

**Bulletin No. 05/09**

**July 2009**

## **Black Members' Conference 2010**

|  |               |
|--|---------------|
| Conference Team                          | 0207-551-1123 |
| National Officer, Race Equality (Policy) | 0207-551-1413 |
| Ravi Subramanian (Standing Orders)       | 0115-847-5482 |

This bulletin contains the timetable for 2010 Black Members' Conference, details of registration and forms for submitting motions and amendments.

Black Members' Conference 2010 will be held at the Sage Gateshead from Friday, 22 January to Sunday, 24 January 2010.

### **Timetable**

|  |            |                            |
|--|------------|----------------------------|
| Deadline for Submission of Motions                       | 12.00 noon | Wednesday 9 September 2009 |
| Deadline for Submission of Amendments to Standing Orders | 12.00 noon | Wednesday 9 September 2009 |
| Publication of Preliminary Agenda                        |            | Friday 9 October 2009      |
| Deadline for Amendments to Motions                       | 12.00 noon | Wednesday 11 November 2009 |
| Deadline for Submission of Delegates                     |            | Friday 30 October 2009     |
| Publication of Final Agenda                              |            | Friday 11 December 2009    |
| Deadline for responses on Proposed Composites            |            | to be advised              |
| Deadline for Submission of Emergency Motions             | 9.00 a.m.  | Friday 15 January 2010     |

Enclosed with this Conference Bulletin, and also available on the UNISON webpage at [www.unison.org.uk/conference/black.asp](http://www.unison.org.uk/conference/black.asp) are the following documents:

|                   | <b>Document</b>        | <b>Deadline for Return</b> |
|-------------------|------------------------|----------------------------|
| Form BM1 (yellow) | Delegates Registration | Friday 30 October 2009     |
| Form BM2 (yellow) | Visitors Application   | No deadline                |
| Form BM3 (yellow) | Crèche                 | Friday 30 October 2009     |
| Form BM4 (yellow) | Evening Childcare      | Friday 30 October 2009     |
| Form BM5 (yellow) | Facilitation           | Friday 30 October 2009     |

## 2.

|                    |                               |           |                            |
|--------------------|-------------------------------|-----------|----------------------------|
| Form BM6 (yellow)  | Motions                       | 12 noon   | Wednesday 9 September 2009 |
| Form BM7 (yellow)  | Amendments to Standing Orders | 12 noon   | Wednesday 9 September 2009 |
| Form BM8 (yellow)  | Amendments to Motions         | 12 noon   | Wednesday 11 November 2009 |
| Form BM9 (yellow)  | Emergency Motions             | 9.00 a.m. | Friday 15 January 2010     |
| Form BM10 (yellow) | Change of Delegate            |           | Up to start of conference  |

Delegate Travel Claim Form (pink)  
Visitor Travel Claim Form (yellow)  
Standing Orders for Black Members' Conference (white)  
Advice from Standing Orders Committee (white)

Meetings of black members' groups should be arranged in good time to ensure that motions/amendments are agreed and submitted by the closing dates. Motions/amendments received late and/or not on the appropriate form will not be accepted for consideration.

The timetable also includes the deadline for receipt of delegates' registration forms, and requests for the crèche and/or access needs.

### **Registration and Funding of Delegates**

**To be eligible to attend the National Black Members' Conference you must be black and must be a member of one of the following groups:**

Branch Black Members' Group  
Regional Black Members' Group  
National Black Members' Committee  
National Disabled Members' Committee, Lesbian, Gay Bisexual and Transgender Committee, and Women's Committee

Branches: Up to 4 delegates per branch can attend Conference.

The principles of proportionality and fair representation must be strictly maintained in the following way:

- 1 Delegate : Delegate can be a woman or man.
- 2 Delegates : One delegate must be a woman.
- 3 Delegates : At least two delegates must be women.
- 4 Delegates : At least two delegates must be women.

Regions: 2 delegates per region can attend conference and at least one delegate must be a woman.

### **Funding of Delegates**

All branch delegates must apply to their branch for funding to attend national self-organised group conferences. The funding of branch delegates is the responsibility of branches.

### 3.

Branches may be able to apply for additional retention, and should use the same procedure used for other national events. In the case of babysitting requested by branch delegates, the costs will be the responsibility of branches. Branches will be advised of these as soon as they are known.

