Secretary



Date/time received by SOC

Please return to Serena Hadley, UNISON, 1 Mabledon Place, London WC1H 9AJ
Motions must be received by 12 noon on Friday 10th July 2009 at the latest
Motions may be sent by fax: 020 7551 1386

PAPER COLOUR: WHITE

Amendment to Standing Orders

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCR	
NBMC	

BRANCH DISABLED MEMBERS' GROUP

BRANCH CODE (RMS)



SECRETARY'S ADDRESS

SECRETARY'S NAME.....

TEL FAX

SECRETARY'S E-MAIL ADDRESS.....

RULE SECTION (letter & subject)..... RULE NUMBER & HEADING

PAGE NUMBER

(If this amendment is linked to other amendments, please indicate this on the other form(s), so that the SOC may treat them as one amendment)

(continue on separate sheet if necessary)

The above amendment to standing orders was agreed at a quorate meeting of the Branch Disabled Members' Group held on *(date)*



Signed *(Two signatures required)*



..... Signature of DM Chairperson Signature of DM Secretary

Date/time received by SOC

Please return to Serena Hadley, UNISON, 1 Mabledon Place, London WC1H 9AJ
 Amendments to Standing Orders must be received by 12 noon on Friday 10 July 2009 at the latest
 Amendments to Standing Orders may be sent by fax: 020 7551 1386

Amendment to NDMC constitution

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCR	
NBMC	

BRANCH DISABLED MEMBERS' GROUP

BRANCH CODE (RMS)



SECRETARY'S ADDRESS

SECRETARY'S NAME

TEL FAX

SECRETARY'S E-MAIL ADDRESS

RULE SECTION (letter & subject)..... RULE NUMBER & HEADING

PAGE NUMBER

(If this amendment is linked to other amendments, please indicate this on the other form(s), so that the SOC may treat them as one amendment)

(continue on separate sheet if necessary)

The above amendment to NDMC constitution was agreed at a quorate meeting of the Branch Disabled Members' Group held on *(date)*



Signed *(Two signatures required)*



.....
 Signature of DM Chairperson Signature of DM Secretary

Date/time received by SOC

Please return to Serena Hadley, UNISON, 1 Mabledon Place, London WC1H 9AJ
 Amendments to NDMC constitution must be received by 12 noon on Friday 10 July 2009 at the latest
 Amendments to NDMC constitution may be sent by fax: 020 7551 386



National Disabled Members' Conference

31st October – 2nd November 2009, Blackpool



Amendment for Conference

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOC No.	
AGXM	

BRANCH DISABLED MEMBERS' GROUP

BRANCH CODE (RMS)



SECRETARY'S ADDRESS

SECRETARY'S NAME.....

TEL FAX

SECRETARY'S E-MAIL ADDRESS.....

AMENDMENT TO MOTION No. TITLE

TEXT

(continue on separate sheet if necessary)

<p>The above amendment was agreed at a quorate meeting of the Branch Disabled Members' Group held on (date)</p>



Signed (Two signatures required)

.....
Signature of DM Chairperson

.....
Signature of DM Secretary



Date/time received by SOC

Please return to Serena Hadley, UNISON, 1 Mabledon Place, London WC1H 9AJ
Amendments must be received by 12 noon on Friday 4th September 2009 at the latest
Amendments may be sent by fax: 020 7551 1386

PAPER COLOUR: WHITE



National Disabled Members' Conference

31st October – 2nd November 2009, Blackpool



Emergency Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOEM	

BRANCH DISABLED MEMBERS' GROUP

BRANCH CODE (RMS)

SOC USE ONLY

.....

SECRETARY'S ADDRESS

.....

SECRETARY'S NAME.....

TEL FAX

SECRETARY'S E-MAIL ADDRESS.....

