

Lesbian Gay Bisexual Transgender Conference 2009

**Bulletin
04/09
May 2009**

| | | |
|--------------------------------|---------------|----------------------------|
| 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 2009 Lesbian Gay Bisexual and Transgender Conference, details of registration and forms for submitting motions and amendments.

UNISON's Lesbian Gay Bisexual & Transgender Conference 2009 will be held at Cardiff City Hall, Cardiff from Friday 20 November to Sunday 22 November 2009. 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 31 July 2009 |
| Publication of Preliminary Agenda | | Friday 28 August 2009 |
| Deadline for Submission of Delegates | | Friday 25 September 2009 |
| Deadline for Submission of Amendments | 12 noon | Friday 25 September 2009 |
| Deadline for proposals for motions/amendments to rule for 2010 National Delegate and Service Group Conferences | 12 noon | Friday 25 September 2009 |
| Deadline for Nominations | 12 noon | Friday 25 September 2009 |
| Publication of Final Agenda | | Friday 23 October 2009 |
| Deadline for emergency motions/ priorities | 12 noon | Friday 13 November 2009 |

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/out2009.asp

| | Document | Deadline for Return |
|----------------------|---|----------------------------------|
| Form LGBT1 (yellow) | Delegates Registration | Friday 25 September 2009 |
| Form LGBT2 (yellow) | Visitors Application | |
| Form LGBT3 (yellow) | Reasonable Adjustments Form | Friday 25 September 2009 |
| Form LGBT4 (yellow) | Crèche | Friday 25 September 2009 |
| Form LGBT5 (yellow) | Motions | 12 noon Friday 31 July 2009 |
| Form LGBT6 (yellow) | Amendments to Motions | 12 noon Friday 25 September 2009 |
| Form LGBT7 (yellow) | Motions to National Delegate Conference/ Service Group Conferences | 12 noon Friday 25 September 2009 |
| Form LGBT8 (yellow) | Nomination Form | 12 noon Friday 25 September 2009 |
| Form LGBT9 (yellow) | Amendments to National Delegate Conference/Service Group Conferences | 12 noon Friday 13 November 2009 |
| Form LGBT10 (yellow) | Emergency Motions | 12 noon Friday 13 November 2009 |
| Form LGBT11 (yellow) | Change of Delegate | |

Delegate Travel Form (purple)
 Visitor Travel Form (green)
 Standing Orders (white)
 Advice from Standing Orders Committee (pink)

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 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. Branches are encouraged to make expenses available to delegates in advance of conference.

Form LGBT1 – Delegate Registration

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

Form LGBT2 – Visitors: Members

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 25 September 2009.

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.

Form LGBT4 – Creche Facilities

Please note that crèche provision is available for children up to the age of 16 years.

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 2009 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 28 August 2009. The Final Agenda will be published on Friday 23 October 2009.

Branches are encouraged to send texts of motions electronically to jackie.loudoun@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 2010. 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 2010 National LGBT Conference **Standing Orders Committee**;
- Conference elects six members (at least four women) to the regional seats on the UNISON delegation to the **2010 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 10 July 2009 10.30 – 1.00 |
| Transgender members | London | Friday 10 July 2009 2.00 – 4.30 |
| Black LGBT members | London | Friday 11 Sept 2008 11.00 – 4.00 |
| Disabled LGBT members | London | Saturday 12 Sept 2009 11.00 – 4.00 |

Travel costs will be met from national funds and lunch will be provided. Information has been circulated to branches but further details on how to attend the Network Meetings can be obtained as follows:

Web: www.unison.org.uk/out

Email: out@unison.co.uk

Call in confidence: 020 7551 1799

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

Branches are encouraged to arrange accommodation through the local authority accommodation service, Cardiff Convention Bureau. Using Cardiff Convention Bureau supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues.

For details of current availability and for bookings go to www.ConferenceBookings.co.uk and enter the following event code:

CDFUNISON2009

Or for paper copies of the accommodation reservation form, please contact Cheryl Walker on 02920 871023.

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 <i>(Please print)</i> | Male or female | Please tick if first time delegate | Membership number (Must be inserted) | Are you under 27 at 22 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, and that their expenses will be met by the branch/region.

.....
 (Branch Secretary / Regional Officer)

*Both copies of this form must be returned to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 25 SEPTEMBER 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.

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 22 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, and that their expenses will be met by the branch/region.