#### **Transgender Members**

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 Black Members' Conference as a woman, but still be attending work as a man.

Transgender members will be registered for Black 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 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.

#### **Form BM4 – Evening Childcare**

UNISON no longer recommends BNA as a preferred supplier for babysitting. For 2010 Black Members' Conference, arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide evening childcare. Should you require this service please complete Form BM4 and return to Clare Cresswell, UNISON Conference Office, by Friday 30 October 2009. Delegates are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

#### **Form BM5 – 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 you require. We recognise members' access needs may change and invite you to advise 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 BM5. It is also important that the Conference Office is advised if any facilities are no longer required.

#### **Standing Orders Committee**

Also enclosed is advice from the Black Members' Standing Orders Committee on submission of motions.

#### **Elections**

Elections to appoint or re-appoint members of the Standing Orders Committee will be held at Conference. Notices for the election and the nomination procedures will be circulated with the Preliminary Agenda.

### **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.

### **Delegates' Accommodation**

Branches are encouraged to arrange accommodation through the Newcastle Gateshead Convention Bureau's Booking Service. Using the Booking Service 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.

The dedicated webpage for UNISON Black Members' Conference is

[www.NewcastleGateshead.com/NGIBLACKMEMBERS2010](http://www.NewcastleGateshead.com/NGIBLACKMEMBERS2010)

**Please note that payment may be by credit card, debit card or pro forma invoice depending on the hotel you choose, so make sure that you get your branch to arrange this for you.**

There is no paper booking form, but you can contact Newcastle Gateshead Convention Bureau for assistance with your booking by phoning Anna Moroney on 0191 243 8819.

**APPOINTMENT OF DELEGATES**

**NAME AND ADDRESS FOR RETURN OF RECEIPT**

Name .....

Address .....

Postcode .....

Daytime Tel. no. ....

Mobile. no. ....

**DELEGATES APPOINTED BY THE**

\* Branch group name .....

\* Region group .....

\* National Self organised group .....

\* *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 24 Jan 2010                          |
|---|--------------------------|--|------------------------------------|--------------------------------------|--|
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 1               | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |                                      | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
|   | e-mail address           |  |                                    |                                      |  |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 2               | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |                                      | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
|   | e-mail address           |  |                                    |                                      |  |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 3               | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |                                      | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
|   | e-mail address           |  |                                    |                                      |  |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 4               | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |                                      | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
|   | e-mail address           |  |                                    |                                      |  |

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; and that they are the duly elected delegates.

**Signed** (Two signatures required one of which must be the branch secretary)

.....  
Signature of Branch Secretary      Signature of Black Member's Chairperson      Signature of Black Member's Secretary

**Both copies of this form must be returned to the Conference Office, 1 Mabledon Place, London WC1H 9AJ BY Friday 30th October 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. **If no acknowledgement is received within five working days, please contact the Conference Office immediately on 020 7551 1123.**

**APPOINTMENT OF DELEGATES**

**BRANCH COPY**

**NAME AND ADDRESS FOR RETURN OF RECEIPT**

Name .....

Address .....

Postcode .....

Daytime Tel. no. ....

Mobile. no. ....

**DELEGATES APPOINTED BY THE**

\* Branch group name .....

\* Region group .....

\* National Self organised group .....

\* *Please complete as appropriate*

| Branch or Home address                                | Full name<br><i>(Please print)</i> | male or female   | Please tick if first time Delegate | Membership number<br><b>(Must be inserted)</b> | Are you under 27 at 24 Jan 2010                          |
|---|------------------------------------|--|------------------------------------|--|--|
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 1<br><br>e-mail address   | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |  | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 2<br><br>e-mail address   | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |  | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 3<br><br>e-mail address   | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |  | Y <input type="checkbox"/><br>N <input type="checkbox"/> |
| B <input type="checkbox"/> H <input type="checkbox"/> | Delegate 4<br><br>e-mail address   | M <input type="checkbox"/><br>F <input type="checkbox"/> | <input type="checkbox"/>           |  | Y <input type="checkbox"/><br>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; and that they are the duly elected delegates.