EMERGENCY MOTION – TITLE/SUBJECT

TEXT

(continue on separate sheet if necessary)

This emergency motion was agreed at a quorate meeting of the Branch Disabled Members' Group held on (date)

SOC USE ONLY

Signed *(Two signatures required)*

SOC USE ONLY

.....

Signature of DM Chairperson

Signature of DM Secretary

Why was this motion not submitted in accordance with the normal procedures and deadlines?
--

Date/time received by SOC

Please return to Serena Hadley, UNISON, 1 Mabledon Place, London WC1H 9AJ
Emergency Motions must be received by 9am on Friday 16 October 2009 at the latest
Emergency Motions may be sent by fax: 020 7551 1386

GUIDELINES DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays.
Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets, this will restrict any changes being made after booking, so please ensure all details entered are accurate
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled , Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
9. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephoned or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form
10. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
11. PLEASE REMEMBER THAT WHETHER YOU CONTACT STEWART CORPORATE TRAVEL BY TELEPHONE OR FAX THE ORIGINAL BOOKING FORM MUST BE SENT TO THEM AS AUTHORISATION OF YOUR ATTENDANCE

UNISON Disabled Members' Conference 31 October-2 November 2009
Blackpool
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-10

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____

TIME OF FLIGHT : _____

JOURNEY FROM : _____

TO : _____

RETURN FLIGHT

DATE : _____

TIME OF FLIGHT : _____

JOURNEY FROM : _____

TO : _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE LET US KNOW BELOW

Please fill in The Name and Address tickets should be sent to

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for Stewart Corporate Travel:

Tel No: 01294 602893

Fax: 01294 605246

E-mail: corporate@stewarttravel.co.uk

GREEN

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES DELEGATE AIR TRAVEL APPLICATION FORM

3. Please complete in block capitals
4. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets, this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
9. One form should be completed per delegate.
10. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
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UNISON Disabled Members' Conference 31 October-2 November 2009
Blackpool
VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Standard Saver

Do you require any special Requirements, i.e. seating preference. **Y/N** If yes what please let us know below

Do you hold a Travel Discount Card Y/N

If the answer is yes, which card do you hold _____

Please fill in the Name and Address tickets should be sent to:

Name	_____
Address	_____
_____	_____
Tel No.	_____
E-mail	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 01294 602893

Fax: 01294 605246

E-mail: corporate@stewarttravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorization of attendance.

WHITE

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
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UNISON Disabled Members' Conference 31 October-2 November 2009
Blackpool
VISITOR AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

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Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

JOURNEY DETAILS

OUTBOUND FLIGHT

DATE : _____

TIME OF FLIGHT : _____

JOURNEY FROM : _____

TO : _____

RETURN FLIGHT

DATE : _____

TIME OF FLIGHT : _____

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TO : _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE LET US KNOW BELOW

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National Disabled Members' Committee Constitution

- i) Membership of the Committee shall consist of: at least two delegates (one of whom must be a woman) elected from their Regional Disabled Members' Group, two co-opted members from the National Lesbian Gay Bisexual Transgender Committee, two co-opted members from the lesbian gay bisexual transgender caucus at Disabled Members' Conference, two co-opted members from the National Women's Committee and two co-opted members from National Black Members' Committee and black members' caucus at Disabled Members' Conference respectively. Two co-optee places shall also be available for representation from UNISON members in the Deaf Community to advise UNISON on cultural and linguistic issues. Such members must be Deaf native British Sign Language users and at least one shall be a woman.

A post of delegate can be job-shared but only one of that job-share team will be funded nationally to attend any meeting. If both job-share delegates attend a meeting, both will have speaking rights but only one will have voting rights.

There will also be provision for up to four advisory places, at least two of whom should be women. These places will have speaking rights (upon invitation) only. They will attend meetings at the request of the Co-Chairs. A convenor of a working group who is not a member of the Committee will be invited as an advisor under the same restrictions.