.....
(Branch Secretary / Regional Officer)

Both copies of this form must be returned to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 25 SEPTEMBER 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.

VISITOR APPLICATION: MEMBERS

Visitor seats are available on a first come, first served basis and are open to any lesbian, gay, bisexual or transgender UNISON member

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME:

BRANCH CODE (RMS)

BRANCH ADDRESS:

NAME(S) OF VISITOR(S) WISHING TO ATTEND

MEMBERSHIP No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

SIGNED

DATE

Branch secretary / Regional officer 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 are reminded that the deadline for requests for reasonable adjustments is Friday 25 September 2009. Facilities cannot be guaranteed if notification is received after this date. Please note that creche facilities are not available for visitors. No children under the age of 16 will be allowed into the visitors' area.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings. UNISON reserves the right to withdraw credentials should it be deemed necessary.

**Please return this form to:
Conference Office, 1 Mabledon Place, London, WC1H 9AJ**

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 25 September 2009**. Tel: 020 7551 1123 Fax: 020 7551 1192.



National Lesbian, Gay, Bisexual & Transgender Conference

20-22 November 2009 Cardiff



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 | Child's 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 20 November 21 November 22 November

If babysitting is also required please phone the Conference Office on the number below.
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 25 September 2009. Tel: 020 7551 1123 Fax: 020 7551 1192.



MOTION FORM

ONE MOTION OR AMENDMENT TO STANDING ORDERS ONLY MAY BE INCLUDED ON THIS FORM

You may photocopy this form if necessary

Please complete in typescript or block capitals

MOTION TITLE/SUBJECT:

.....

MOTION TEXT

(Please note, motions must not exceed 500 words)

This motion/amendment to standing orders was agreed at a meeting of the

Branch/Regional LGBT Group/National LGBT Committee held on.....

Forms must be signed by two members of the group.

Signed 1

Signed 2

.....

Name and position

Name and position

Continued overleaf

Please provide details of a contact for the Standing Orders Committee, which is responsible for facilitating the conduct of Conference business. PLEASE WRITE IN BLOCK CAPITALS.

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS

Please return to LGBTConf Standing Orders Committee:
Jackie Loudoun, UNISON, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS.

Motions must be received on this form by 12 noon on Friday 31 July 2009 at the latest.

Motions may be sent by fax on 020 7535 2105.

We would be grateful if text of motions could be e-mailed to jackie.loudoun@unison.co.uk, if possible. However, this form must still be correctly completed and submitted.



AMENDMENT TO MOTION

ONE AMENDMENT ONLY MAY BE INCLUDED ON THIS FORM

You may photocopy this form if necessary

Please complete in typescript or block capitals

MOTION NUMBER AND TITLE:

.....
.....

AMENDMENT TEXT

(Please note, amendments must not exceed 250 words)

.....
This amendment was agreed at a meeting of the.....

Branch/Regional LGBT Group/National LGBT Committee held on.....

Forms must be signed by two members of the group.

Signed 1

Signed 2

.....
Name and position Name and position

Continued overleaf

Please provide details of a contact for the Standing Orders Committee, which is responsible for facilitating the conduct of Conference business. PLEASE WRITE IN BLOCK CAPITALS.

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS

Please return to LGBTConf Standing Orders Committee:
Jackie Loudoun, UNISON, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS.

Amendments must be received on this form by 12 noon on Friday 25 September 2009 at the latest.

Amendments may be sent by fax on 020 7535 2105.

We would be grateful if text of amendments could be e-mailed to jackie.loudoun@unison.co.uk, if possible. However, this form must still be correctly completed and submitted.

Please provide details of a contact for the Standing Orders Committee, which is responsible for facilitating the conduct of Conference business. PLEASE WRITE IN BLOCK CAPITALS.

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS

Please return to LGBTConf Standing Orders Committee:
Jackie Loudoun, UNISON, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS.

Proposals must be received on this form by 12 noon on Friday 25 September 2009 at the latest.

Proposals may be sent by fax on 020 7535 2105.

We would be grateful if text of proposals could be e-mailed to jackie.loudoun@unison.co.uk, if possible. However, this form must still be correctly completed and submitted.