**Signed** *(Two signatures required one of which must be the branch secretary)*

.....  
Signature of Branch Secretary                      Signature of Black Member's Chairperson                      Signature of Black Member's Secretary

**Both copies of this form must be returned to the Conference Office, 1 Mabledon Place, London WC1H 9AJ BY Friday 30th October 2009.** 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. ***If no acknowledgement is received within five working days, please contact the Conference Office immediately on 020 7551 1123.***



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## 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 30 OCTOBER 2009.**

Please return this form to: The Conference Office, 1 Mabledon Place, London, WC1H 9AJ. Fax: 020 75511192

YELLOW



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## CRECHE FACILITIES - REQUEST FORM DELEGATES ONLY

Creche facilities are required as follows:

Branch: .....

Region: .....

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

Email address:.....

Delegate's membership number (without this completed membership number we cannot register you for the creche):.....

Phone no:

Work: ..... Home: ..... Mobile: .....

| Name(s) of child/children: | Date of birth | Age at date of Conference | Boy/Girl |
|----------------------------|---------------|---------------------------|----------|
| .....                      | .....         | .....                     | .....    |
| .....                      | .....         | .....                     | .....    |

Date of birth: .....

Specific dietary requirements .....

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

Date creche is required:

22 January       23 January       24 January

**N.B. 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** .....

**Date** .....

Please return to Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 30 October 2009** Tel: 020 7551 1123 Fax: 020 7551 1193.



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## NIPPERBOUT EVENING CHILDCARE REQUEST FORM

Name: .....

Membership Number: ..... Branch .....

Telephone no: Work ..... Home .....

Mobile no: .....

Email .....

Address at conference

.....  
.....  
.....

Child/Children's details: Date of birth Age Boy/Girl

.....  
.....  
.....

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

.....  
.....

Dates and time babysitting required (not before 7pm or after midnight)

| Date  | Starting time | Expected return |
|-------|---------------|-----------------|
| ..... | .....         | .....           |
| ..... | .....         | .....           |
| ..... | .....         | .....           |

**Please note that branches are responsible for babysitting costs which are currently £24 per hour.**  
**I authorise this expenditure on behalf of the branch.**  
**Signed** ..... **Branch Secretary** ..... **Branch**

Please return to Clare Cresswell, Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ By Friday 30 October 2009. Tel: 0207 551 1509 Fax: 0207 551 1192 Email: c.cresswell@unison.co.uk



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## 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 30 October 2009**. Tel: 020 7551 1123 Fax: 020 7551 1192.

YELLOW



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## Motion for Conference

|                  |  |
|------------------|--|
| FOR SOC USE ONLY |  |
| SOCM             |  |
| NBMC             |  |
|                  |  |

**ONE MOTION ONLY MAY BE INCLUDED ON THIS FORM**

BRANCH/REGIONAL BLACK MEMBERS' GROUP

BRANCH CODE (RMS)

SECRETARY'S ADDRESS

SECRETARY'S NAME

TEL:

FAX:

SECRETARY'S E-MAIL ADDRESS

MOTION TITLE

TEXT:

*(continue on a separate sheet if necessary)*

|  |                          |
|--|--------------------------|
| <p>The above motion was agreed at a quorate meeting of the Branch/Regional Black Members' Group held on ..... (date)</p> | <input type="checkbox"/> |
|--|--------------------------|

Signed *(Two signatures required)*

.....  
Signature of BM Chairperson

.....  
Signature of BM Secretary

**Please return to Ravi Subramanian, UNISON(East Midlands) Regional Centre, Vivian Avenue, Nottingham NG5 1AF.**

**Motions must be received by 12 noon on Wednesday 9 September 2009 at the latest.**

**Motions may be sent by fax on 0115 847 5422.**



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## Amendment to Standing Orders

|                  |  |
|------------------|--|
| FOR SOC USE ONLY |  |
| SOCR             |  |
| NBMC             |  |
|                  |  |

**ONE MOTION ONLY MAY BE INCLUDED ON THIS FORM**

BRANCH/REGIONAL BLACK 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 a separate sheet if necessary)*

The above amendment to standing orders was agreed at a quorate meeting of the Branch/Regional Black Members' Group held on ..... (date)

Signed *(Two signatures required)*

Signature of BM Chairperson

Signature of BM Secretary

Date/time received by SOC.....