- ii) Three members of the National Executive Council are invited members of the Committee with speaking but non-voting rights. These members must be disabled and at least one of whom must be a woman.
- iii) The National Disabled Members' Committee must be fully and appropriately resourced. UNISON's National Disabled Members' Officer and other UNISON staff attend to support and service the Committee with speaking but non-voting rights.
- iv) The Committee can set up working groups to undertake specific areas of work. Such groups can co-opt individual disabled members and invite representatives from outside members of the National Committee on each working group. Sub-groups can also be set up by policy passed from Disabled Members' Conferences.
- v) Convenors of the Committee's working groups can either be members of the Committee or disabled members of UNISON with the relevant experience and knowledge. If the latter, they should be invited to attend the Committee as advisors with speaking but non-voting rights.
- vi) The Committee shall meet formally once a quarter, with an additional meeting for a policy weekend, with provision for extraordinary meetings if business requires it.
- vii) Officer positions within the Committee shall be Co-Chairs, at least one of whom must be a woman; Co-Deputy Chairs, at least one of whom must be a

woman; International Officer; Transport Officer; Health and Safety Officer; Publicity Officer; Education Officer; and any other officers deemed necessary.

The Committee will also endorse a liaison representative from the following Caucus Groups:

Black Members
Deaf Members
Lesbian Gay Bisexual Transgender Members
Women Members.

The above positions will be accountable to the full committee.

- viii) The officers will be elected through the process of an annual secret ballot at the first policy meeting of the Committee after the Disabled Members' Conference.
- ix) No person can hold the same officer post for more than two consecutive years, but can put their name forward for the same post after a year's break. Any member leaving a post after two years can put their name forward for election to any other officer post.
- x) Quorum for the meetings shall be 33 per cent of the voting membership.
- xi) Any amendments to the National Disabled Members' Committee Constitution must be submitted for consideration to the Disabled Members' Conference within the agreed timetable.
- xii) The following elections will take place at Disabled Members' Conference:

National Disabled Members' Committee Caucus representatives.

Disabled Members' Conference Standing Orders Committee.

Two delegates to the following UNISON National Conferences:

National Delegate
Energy
Health
Higher Education
Local Government
Police Support Staff
Transport
Water.

Three newsheet team members to National Delegate Conference.

External Bodies.

Four representatives to the Trade Union Disability Alliance (TUDA).

Two Delegates to Trade Union Congress.

Two Delegates to Labour Party Conference/Labour Link Forum.

STANDING ORDERS FOR NATIONAL DISABLED MEMBERS' CONFERENCE
(as amended at 2003 National Disabled Members' Conference)

SO1 Standing Orders

1.1 Why is there a Standing Orders Committee?

The Standing Orders Committee exists to assist Conference in the running of business. It is independent of the National Disabled Members' Committee and accountable to Conference.

1.2 Membership

Four members elected by the National Disabled Members' Conference (plus two reserves);
two members elected by the Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus (plus two reserves);
two members elected by the Black Members' Caucus (plus two reserves).
At least half the members from each constituency must be women.

1.3 The Committee will be advised by a UNISON staff member.

1.4 Members hold office from the end of the Conference at which they are elected until the end of the next Conference.

1.5 The Committee elects two co-chairs, at least one of whom must be a woman.

1.6 What does the Standing Orders Committee do?

The Standing Orders Committee

1.6.1 ensures that UNISON's Rules and these Standing Orders are observed, notifying the Conference Chair of any infringements;

1.6.2 draws up the preliminary and final agenda and order of business in accordance with the timetable agreed by the National Disabled Members' Committee;

1.6.3 considers all motions and amendments submitted for debate at Conference and, to enable Conference to transact its business effectively, the Standing Orders Committee:

- i) decides whether such motions and amendments have been submitted in accordance with these Standing Orders;
- ii) groups together motions and amendments relating to the same subject, decide the order in which they should be considered, and whether they should be debated and voted on separately or debated together and voted on sequentially;

- iii) prepares and revises, in consultation with the movers of motions and amendments, composite motions which in the opinion of the Committee best express the subject of those motions and amendments;
- iv) refers to another representative body within UNISON a motion or amendment which in the opinion of the Committee should properly be considered there: the mover of the motion or amendment shall be informed of the reason for so doing;
- v) takes such actions as are necessary to give effect to these Standing Orders.