National Lesbian, Gay, Bisexual & Transgender Conference

20-22 November 2009 Cardiff



NOMINATION FORM

You may photocopy this form if necessary
Please complete in typescript or block capitals
Nominations are invited for the following positions:

- LGBT Conference Standing Orders Committee 2010
(6 general seats, including three for women)
- delegates to 2010 National Delegate Conference (two; at least one woman)
- delegates to 2010 National Service Group Conferences (two per conference; at least one woman)
- regional seats on UNISON delegation to 2010 TUC Lesbian, Gay, Bisexual and Transgender Conference
(six seats; four for women)

DETAILS OF NOMINEE

| | |
|------------------|------------------|
| NAME | GENDER |
| | |
| BRANCH | REGION |
| | |
| ADDRESS | TELEPHONE NUMBER |
| | |
| | POSTCODE |
| | |
| TELEPHONE NUMBER | |
| | |
| EMAIL ADDRESS | |
| | |
| NOMINATED FOR: | |
| | |
| NOMINATED BY: | |
| | |

Branch/Regional LGBT/National LGBT Committee (please note that nominations for delegates to service group conferences will only be accepted from branch LGBT groups/regional meetings of members in the appropriate service).

| | |
|-------------------|-------------------|
| Signed 1 | Signed 2 |
| | |
| Name and position | Name and position |

The nominee should provide a 250 word election statement (see over) supporting their nomination. Election statements will be circulated to enable voters to choose between candidates.

Completed nomination forms should be returned by 12 noon on Friday 25 September 2009 to:

Carola Towle, LGBT Officer, UNISON, 1 Mabledon Place, London, WC1H 9AJ.

ELECTION STATEMENT

Please provide details of a contact for the Standing Orders Committee, which is responsible for facilitating the conduct of Conference business. PLEASE WRITE IN BLOCK CAPITALS.

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS

Please return to LGBTConf Standing Orders Committee:
Jackie Loudoun, UNISON, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS.

Proposals must be received on this form by 12 noon on Friday 13 November 2009 at the latest.

Proposals may be sent by fax on 020 7535 2105.

We would be grateful if text of proposals could be e-mailed to jackie.loudoun@unison.co.uk, if possible. However, this form must still be correctly completed and submitted.



EMERGENCY MOTION FORM

ONE EMERGENCY MOTION ONLY MAY BE INCLUDED ON THIS FORM

You may photocopy this form if necessary

Please complete in typescript or block capitals

EMERGENCY MOTION TITLE/SUBJECT:

.....

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

.....

EMERGENCY MOTION TEXT

(Please note, motions must not exceed 500 words)

.....
This amendment was agreed at a meeting of the.....

Branch/Regional LGBT Group/National LGBT Committee held on.....

Forms must be signed by two members of the group.

Signed 1

Signed 2

.....

Name and position

Name and position

Continued overleaf

Please provide details of a contact for the Standing Orders Committee, which is responsible for facilitating the conduct of Conference business. PLEASE WRITE IN BLOCK CAPITALS.

NAME

ADDRESS

POSTCODE

TELEPHONE

FAX

EMAIL ADDRESS

Please return to LGBTConf Standing Orders Committee:
Jackie Loudoun, UNISON, 1st Floor, Congress House, Great Russell Street, London WC1B 3LS.

Emergency motions must be received on this form by 12 noon on Friday 13 November 2009 at the latest.

Emergency motions may be sent by fax on 020 7535 2105.

We would be grateful if text of emergency motions could be e-mailed to jackie.loudoun@unison.co.uk, if possible. However, this form must still be correctly completed and submitted.



CHANGE OF DELEGATE FORM

Name and address of BRANCH SECRETARY —

Name:

Address:

.....

.....

Email 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/Regional Officer

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

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

Please return this form to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ.

Changes can not be dealt with at Mabledon Place after **Friday 13 November 2009**. Any change after this date will be processed at Conference in Cardiff. Therefore please ensure the new delegate brings the completed form with them.

UNISON National LGBT Conference 20-22 November 2009 Cardiff

DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-22-15-30

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.

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 National LGBT Conference 20-22 November 2009 Cardiff
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-30

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**

PURPLE

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.
11. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times
12. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
13. 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 need to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
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Ayrshire
KA21 5DS

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UNISON National LGBT Conference 20-22 November 2009 Cardiff

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.