**Please return to Ravi Subramanian, UNISON(East Midlands) Regional Centre, Vivian Avenue, Nottingham NG5 1AF.**

**Amendments to Standing Orders must be received by 12 noon on Wednesday 9 September 2009 at the latest. Amendments to Standing Orders may be sent by fax on 0115 847 5422.**



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## Amendment for Conference

|                  |  |
|------------------|--|
| FOR SOC USE ONLY |  |
| SOC No.          |  |
| AGXM             |  |
|                  |  |

**ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM**

BRANCH/REGIONAL BLACK 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 a separate sheet if necessary)*

|   |                          |
|---|--------------------------|
| <p>The above amendment was agreed at a quorate meeting of the Branch/Regional Black Members' Group held on ..... (date)</p> | <input type="checkbox"/> |
|---|--------------------------|

Signed *(Two signatures required)*

.....  
Signature of BM Chairperson

.....  
Signature of BM Secretary

Date/time received by SOC.....

**Please return to Ravi Subramanian, UNISON(East Midlands) Regional Centre, Vivian Avenue, Nottingham NG5 1AF.**

**Amendments must be received by 12 noon on Wednesday 11 November 2009 at the latest.**

**Amendments may be sent by fax on 0115 847 5422.**



# National Black Members' Conference

22-24 January 2010, Sage Gateshead



## Emergency Motion for Conference

|                  |  |
|------------------|--|
| FOR SOC USE ONLY |  |
| SOEM             |  |
|                  |  |
|                  |  |

**ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM**

BRANCH/REGIONAL BLACK MEMBERS' GROUP

BRANCH CODE (RMS)

SECRETARY'S ADDRESS

SECRETARY'S NAME

TEL:

FAX:

SECRETARY'S E-MAIL ADDRESS

EMERGENCY MOTION - TITLE/SUBJECT

TEXT

*(continue on a separate sheet if necessary)*

|  |                          |
|--|--------------------------|
| This emergency motion was agreed at a quorate meeting of the Branch/Regional Black Members' Group held on ..... (date) | <input type="checkbox"/> |
|--|--------------------------|

Signed *(Two signatures required)*

.....  
Signature of BM Chairperson

.....  
Signature of BM Secretary

|  |
|--|
| Why was this motion not submitted in accordance with the normal procedures and deadlines?<br>..... |
|--|

Date/time received by SOC.....

**Please return to Ravi Subramanian, UNISON(East Midlands) Regional Centre, Vivian Avenue, Nottingham NG5 1AF.**

**Emergency Motions must be received by 9am on Friday 15 January 2010 at the latest.**

**Emergency Motions may be sent by fax on 0115 847 5422.**



**CHANGE OF DELEGATE FORM**

(branches may change delegates up to the start of Conference)

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 SHOULD BE MAINTAINED AT ALL TIMES.**

**MEMBERS WITH DISABILITIES ARE REMINDED THAT THE DEADLINE FOR REQUESTS FOR REASONABLE ADJUSTMENTS IS FRIDAY 7 NOVEMBER 2008**

*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 cannot be dealt with by the conference office after 9 January 2010. Therefore please ensure the new delegate brings the completed form with them to conference. Any change after this date will be processed in Gateshead.

**UNISON National Black Members' Conference 22-24 January 2010  
Gateshead  
DELEGATE RAIL TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Delegate Name \_\_\_\_\_ A/C Code. 0-22-15-40

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 |
|-----------------|------|----------------|------|----|-------------|
| <b>Outbound</b> |      |                |      |    |             |
| <b>Return</b>   |      |                |      |    |             |

**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:

|                |       |
|----------------|-------|
| <b>Name</b>    | _____ |
| <b>Address</b> | _____ |
|                | _____ |
| <b>Tel No.</b> | _____ |
| <b>E-mail</b>  | _____ |

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**

Please complete in block capitals

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**

One form should be completed per delegate.

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.

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

Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.

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.

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.

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

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Stewart Corporate Travel Address:

48 Hamilton Street  
Saltcoats  
Ayrshire  
KA21 5DS

**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 Black Members' Conference 22-24 January 2010**  
**Gateshead**  
**DELEGATE AIR TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Delegate Name \_\_\_\_\_ A/C Code 0-22-15-40

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

|                      |              |
|----------------------|--------------|
| <b>Name</b> _____    |              |
| <b>Address</b> _____ |              |
| _____                |              |
| 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**

**PINK**

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**

Please complete in block capitals

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.**

One form should be completed per delegate.

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.

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

Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.

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.