1.7 **How to withdraw an item from the Order of Business**

A mover of a motion or amendment who wishes to withdraw that motion or amendment shall inform the Standing Orders Committee, who shall report this request to Conference. Conference shall decide whether or not the motion or amendment is withdrawn.

- 1.8 Any decisions of the Standing Orders Committee to be reported to Conference shall be announced by one of the Co-Chairs of the Committee and shall be subject to ratification by Conference. The Standing Orders Committee Report, or any section of the Report, can either be accepted or referred back.

SO2 Application of Standing Orders

- 2.1 These Standing Orders apply to the National Disabled Members' Conference only.
- 2.2 They can only be changed by a motion or amendment published in the Conference agenda to that Conference with a two-thirds majority vote of the delegates present and voting.

SO3 Motions and Amendments

3.1 **Who can submit Motions and Amendments?**

Branch Disabled Members' Groups
 Regional Disabled Members' Groups
 National Disabled Members' Committee
 National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
 National Black Members' Caucus
 National Women's Caucus
 National Deaf (native British Sign Language Users) Caucus.

3.2 The caucus groups set out in SO.3.1 shall be entitled to meet in accordance with the Disabled Members' Conference timetable to submit motions and amendments of concern to their respective member groups.

3.3 **How Many?**

The following may submit up to three motions each:

Branch Disabled Members Groups

Regional Disabled Members' Groups

National Disabled Members' Committee

National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus

National Black Members' Caucus

National Women's Caucus

National Deaf (native British Sign Language users)'Caucus.

There is no limit on the number of amendments which may be submitted.

3.4 **How?**

Motions and amendments must be submitted on the correct form, to the designated member of UNISON staff, by the deadline set by the National Disabled Members' Committee.

3.5 **Prioritising Motions**

If, in the opinion of the Standing Orders Committee, there is a need to prioritise business for the Conference agenda, the Standing Orders Committee may conduct a ballot to assist in determining the Order of business. All those eligible to submit motions to Conference will be included in the ballot.

SO4 Private Sessions

4.1 **How does Conference decide to hold a Private Session?**

Conference may vote at any time to hold all or part of Conference in private session. The following procedural motion must be moved:

"That the Conference (or part of Conference) be held in private session."

4.2 **Who can attend a private session?**

The only people permitted to attend a private session of Conference are:

- i) delegates
- ii) members of the National Disabled Members' Committee
- iii) members of the Standing Orders Committee

- iv) personal assistants working with any of the above
- v) members of staff who have been authorised by the National Disabled Members' Committee or the UNISON General Secretary to attend Conference
- vi) any other people as the Conference Chair shall determine.

SO5 Who Can Speak at Conference?

- 5.1 Delegates
Members of the National Disabled Members' Committee
Conference Co-Chairs
Co-Chairs of the Standing Orders Committee
Staff called to speak by Conference Chair
- 5.2 No one else shall speak except with the approval of the Standing Orders Committee.

SO6 Who Chairs Conference?

- 6.1 A disabled person or persons determined by the National Disabled Members' Committee chairs or co-chairs the Conference.
- 6.2 **How?**

The Conference Chair decides on any procedural motions and points of order. Her/his ruling is final and binding.
- 6.3 The Conference Chair may at any time propose that Conference be adjourned for a specified period. Conference will immediately vote on this proposal.

SO7 Voting

7.1 Who has the Right to Vote?

Delegates from regions
Delegates from branches.

7.2 Voting Procedure

- 7.2.1 The Conference Chair declares the result of a vote.
- 7.2.2 If the Chair cannot make a clear declaration she/he may call for a count.
- 7.2.3 At least 20 delegates present may also call for a count.