GUIDELINES VISITOR 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. 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.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or 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.
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 - a. Date of travel, both outward and return
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 - c. Whether a seat reservation is required
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Ayrshire KA21 5DS
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UNISON National LGBT Conference 20-22 November 2009 Cardiff
VISITOR AIR 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

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 CorporateTravel:

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

GUIDELINES VISITOR AIR TRAVEL APPLICATION FORM

5. Please complete in block capitals
6. 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.**
7. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
14. One form should be completed per visitor.
15. 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.
16. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times
17. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
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48 Hamilton Street, Saltcoats, Ayrshire KA21 5DS
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**NATIONAL LESBIAN
GAY, BISEXUAL &
TRANSGENDER
CONFERENCE
STANDING ORDERS**

(as amended by 2007 Conference)

SO1 Application of Standing Orders

- 1.1 These Standing Orders shall apply to UNISON's National Lesbian, Gay, Bisexual and Transgender Conference.
- 1.2 The Standing Orders may be changed by Conference approving, with a two-thirds majority of those people present and voting, a motion which has appeared on both the preliminary and final Conference agendas, except for motions from the Black and Disabled Members' Caucuses or Bisexual Members' Caucus or Transgender Members' Caucus, which may only appear on the final Conference agenda. All such motions may be amended in the normal way by simple majority. Standing Orders may not be changed by an emergency motion, but they may be temporarily suspended under SO19.

SO2 Standing Orders Committee

- 2.1 A Standing Orders Committee shall be formed to assist Conference in the running of business. The Standing Orders Committee shall be independent of the National Lesbian, Gay, Bisexual and Transgender Committee and shall be accountable to Conference.
- 2.2 Members of the National Lesbian, Gay, Bisexual and Transgender Committee shall not be members of the Standing Orders Committee. Six members of the Standing Orders Committee shall be elected by the National Lesbian, Gay, Bisexual and Transgender Conference. Two members shall be elected by the Disabled Members Caucus. Two members shall be elected by the Black Members Caucus. An equal number of Reserve Standing Orders Committee members shall also be elected. At least 50% of places shall be held by women.
- 2.3 Members of the Standing Orders Committee shall hold office from the end of the Conference at which they are elected until the end of the next Conference.
- 2.4 If a member of the Standing Orders Committee does not attend two consecutive meetings of the Standing Orders Committee then at the following meeting the Standing Orders Committee shall decide whether that member's membership of the Committee should be terminated.
- 2.5 If a member of the Standing Orders Committee elected by the National Lesbian, Gay, Bisexual and Transgender Conference resigns or ceases to be qualified to be a member or has their membership terminated under SO2.4 then the Standing Orders Committee shall invite the reserve member who received the highest number of votes to become a member, unless this would mean that less than 50% of places would be held by women, in which case, the Standing Orders Committee shall invite the woman reserve member who received the highest number of votes to become a member.
- 2.6 In the absence of reserve members being elected at the Conference, the Standing Orders Committee will have the power to co-opt members to fill any vacancies for the six general seats.

- 2.7 At its first meeting the Standing Orders Committee shall elect two Co-chairs, at least one of whom shall be a woman, from amongst its members.
- 2.8 The functions of the Standing Orders Committee, subject to these Standing Orders, shall be to:
- 2.8.1 ensure that UNISON's Rules and these Standing Orders (relating to the business of the Conference in plenary session) are observed, and notify the Presiding Conference Chair of any violation that may be brought to the Committee's notice;
 - 2.8.2 draw up the preliminary agenda and final agenda of business to be dealt with at the Conference plenary sessions, to be circulated in accordance with the timetable agreed by the National Lesbian, Gay, Bisexual and Transgender Committee;
 - 2.8.3 determine the order in which motions shall be dealt with at the plenary sessions (the "order of business"), subject to the approval of Conference;
 - 2.8.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively, the Standing Orders Committee shall:
 - i) decide whether such motions and amendments have been submitted in accordance with these Standing Orders;
 - ii) group 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) make such minor wording changes of a technical nature as the Committee may consider necessary;
 - iv) prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of motions and amendments;
 - v) refer 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;
 - vi) have power to do such other things as may be necessary to give effect to these Standing Orders.

- 2.9 Any decisions of the Standing Orders Committee which are 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.
- 2.10 The Standing Orders Committee may, from time to time, issue guidelines in order to assist with the smooth running of Conference. Such guidelines shall be consistent with these Standing Orders.