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 Black Members' Conference 22-24 January 2010**  
**Gateshead**  
**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 |
|-----------------|------|----------------|------|----|-------------|
| <b>Outbound</b> |      |                |      |    |             |
| <b>Return</b>   |      |                |      |    |             |

**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:

|                |       |
|----------------|-------|
| <b>Name</b>    | _____ |
| <b>Address</b> | _____ |
|                | _____ |
| <b>Tel No.</b> | _____ |
| <b>E-mail</b>  | _____ |

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 authorisation of attendance.

**YELLOW**

# GUIDELINES VISITOR RAIL TRAVEL APPLICATION FORM

Please complete in block capitals

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.**

Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.

One form should be completed per Visitor.

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.

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.

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.

Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.

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.

Journey details must be as precise and clear as possible indicating,

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- Preferred time of travel
- Whether a seat reservation is required
- Departure and destination stations
- If you require a sleeper ticket

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Saltcoats  
Ayrshire KA21 5DS

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**UNISON National Black Members' Conference 22-24 January 2010**  
**Gateshead**  
**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

|                      |              |
|----------------------|--------------|
| <b>Name</b> _____    |              |
| <b>Address</b> _____ |              |
| _____                |              |
| Tel No. _____        | E-mail _____ |

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**E-mail: corporate@stewarttravel.co.uk**

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**YELLOW**

## **GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM**

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One form should be completed per visitor.

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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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**PLEASE REMEMBER THAT WHETHER YOU CONTACT STEWART CORPORATE TRAVEL BY TELEPHONE OR FAX THE ORIGINAL BOOKING FORM MUST BE SENT TO THEM.**

**1. APPLICATION OF STANDING ORDERS**

- 1.1 These Standing Orders shall apply to all meetings of the National Black Members' Conference.

**2. STANDING ORDERS COMMITTEE**

- 2.1 The members of the Standing Orders Committee shall hold office for two-year periods with half being elected yearly.

- 2.2 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.

- 2.3 The functions of the Committee shall, subject to these Standing Orders, be to:

2.3.1 Ensure that the UNISON's Rules and Standing Orders relating to the business of Conference are observed, and notify the President of any violation that may be brought to the Committee's notice.

2.3.2 Draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business.

2.3.3 Determine the order in which the business of Conference shall be conducted.

2.3.4 Consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively the Committee shall:

2.3.5 Decide whether such motions and amendments have been submitted in accordance with the Rules;

2.3.6 Group together (composite) 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;

2.3.7 Prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best expressed the subject of such motions and amendments;

2.3.8 Refer to another representative body within the Union a motion or amendment that in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing;

2.3.9 Have power to do all such other things as may be necessary to give effect to these Standing Orders.

2.4 Any decisions of the Committee, which are to be reported to Conference, shall be announced by the Chairperson or her/his nominee of the Committee and shall be subject to ratification by Conference.

### **3. MOTIONS AND AMENDMENTS – PRE CONFERENCE PROCEDURE**

3.1 Motions, amendments and other appropriate business may be proposed for the Conference by:

- National Black Members' Committee
- Branch Black Members' Groups
- Regional Black Members' Groups
- The Black Lesbian, Gay, Bisexual and Transgender Members' Caucus Group
- The Black Disabled Members' Caucus Group

3.2 Motions and amendments shall be sent to the General Secretary's Office in order that the Standing Orders Committee may consider them for inclusion in the preliminary agenda.

3.3 The date and time by which motions and amendments to be considered for the Conference shall be received by the General Secretary's Office shall be stated in the timetable to be published under Rule D.1.9.

### **4. CONDUCT OF CONFERENCES**

4.1 Those eligible to attend, speak and vote at National Black Members' Conferences are:

- a. Branch Black Members
- b. Regional Black Members' Group Delegates
- c. National Black Members' Committee Members
- d. National Disabled Members Committee, Lesbian, Gay, Bisexual and Transgender Committee, and Women's Committee Delegates who are Black

4.2 Hereafter referred to as elected delegates. For a, b and d, the number of delegates will be decided by the National Black Members' Committee.

4.3 The National Black Members' Conference shall meet in public session, but may be directed by the National Black Members' Committee or by resolution of the Conference, when the whole or any part of a conference may be held in private. In addition to the elected delegates the only persons permitted to attend a private session of a Conference shall be such members of staff as have been authorised by the National Black Members' Committee to attend Conference.