- 7.2.4 The count takes place before Conference proceeds to the next item of business.
- 7.2.5 The count is conducted by tellers, who are appointed at the start of Conference.

SO8 Who can submit an emergency motion?

- 8.1 Branch Disabled Members Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
National Black Members' Caucus
National Women's Caucus
National Deaf (native British Sign Language users) Caucus.

8.2 How Many?

There is no limit on the number of emergency motions which may be submitted.

8.3 How?

An emergency motion must be submitted on the correct form, with the correct signatures, indicating the date of the meeting at which it was agreed. It must be sent to the designated member of UNISON staff, by the deadline set by the National Disabled Members' Committee.

- 8.4 If the Standing Orders Committee gives its approval to the Emergency Motion being considered by Conference, copies will be made available to delegates at least one hour before Conference is asked to decide whether to consent to the Emergency Motion being added to the Conference agenda.

- 8.5 An Emergency Motion will not be given a higher place in the order of business over other motions and amendments on the agenda except where the Standing Orders Committee decides that its purpose would be frustrated if it were not dealt with earlier in the Conference.

SO9 Procedural Motions

- 9.1 The following procedural motions may be moved at any time and without previous notice on the agenda:

9.1.1 "That the question be now put"

This depends on the Conference Chair being satisfied that the matter has been sufficiently debated.

If this is carried it means that it shall take immediate effect, apart from any right of reply.

9.1.2 "That the Conference proceed to next business".

If this is carried it means that the matter being discussed immediately falls from the agenda and Conference proceeds to the next item of business.

9.1.3 "That the debate be adjourned".

9.2 Procedural motions are put to the vote immediately without discussion and no amendment is allowed.

9.3 A person who has already spoken on the motion or amendment in question shall not move one of the procedural motions above.

SO10 What is a Point of Order?

10.1 A Point of Order draws Conference's attention to a breach of the Rules or Standing Orders.

10.2 A Point of Order may be raised at any stage during Conference if it is considered that business is not being conducted in accordance with UNISON's Rules or the Conference's Standing Orders.

10.3 The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.

10.4 The Point of Order shall not be debated or amended, and the Conference Chair shall make an immediate ruling.

SO11 How Debates are Conducted

11.1 The mover of a motion or an amendment may speak for no more than five minutes, and each subsequent speaker may speak for no more than three minutes.

11.2 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, except during grouped debates.

11.3 When an amendment is defeated a further amendment may be moved to the motion.

11.4 When an amendment to a motion is carried, the motion, as amended, becomes the substantive motion. A further amendment can then be moved to the substantive motion.

- 11.5 A delegate may not move more than one amendment to any one motion. The mover of a motion may not move an amendment to their own motion.
- 11.6 No delegates shall speak more than once on a motion or amendment, except that the mover of the original motion may exercise a right of reply for not more than three minutes. No new material may be introduced during a right of reply.

SO12 What is a Grouped Debate?

- 12.1 The Standing Orders Committee can propose grouped debates or sequential voting on motions or amendments which deal with the same subject matter.

12.2 Procedure for Grouped Debate

A Grouped Debate is run in this order:

- i) The Conference Chair advises Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others;
 - ii) All motions and amendments included in the debate are moved;
 - iii) The general debate takes place;
 - iv) The Conference Chair again states the order of voting and advises Conference which, if any, motions and amendments will fall if others are carried;
 - v) Voting takes place on motions, preceded by relevant amendments, in the order in which they were moved.
- 12.3 A Grouped Debate may not be adjourned until all the motions and amendments have been moved.

SO13 National Disabled Members' Committee at Conference

- 13.1 At the start of each Conference the National Disabled Members' Committee presents its report for the past year, which is circulated prior to Conference.
- 13.2 Any report which contains proposals or recommendations requiring approval and adoption by Conference must be submitted in advance in the form of a motion, in accordance with the timetable.
- 13.3 The National Disabled Members' Committee will indicate its policy on all items to delegates, in advance.