SO3 Motions and Amendments

- 3.1 Motions, amendments and other appropriate business may be proposed for Conference by branch or regional lesbian, gay, bisexual and transgender groups; by the Disabled Members or Black Members Caucuses, Bisexual Members' Caucus or Transgender Members' Caucus; by the National Lesbian, Gay, Bisexual and Transgender Committee and by the National Young Members' Forum.
- 3.2 Motions, amendments and other appropriate business shall be sent to the designated member of UNISON staff, in order that the Standing Orders Committee may consider them for inclusion in the agenda. The date and time by which motions and amendments shall be received by the designated staff member shall be stated in the timetable published by the National Lesbian, Gay, Bisexual and Transgender Committee.
- 3.3
 - 3.3.1 A motion or amendment should normally be moved by a representative of the group proposing that motion or amendment;
 - 3.3.2 In the absence of a representative of the group, the motion or amendment may be moved by another member attending the Conference only where prior notification has been given to the Standing Orders Committee, but may not be moved formally from the Chair;
 - 3.3.3 In the event of 3.3.2, the Presiding Conference Chair should advise Conference of the procedure;
 - 3.3.4 If there is no other member to move the motion, then the motion, and any amendments to it, falls.
- 3.4 Caucuses have the right to self-define in their motions the issues that affect them.
- 3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.

SO4 Public and Private Sessions

The plenary sessions of the National Lesbian, Gay, Bisexual and Transgender Conference shall meet in public session except that by resolution of Conference the whole or any part of a Conference may be held in private. In

addition to delegates, members of the National Lesbian, Gay, Bisexual and Transgender Committee and members of the Standing Orders Committee, the only people permitted to attend a private session of Conference shall be:

- i) such members of staff as have been authorised by the National Lesbian, Gay, Bisexual and Transgender Committee or the UNISON General Secretary to attend Conference;
- ii) such other people as the Conference Chair shall determine.

SO5 Speakers at Conference

Only delegates and those people who have the right to attend the National Lesbian, Gay, Bisexual and Transgender Conference shall have the right to speak in plenary sessions. No other person shall be able to speak in plenary sessions unless prior approval has been sought from the Standing Orders Committee. Full time officers shall not be able to speak in debate on motions or amendments.

SO6 Presiding Conference Chair

- 6.1 The Conference shall be chaired at any one time by one of two Co-chairs who shall be members of the National Lesbian, Gay, Bisexual and Transgender Committee.
- 6.2 Any Procedural Motions or Points of Order raised during Conference shall be decided by the Presiding Conference Chair, if necessary in consultation with the Co-Chairs of the Standing Orders Committee. The ruling of the Presiding Conference Chair shall be final and binding.
- 6.3 The Presiding Conference Chair may at any time call Conference's attention to irrelevance, offensive language, or any breach of order on the part of a member. The Presiding Conference Chair shall have the power to call any person to order who is causing a disturbance in Conference. If that person rejects the Presiding Conference Chair's ruling, the Presiding Conference Chair shall have the right to "name" the person. Conference shall immediately vote on whether or not that person should be named. If Conference agrees that the person should be named, the named person shall leave the Conference hall for a period determined by the Presiding Conference Chair.
- 6.4 The Presiding Conference Chair may at any time propose that Conference be adjourned to a specified time. Conference shall immediately vote on whether or not Conference should stand adjourned.

SO7 Voting

- 7.1 The method of voting shall be by a show of hands of those people present who are delegates to Conference. Members of the National Lesbian, Gay, Bisexual and Transgender Committee and Members of the Standing Orders

Committee shall not vote. The Presiding Conference Chair shall declare the result or shall call for a count.

7.2 A count may also be called if, after a Presiding Conference Chair's declaration of a result, at least twenty members present indicate that they want a count.

7.3 When a count has been called:

7.3.1 No other Conference business may proceed until the count has been completed.

7.3.2 The Presiding Conference Chair shall immediately instruct the tellers to close the doors. Any person may leave the Conference during the time that the doors are closed. Members of the Standing Orders Committee and UNISON Staff may enter the Conference, should they deem their business to be such that it cannot wait until the count is completed, whilst the doors are closed.

7.3.3 The Presiding Conference Chair shall instruct the tellers to do a count of those in favour, those against, and those not voting, and shall declare the result. Once the result has been declared the presiding conference chair shall instruct the tellers to re-open the doors.

SO8 Tellers

Conference shall appoint tellers from amongst those people who are attending the Conference. Tellers shall not be members of the National Lesbian, Gay, Bisexual and Transgender Committee or members of the Standing Orders Committee.