4.4 Only the elected delegates and invited guest speakers shall have the right to speak at the National Black Members' Conference, no other person shall speak except by

permission of Conference. The Standing Orders Committee may speak on their own reports but not in debates on motions and amendments.

- 4.5 Any questions of procedure or order raised during a Conference shall be decided by the chairperson whose ruling may only be challenged by 20 members rising from their seats and shall only be over turned if there is a 2/3 majority.
- 4.6 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume his/her seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.
- 4.7 The Chairperson may call attention to any remarks or language running counter to the rules of UNISON, or any breach or order on the part of a member, and may direct such a member to discontinue her/his speech.
- 4.8 The Chairperson shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the Chairperson, he/she were named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in proceedings of that Conference.

## **5. VOTING**

- 5.1 The method of voting shall be by a show of hands of the delegates present.
- 5.2 Unless stated otherwise in these Standing Orders, the issue being voted on will be deemed to be carried if the majority of those casting votes do so in favour of the issue.
- 5.3 If the Chairperson or delegates request a count then the appointed tellers shall count the votes cast.

## **6. WITHDRAWALS OF MOTIONS AND AMENDMENTS**

- 6.1 A motion or amendment, which is shown on the final agenda, may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

## **7. MOTIONS AND AMENDMENTS NOT ON AGENDA**

- 7.1 A motion or amendment which is not shown on the final agenda 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 the following rules:
  - 7.1.1 Such motion or amendment shall be in writing, signed by the Black Members' Group Secretary and Chairperson on whose behalf it is submitted. It should be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events, which take, place thereafter. It will state at which meeting it was debated and adopted.

7.1.2 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.

7.1.3 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

## **8. PROCEDURAL MOTIONS**

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

8.2 That the question be now put, provided that

The Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed.

If the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.

8.3 That the Conference proceed to the next business

8.4 The debate is adjourned.

8.5 That the Conference (or any part thereof) be held in private session provided that:

8.5.1 A motion under Rules 8.1, 8.2, and 8.3 shall be immediately put to the vote without discussion and no amendment shall be allowed.

8.5.2 The Chairperson may at her/his discretion permit a motion under Rule 8.4 to be discussed and amendments moved.

8.6 No motion under Rules 8.2 or 8.3 shall be moved by a person who has spoken on the motion or amendment in question.

## **9. AMENDMENTS TO A MOTION**

9.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to S.O.12.

9.2 When an amendment is defeated, the amendment which follows it on the Conference Order papers shall be moved

9.3 When an amendment to a motion is carried, the motion as so amended, shall become the substantive motion, to which any further amendments shall be moved.

9.4 A delegate shall not move more than one amendment to any one motion nor shall the mover of a motion move any amendments to such motion.

## **10. LIMIT OF SPEECHES**

10.1 The mover of a motion or an amendment shall not be allowed to speak for more than five minutes and each succeeding speaker for not more than three minutes, except where Conference decides otherwise.

10.2 However, a member may request that Conference decide whether or not his/her time may be continued/extended. If Conference decides by a majority show of hands that the member may continue, that member shall be given an extra three minutes.

10.3 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, introducing no new material.

10.4 If there has been no speaker against a motion, no questions asked about the motion and any amendments have been accepted by the mover of the motion then there is no right of reply as there is nothing to reply to.

## **11. POINTS OF ORDER**

11.1 A delegate may at any stage in a Conference raise a point of order if he/she considers that the business is not being conducted in accordance with the Union's Rules as per the aims and objectives and these Standing Orders.

11.2 Such a point order must be raised as soon as the alleged breach occurs or at the earliest moment thereafter.

11.3 The Chairperson's ruling on the point of order is final.

## **12. GROUPED DEBATES AND SEQUENTIAL VOTING**

12.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.

12.2 The following procedure will be followed:

12.2.1 The Chairperson will 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 effects of certain proposals on orders.

12.2.2 All motions and amendments included in the debate shall be moved.

12.2.3 The general debate shall take place.

- 12.2.4 The Chairperson shall again state the order of voting and shall advise Conference which, if any motions or amendments will fall if others are carried.
- 12.2.5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
- 12.2.6 A debate being conducted under the procedure may not be adjourned until after all the motions and amendments have been moved.