13.4 **Motions not reached**

Any motions not reached on the agenda are referred to the National Disabled Members' Committee and reported on in due course.

SO14 Suspension of Standing Orders

- 14.1 Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business before the Conference or to the proceedings of Conference, provided that at least two-thirds of the delegates present and voting vote for the resolution.

ADVICE FROM DISABLED MEMBERS' STANDING ORDERS COMMITTEE ON SUBMISSION OF MOTIONS AND AMENDMENTS

1. WHO CAN SUBMIT MOTIONS AND AMENDMENTS?

Branch Disabled Members' Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual and Transgender (LGBT) Caucus
National Black Members' Caucus
National Women's Caucus
National Deaf (native British Sign Language Users) Caucus

2. HOW MANY?

Each body may submit a maximum of three motions (this includes Amendments to Standing Orders and Amendments to NDM Constitution), all of which have the same deadline for submission.

There is no limit to the number of amendments to motions each body may submit.

3. HOW?

A motion or amendment must be agreed at a properly convened meeting of the submitting body. The text must be sent to the Standing Orders Committee, on the appropriate Conference form, accompanied by the date of the meeting, and two relevant signatures for verification.

4. COMPETENCY OF MOTIONS AND AMENDMENTS

A competent motion is one that works within the rules of the union and the Conference. Only competent motions are allowed on to the agenda for Conference. The Standing Orders Committee decides whether motions are competent.

To qualify as a competent motion, the text of the motion must contain action. Action points should be clear, showing exactly what type of action is required and who needs to do it. A motion should ideally contain the following elements:

Who; What; When; Where; Why and How.

Who: Who does the motion affect?
Who is causing the need for change?
Who can achieve/initiate/resolve the required action?

Important: Action should be directed via the National Disabled Members' Committee. Do not use phrases such as "We believe that UNISON should do something" or "We call on Conference to do something" or "Conference resolves to do something".

Who should be instructed? Remember you may only instruct the National Disabled Members' Committee.

Motions that instruct the National Executive Council or other bodies in the union are not competent. Instead, use a phrase like "Conference asks the NDMC to call on the NEC to do something".

- What: What is the issue?
What is its effect?
What action is required?
- When: When did the issue arise? (An important consideration for emergency motions). When does the action need to be taken?
- Where: Where is the problem? (A particular region or area?)
Is there a particular place the action is needed?
- Why: Why is it an issue?
Why is the action needed?
- How: How can the issue best be resolved?

Your motion may not need to contain all of these elements. It is sometimes better to make these points as part of your speech when moving the motion at Conference. Making a bullet point list under each of these headings will help focus on the issue, preferred action and outcome. Make the list and then tick off each point as you put it into the text of your motion.

The Standing Orders Committee will check that the motion:

- (a) is received within the published deadline as well as being submitted by an appropriate body, on the correct form, with signatures and details of the date of meeting;
- (b) is appropriate for the NDM Conference. It must deal with issues specifically related to disabled members, and not issues of a general nature (citizen issues) that are the business of the national delegate conference; service conditions/service sector issues that are the business of the service sector conferences; or regarding UNISON's policies for the Labour Party that are the business of the Affiliated Political Fund Members' Conference. Motions may relate to disabled members' specific views on general issues;
- (c) only instructs the NDMC, not other bodies or UNISON as a whole. May instruct NDMC to liaise with/call upon other sections of the Union;
- (d) does not commit the Conference to spend National Funds, either directly or through the NEC. However general campaigning commitments may be made, as Conference decides policy and the NDMC interprets how to achieve the policy;
- (e) does not contravene Union rules, for example, on offensive language;
- (f) does not contain instruction for unlawful action.

If the Standing Orders Committee satisfies itself that the information on which the motion is based is not correct, it will rule the motion out of order.