SO9 Withdrawals

9.1 A mover of a motion or amendment who wishes to withdraw their motion or amendment shall inform the Standing Orders Committee. The Standing Orders Committee shall report this request to Conference. Conference shall decide whether or not the motion or amendment may be withdrawn.

9.2 If a motion be withdrawn with the consent of Conference and there is an amendment to that motion which appeared as a motion in the preliminary agenda then that amendment shall become the motion.

SO10 Motions and Amendments not on the Final Agenda (Emergency Motions)

10.1 A motion or amendment which is not shown on the final agenda (an "emergency motion") may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by Standing Orders 10.2 to 10.4 inclusive.

- 10.2 An emergency motion shall be in writing, signed on behalf of the National Lesbian, Gay, Bisexual and Transgender Committee or the branch, region or caucus on whose behalf it is submitted, and sent to the designated member of UNISON staff, so that the Standing Orders Committee may consider it. The date and time by which the emergency motion shall be received by the designated staff member shall be stated in the timetable published by the National Lesbian, Gay, Bisexual and Transgender Committee. The emergency motion shall state at which meeting of the National Lesbian, Gay, Bisexual and Transgender Committee, branch, region or caucus it was debated and adopted.
- 10.3 If the Standing Orders Committee gives its approval to the emergency motion being considered by Conference, copies of the emergency motion shall be made available to participants in the Conference at least one hour before Conference is asked to decide whether to consent to the emergency motion being added to the Conference agenda: this decision shall be made under SO2.8.
- 10.4 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 the purpose of the emergency motion would be frustrated if it were not dealt with earlier in the Conference.

SO11 Procedural Motions

- 11.1 Subject to Standing Orders 11.2 and 15.3, the following procedural motions may be moved at any time and without previous notice on the agenda:
- 11.1.1 "That the question be now put", provided that:
- i) the Presiding Conference Chair may advise Conference not to accept this motion if in their opinion the matter had not been sufficiently discussed; and
 - ii) if the motion is carried it shall take immediate effect subject only to any right of reply under these Standing Orders.
- 11.1.2 "That the Conference proceed to next business" (if the motion is carried the matter being discussed shall immediately fall from the agenda and Conference shall proceed to the next item on the order of business);
- 11.1.3 "That the debate be adjourned";
- 11.1.4 "That the Conference (or part of Conference) be held in private session";
- 11.1.5 "That precedence be given to any particular business set forth on the agenda subject to the provisions of Standing Order 10";
- 11.1.6 "That the Chair be challenged" (the Presiding Conference Chair shall stand down and the motion shall be heard by the alternate Presiding

Conference Chair: the mover of this motion shall speak for no more than three minutes, and the challenged Conference Chair shall then have the right to speak for no more than three minutes; the procedural motion shall then be put to the vote without discussion and no amendment shall be allowed. If the procedural motion is approved by Conference then the challenged Conference Chair shall stand down and the alternate Presiding Conference Chair shall remain in the Chair).

11.1.7 "That leave be given to amend a motion or an amendment with the prior approval of the Standing Orders Committee."

11.1.8 That the time limits for speakers be amended.

11.2 A procedural motion moved under Standing Orders 11.1.1, 11.1.2, 11.1.3 or 11.1.5 shall be immediately put to the vote without discussion and no amendment shall be allowed.

11.3 The Presiding Conference Chair may at their discretion allow discussion of a procedural motion moved under Standing Order 11.1.4, and may at their discretion allow amendments to be put.

11.4 A person who has already spoken on the motion or amendment in question shall not move a procedural motion under Standing Orders 11.1.1, 11.1.2 and 11.1.3.

11.5 A representative who moves a procedural motion under Standing Order 11.1.5 shall not speak on any motion or amendment debated as a result of that procedural motion.

SO12 Amendments

12.1 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, subject to Standing Order 15.

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

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

12.4 A person shall not move more than one amendment to any one motion. The mover of a motion shall not move an amendment to their motion.

12.5 The mover of a motion may not "formally" accept an amendment to the motion . Each amendment must be moved separately and voted upon.

SO13 Time Limits

- 13.1 The mover of a motion or an amendment shall speak for no more than five minutes, and each subsequent speaker shall speak for no more than three minutes.
- 13.2 No person shall speak more than once on a question, 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.
- 13.3 These time limits may be amended where prior approval has been sought from the Standing Orders Committee or where a procedural motion under Standing Order 11 sub-paragraph 11.1.8 has been moved.
- 13.4 The Chair shall, at their discretion, extend a particular speaker's time limit if their access requirements have an impact on speaking time.