To: Branch Secretaries of all UNISON Branches  
Secretaries to Regional Black Members' Committees  
Secretary to the National Black Members' Committee

Dear Colleague

## **UNISON BLACK MEMBERS CONFERENCE 2010 – ADVICE FROM THE STANDING ORDERS COMMITTEE**

This circular sets out advice from the UNISON Black Members Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the UNISON Black Members Conference.

You have received with this mailing a letter from the General Secretary enclosing forms for the submission of motions, amendments and emergency motions for UNISON's Black Members' Conference 2010.

Please assist in the preparation of Conference by submitting motions and amendments in good time, and well within the specified deadlines.

***Please take the time to read the guidance contained within this letter as it will aid you in drafting motions and ensuring they are not ruled out of order.***

### **General Advice on Competency of Motions**

Branches are often disappointed when motions are ruled out of order by the Standing Orders Committee because of a technicality, for example where the motion has been drafted in a way which conflicts with the UNISON Rule Book or standing orders

#### **i. Who can submit motions?**

The bodies who can submit motions and amendments to the Black Members Conference are:

- Branch Black Members' SOGs
- Regional Black Members' Committees
- National black Members' Committee
- The Black Lesbian, Gay, Bisexual and Transgender Members' Caucus Group
- The Black Disabled Members' Caucus group

#### **ii. Subject Matter**

All motions, amendments and emergency motions submitted to the agenda for Black Members Conference must be relevant to Black members

Motions that are relevant to the union as a whole rather than to Black members should be sent to National Delegate Conference. For example Black Members' Conference cannot set policy in relation to the use of Political Funds as this is a matter for National Delegate Conference.

### iii. **Staffing Issues**

Motions dealing with staffing matters are not appropriate for Conference debate. Motions that make reference to members of staff or staffing matters in general are contrary to Rule D.2.10 that states that the NEC and the General Secretary have sole responsibility for all staffing matters.

Hence motions that makes reference to either:

- a) a member of staff (whether named or not)
  - or
  - b) staffing matters in general
- are automatically ruled out of order.

### iv. **Industrial Action**

Rule O – Industrial Action gives exclusive power to the National Executive Council to authorise industrial action. To be lawful, industrial action must be in relation to a current trade dispute between an individual group of employees and their employer. Therefore any motions relating to industrial action must not contravene Rule O or Rule B.4.5 Aims and Objectives “to perform such other duties and engage in such other business as a trade union may lawfully undertake.”

### v. **Political Fund**

Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Black Members Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

### vi. **Ensuring the instruction is competent**

Please note that motions **must** instruct the National black Members’ Committee (NBMC) to actually do something. Motions that “call upon conference” or make general statements without a specific instruction to the NBMC will be ruled out of order.

Motions can only instruct the NBMC. Motions that instruct other parts of the union will be ruled out of order. Other points to note are:

- motions can ask the NBMC to “work with” other parts of the union
- motions cannot ask that the NBMC “obtain the support” of any other parts of the union or outside body as that implies that as this implies that the NBMC **must** obtain the support – and this cannot be guaranteed. To be competent, any instruction should say “seek to obtain the support” of the body.

### vii. **Amending motions ruled out of order**

Once a motion has been ruled out of order it **cannot** be amended.

### **viii. Amendments**

Amendments are subject to the same rules as motions as set out above. They should not be used to promote essentially alternative motions or as merely a substitute for voting against a motion. Therefore amendments are likely to be out of order (as wrecking amendments) if they:

- Introduce a direct negative into the motion;
- Reduce the motion to a mere re-statement of existing policy;
- Seek to change fundamentally the purpose of the motion.

Please note amendments to a motion can not be submitted by the branch / body that submitted the original motion.

### **ix. Guidelines on procedures for submitting motions, amendments to motions and emergency motions**

Attached are a set of guidelines on procedures for submitting motions, amendments, and emergency motions and the use of the appropriate forms. Branches are asked to read them carefully prior to the completion of conference forms.

### **x. Emergency Motions**

The criteria that the Standing Orders Committee applies to emergency motions are included in the attached guidelines, to assist branches and other submitting bodies when judging whether or not to submit an emergency motion. Your attention is drawn to the final point in paragraph 8 of the guidelines: the Branch will have to show that the subject of the emergency motion cannot be dealt with through normal channels, other than at Black Members Conference, for its aims to be achieved.