All the above is also applicable to amendments. In addition:

- (g) amendments must refer to an original motion;
- (h) amendments cannot change a positive motion into a negative one;
- (i) amendments must not contradict the intention of the motion;
- (j) a mover may not amend their own motion;
- (k) amendments must not introduce substantially new subject matter to the extent that they unduly change the balance of the motion;
- (l) amendments must not delete the main point of a motion and introduce completely different issues instead, thereby changing the substance of the motion.

Regional Disabled Members groups may be in a position to give further support or guidance to branches groups on how to construct competent motions.

5. WHAT ARE EMERGENCY MOTIONS?

Emergency motions relate to events or issues that arise after the deadline for motions or amendments.

The Standing Orders Committee may invite the submitters of an emergency motion to meet with the Committee at Conference, for them to explain why in their view the motion constitutes an emergency, prior to taking a decision on competency.

In addition to complying with ordinary criteria, emergency motions:

- (a) should only refer to issues/events that occurred after the closing date for motions or amendments. In particular, the action called for must be something that could not have been included in a motion and submitted within the normal deadlines;
- (b) must state why the motion was not submitted within the normal deadlines.

The Standing Orders Committee will want to satisfy itself that the subject matter of the motion cannot be dealt with in another way.

6. WHAT ARE CAUCUS MOTIONS?

The Black Members' Caucus, LGBT Caucus, Women's Caucus and Deaf (native British Sign Language Users) Caucus have rights, within the Standing Orders, to submit motions, amendments and emergency motions to the agenda.

Each of these caucus groups prior to Conference may submit up to three motions. There is no limit on the number of amendments, or emergency motions.

For caucus motions, if an issue affects one member of caucus, it could legitimately affect the whole caucus, and therefore the subject matter is valid.

However the actual text of the motion must contain sufficient content and context to make it specific and relevant to the caucus.

For example:

- (a) the action called for should affect or benefit caucus members;
- (b) the action called for could include working directly with organisations or campaigns specifically relevant to the caucus;
- (c) it is not sufficient to make a single mention of caucus members in the body of the motion.

7. SOCIAL MODEL OF DISABILITY

UNISON policy on the Social Model of Disability derives from Motion 117 at 1995 National Delegate Conference and Motion 131 at 1996 National Delegate Conference.

“Conference believes it is a basic fundamental right of all to have equality of opportunity and access to the employment of their choosing. Conference further believes that this right is denied disabled people, not because of any medical conditions, but because of inherent institutionalised discrimination. Society must remove the socially constructed barriers that create and perpetuate such discrimination.”

“Conference calls for the immediate adoption and implementation of the following measures:

d) The abolition of the registration scheme and disabled employees and the outdated traditional medical individual model or ‘disability’ that underpins this and the Government’s Department of Employment interventions. This would be replaced by self-definition according to the Social Model definition of disability which would recognise that it is the physical, structural, economic and political barriers in society that disable people with impairments face.”

“This Conference resolves to adopt the Social Model definition of disability to underpin all its policies and practices on disability issues. This model demonstrates that disabled people are disabled by society not by their conditions.”

Branch and regional disabled members’ groups and the National Disabled Members’ Committee are therefore urged to take the following points into account when drafting texts for conference:

- (a) emphasis should be placed on the way society organises to exclude, segregate, disenfranchise disabled people, for example in areas such as transport, education, employment, health care provision, social activities;

- (b) motions and amendments should not refer to peoples' impairments as being responsible for problems in relation to exclusion, segregation, disenfranchisement and discrimination;
- (c) UNISON does not support a hierarchy of disability and does not promote one form of exclusion above another and is committed to opposing all forms of discrimination against disabled people.

The Standing Orders Committee hopes that the above guidance on the Social Model will assist branch and regional disabled members' groups and the National Disabled Members' Committee to draft motions and amendments that reflect UNISON's Social Model of Disability.

This guidance document was last updated: April 2009