SO14 Points of Order

- 14.1 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.
- 14.2 The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.
- 14.3 The Point of Order shall not be debated or amended, and the Presiding Conference Chair shall make an immediate ruling on the Point of Order under SO6.2.

SO15 Grouped Debates

- 15.1 Where in the opinion of the Standing Orders Committee separate debates on specified motions or amendments dealing with the same subject matter would lead to undue repetition, the Standing Orders Committee shall group debates and/or decide on sequential voting.
- 15.2 A grouped debate shall be run in this order:
 - i) The Presiding Conference Chair shall advise 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 shall be moved;
 - iii) The general debate shall take place;
 - iv) The Presiding Conference Chair shall again state the order of voting and shall advise Conference which, if any, motions and amendments will fall if others are carried;

- v) Voting shall take place on motions, preceded by relevant amendments, in the order in which they were moved.

15.3 A grouped debate may not be adjourned until all the motions and amendments have been moved.

SO16 Reports by National Lesbian, Gay, Bisexual and Transgender Committee

16.1 After the opening of the Conference's first plenary session the National Lesbian, Gay, Bisexual and Transgender Committee shall present its report for the past year.

16.2 If the National Lesbian, Gay, Bisexual and Transgender Committee presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Committee shall submit the proposals or recommendations as ordinary motions seeking such approval and adoption.

16.3 The Committee report shall be circulated prior to Conference.

SO17 Indication and Announcement of the National Lesbian, Gay, Bisexual and Transgender Committee's Policy

The final agenda shall include an indication of the National Lesbian, Gay, Bisexual and Transgender Committee's recommendation on motions on the Preliminary Agenda, and immediately before each motion is called, the National Lesbian, Gay, Bisexual and Transgender Committee shall announce that recommendation through the Chairperson of the Conference.

SO18 Reference

If at the end of the National Lesbian, Gay, Bisexual and Transgender Conference the business of the Conference has not been concluded all motions and amendments then outstanding shall stand referred to the National Lesbian, Gay, Bisexual and Transgender Committee, which shall in due course report to members its decisions on these matters.

SO19 Suspension of Standing Orders

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 people present and voting shall vote for the resolution.

UNISON NATIONAL LESBIAN, GAY, BISEXUAL AND TRANSGENDER MEMBERS CONFERENCE

GUIDELINES ON SUBMITTING MOTIONS AND AMENDMENTS

The UNISON National Lesbian, Gay, Bisexual and Transgender (LGBT) Members Conference makes decisions which provide the framework for LGBT self-organisation in the union and the policies and work of the National LGBT Committee over the following year. LGBT conference may agree that matters should be raised with other parts of the union or outside bodies. The only body it can instruct is the National LGBT Committee. Conference also provides an opportunity for members in the various service groups to meet together and agree motions for their respective service group conferences.

Conference procedures are guided by standing orders, which have been agreed at previous conferences. These set the rules on the submission and debate of motions and amendments, on voting, on the chairing of conference and so on. The Standing Orders Committee, which was elected at the 2008 LGBT Conference, makes sure that standing orders are observed. The standing orders will be included with the Preliminary and Final Agendas and are available now from the National Officer, Lesbian, Gay, Bisexual & Transgender Equality. To help groups submit motions and amendments that comply with standing orders, the Committee offers the following advice.

A. Motions and Amendments

- a) Motions and amendments must be submitted on the forms provided and be:
 - i. from a branch or regional LGBT group; or from the national meetings of bisexual, transgender, black or disabled LGBT members; from the National LGBT Committee or from the National Young Members Forum;
 - ii. authorised by two members of the group, giving details of the meeting at which they were agreed;
 - iii. received at UNISON Mabledon Place by the stated deadlines.

- b) Motions and amendments should be written in plain English and must make sense. The number of words is limited to 500 for motions and 250 for amendments.

The title is not included in the word count. 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.

- c) They should recommend actions which are practical and possible, for example they should not make instructions for donations and affiliations to be made (but they can urge the NEC to make donations or affiliations).
- d) They should not instruct any body except the National LGBT Committee.
- e) Consideration should be given as to whether actions recommended would require a change to UNISON's rules. If so, it should be submitted as a proposed rule amendment to National Delegate Conference.
- f) Amendments should relate to their "parent" motion, and not be complete negatives.

B. Use of different formats

The Conference agenda is used in a number of different formats including standard and large print, braille and tape. Amendments, which refer to specific lines or the position of words in lines in one format, may not make sense in the other formats.

When wording amendments, avoid using phrases such as:

delete the third and fourth line of the first paragraph; or

after the fourth word on the second line, 'insert the following...'

Better practice is:

insert "urgently" between "instruct the national LGBT committee " and "to appoint", in the second sentence of the first paragraph; or

insert "and local" between "national" and "campaigns" in the last sentence of the final paragraph.

MAKE SURE

- i. That it is clear where the amendment is to be inserted or to which part of the motion it applies.
- ii. That the instructions accompanying your amendment will be clear to all delegates.
- iii. That the amendment is presented in the simplest form possible.

C. Emergency Motions

Standing Orders allow groups to submit 'emergency motions' on matters that take place after the closing date for ordinary motions and that could not be raised by an amendment to a motion on the preliminary agenda.

- a) An emergency motion must follow the general guidance for motions, including use of the correct form (LGBT10), fully completed.
- b) The group submitting an emergency motion must explain on the form why it was not possible to meet the deadline for ordinary motions (because, for example, the events that prompted the motion did not take place until after the deadline for ordinary motions).
- c) If a motion is submitted as an emergency motion which technically qualifies as one but which, in the opinion of the Standing Orders Committee, should have been submitted either as an ordinary motion or as an amendment to an ordinary motion, it will not be accepted onto the agenda.

D. Labour Government, Labour Party; Devolved Parliament and Assemblies

When drafting motions, bear in mind the difference between the Labour Government and the Labour Party. The actions or policy of government, whichever party is in government, are of concern to all UNISON members. In UNISON, matters relating to the Labour Party, whether internal Labour Party issues or matters to be pursued at Labour Party Conference, are dealt with by the Labour Link. This is the part of our union which is affiliated to the Labour Party; its policies are guided by members who pay the Labour Link levy.

LGBT Conference can only instruct the National LGBT Committee, but motions can ask, urge or call on the government or UNISON's NEC or APF.

When calling on government, bear in mind that as well as the Westminster Parliament, the Scottish Parliament and Northern Ireland and Welsh Assemblies are part of our legislature.

E. Legal Jeopardy, Discrimination Against Members

Motions which are identified as potentially placing UNISON in a position of legal jeopardy will be ruled out of order and not printed on any agenda.

Motions concerning alleged discrimination by UNISON against members will be ruled out of order as a complaints procedure exists within UNISON to pursue such issues.

F. Proposed National Delegate Conference Motions/Amendments to Rule/Motions to Service Group Conferences

LGBT Conference may submit two motions to National Delegate Conference and to each service group conference.

The above guidelines, with the exception of the word limit of 500 for motions, apply to proposals for these motions as well. Motions to Delegate Conference may not instruct any body except the NEC. The subject matter should be relevant to the union as a whole.

Motions to service group conferences may not instruct any body except that service group executive. The subject matter should be specifically relevant to that service group. In the past, some self-organised group motions to service group conferences have been ruled out of order on the grounds that they raise a 'citizenship' rather than a service group matter. To avoid this happening, make sure motions clearly indicate why this is a matter for the service group concerned.

G. Compositing

The aim of compositing is to bring motions with very similar content together in one composite motion. This avoids having the same debate several times at Conference.

Motions that the Standing Orders Committee considers suitable for compositing are indicated on the Preliminary Agenda and the proposers of these motions contacted. Compositing is not compulsory - it is up to the proposers of the motions to decide whether they wish to composite and to agree the final text.

Composite motions only include text from the original motions - no new material may be added. Minor parts of motions not incorporated into composites disappear off the agenda.

Amendments to composites can be accepted. Part of the text of an original motion may stand as an amendment to a composite if this assists in the debate.

H. Further Advice and Information

Most regional LGBT groups arrange pre-LGBT Conference briefings.

Standing Orders Committee members and staff can offer advice and assistance to groups on drafting competent motions and amendments in advance of the deadlines. Contact the LGBT Conference SOC c/o Membership Participation Unit, UNISON 1 Mabledon Place, London WC1H 9AJ. Tel 0207 551 1587 (voice) or 0207 388 6204 (minicom).