The strict application of these criteria will ensure that only matters of a genuine emergency to Black Members will be admitted on to the agenda as emergency motions. The Standing Orders Committee will then timetable approved emergency motions for debate.

### **xi. Rule K – Legal Services**

Rule K of the Rule Book gives absolute discretion to the NEC in relation to the provision of legal services to members. Motions that request that specific legal action is taken by the union will be ruled out of order.

### **xii. Legal proceedings**

The principle applied by the SOC is that the Black Members' Conference cannot compromise existing or potential legal proceedings for either party in a case.

Proceedings include potential, past or current Rule I disciplinary issues.

If there is a possibility that a motion may prejudice proceedings, the SOC will seek legal advice. If the advice is that a motion either directly or indirectly refers or could lead to reference to a particular case either expressly or by implication, or if a

decision at Conference could be used in a case by any party, the SOC will rule the motion out of order.

On some very limited occasions it may be necessary to rule a motion out of order, not because of its content, but because it would be impossible to debate the motion without the details of a particular legal case arising. For this reason, motions relating to equal pay will not be put on the agenda.

Motions that call on the Union to break the law are not competent.

The Standing Orders Committee hope that these guidelines will be useful assisting Branches, Regions and National Committees in preparing motions for Conference and will reduce the number ruled out of order. If you have any queries, please do not hesitate to contact me.

Yours sincerely

**Ravi Subramanian**  
**SECRETARY TO THE BLACK MEMBERS' STANDING ORDERS COMMITTEE**

# STANDING ORDERS COMMITTEE GUIDELINES FOR SUBMISSION OF MOTIONS, AMENDMENTS AND EMERGENCY MOTIONS TO BLACK MEMBERS' CONFERENCE

1. These guidelines have been prepared by the Standing Orders Committee, in light of experience, in order to assist submitting bodies.
2. Motions etc should be submitted on the appropriate form. Copies of the appropriate forms will be issued to Branches and other submitting bodies.
3. The date of the meeting which decided to submit the item should be recorded on the form, together with the type of meeting.

Meetings **must** be quorate and this may be checked, particularly for emergency motions.

4. The form provides a space for two signatures. These signatures are required to verify that motions etc. have been approved through the appropriate democratic processes of the submitting body.

In normal circumstances the appropriate signatories are:-

- a) For a BRANCH, the Chairperson of the SOG and Secretary of the Branch.
- b) For a REGIONAL BLACK MEMBERS' COMMITTEE, the Chairperson and Secretary of the Committee (this must be a member of UNISON staff).
- c) For the NATIONAL BLACK MEMBERS COMMITTEE, the Chairperson and the National Secretary.

If it is not possible to obtain a signature from one of the designated signatories then another person from the submitting body should sign, e.g. a Vice Chair or Deputy Secretary, with an explanation of the need for a substitute signatory.

In no circumstances should any single person sign twice nor should any person sign on behalf of another (i.e. "pp").

5. It is the responsibility of the submitting body to ensure that forms are properly completed. If you need help or advice contact a member of the Standing Orders Committee, or an SOC Officer.
6. All agenda items must be submitted prior to deadlines determined by the Rules. The dates will be notified by circular. It would be helpful to the SOC if submitting bodies could submit items as early as possible. The SOC advises submitting bodies not to schedule meetings too close to the deadline.

7. An emergency motion should be submitted, in accordance with Rule P.11 and paragraphs 3 and 4 above, on the appropriate form.

The same requirements apply to emergency motions as for motions, even those referring to events which take place after the deadline for emergency motions. The motion must be considered by a quorate meeting of the branch SOG.

Branches which submit emergency motions during Conference will have to provide the Standing Orders Committee with details of their branch rules covering advance notice for convening meetings and branch quorum.

The criteria that the Standing Orders Committee applies to emergency motions are published below, to assist branches when judging whether or not to submit an emergency motion. Attention is drawn to the final point – that the subject cannot be dealt with through normal channels, other than at Black Members Conference, for its aims to be achieved.

The Branch/Region/Committee will have to show:

- The matter couldn't be raised in debate on the agenda.
- The action called for is not covered by another motion, amendment or composite.
- The facts giving rise to the subject matter have occurred since the closing date for the submission of amendments to motions. (It is not sufficient that the branch was not aware of the facts until after the closing date.)
- The subject cannot be dealt with through normal channels other than Black Members' Conference.

The motion should be accompanied by an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines.