

Retired Members' Conference 2010

Bulletin 01/10

April 2010

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Colin Derrig (policy) 0207-551-1587
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This bulletin contains the timetable for 2010 Retired Members' Conference, details of registration and forms for submitting motions and amendments.

Retired Members' Conference 2010 will be held at the Southport Convention Centre on Tuesday 12 and Wednesday 13 October 2010.

Timetable

Deadline for Submission of Motions	12.00 noon	Wednesday, 23 June 2010
Deadline for Submission of Amendments to Standing Orders	12.00 noon	Wednesday, 23 June 2010
Publication of Preliminary Agenda		Wednesday, 14 July 2010
Deadline for Submission of Delegates		Friday, 6 August 2010
Deadline for Submission of Amendments	12.00 noon	Wednesday, 18 August 2010
Publication of Final Agenda		Wednesday, 15 September 2010
Deadline for Submission of Emergency Motions	9.00 a.m.	Wednesday, 6 October 2010

Enclosed with this Conference Bulletin are the following forms which can also be downloaded from the UNISON Conference webpage at www.unison.org.uk/conference/retired.asp

Document		Deadline for Return	
Form RM1	Delegates Registration	Friday,	6 August 2010
Form RM2	Visitors Application members		
Form RM3	Facilitation Form	Friday,	6 August 2010
Form RM4	Motions	12.00 noon	Wednesday, 23 June 2010
Form RM5	Amendments to Standing Orders	12.00 noon	Wednesday, 23 June 2010
Form RM6	Amendments to Motions	12.00 noon	Wednesday, 18 August 2010
Form RM7	Emergency Motions	9.00am	Wednesday, 6 October 2010
Form RM8	Change of Delegate		
	Delegate Travel Form (yellow)		
	Visitor Travel Form (blue)		
	Standing Orders for Retired Members' Conference (white)		
	Advice from Standing Orders Committee (white)		

Branch Representation

To be able to attend this conference as a delegate you must be a current retired member of UNISON. Branch representation will be based on the following allocation: Up to 2 delegates for branches with a retired membership of 250 or less, and then 1 additional delegate per 500 or part thereof, to a maximum of 4 delegates.

- Up to 250 retired members - maximum of 2 delegates
- Up to 750 retired members - maximum of 3 delegates
- Over 750 retired members - maximum of 4 delegates

Regional Representation

Regions can send one delegate each.

Proportionality and Fair Representation

The principles of proportionality and fair representation must be strictly maintained. Therefore the following apply:

Branches:

- 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:

- 1 Delegate per region : Delegate can be a woman or a man.

Form RM1 – Delegates

Branches can apply for delegate places in line with the allocation outlined under Branch Representation. Regions should also use Form RM1.

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

Form RM2 – Visitors UNISON members.

Branches can also apply for visitor places, subject to availability, on a first come, first served basis. A visitor application Form RM2 is attached. Only UNISON members may attend as visitors. Visitors do not have to be retired members.

Form RM3 – 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 ask you to advise about requirements for each event. **Please remember that sign language interpreters will only be available if requested in advance.**

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for the Southport Convention Centre, please ask them to indicate this on Form RM3.

Information should be sent to the Conference Office using Conference Form RM3. It is also important that the Conference Office is advised if any facilities are no longer required.

Childcare

Any delegate requiring childcare should make direct contact with the Conference Office at UNISON, Mabledon Place, so that appropriate arrangements can be made.

Form RM4 Motions/Form RM5 Amendments to Standing Orders

Motions for the Conference agenda will be accepted from retired members' groups/sections registered with regions and from regional retired members' committees, as well as from the National Retired Members' Committee. There is no limit to the number of motions which can be submitted by any of these groups. Motions should be sent to Gavin Edwards, UNISON, Mabledon Place, to reach him by 12.00 noon, Wednesday, 24 June 2010. Motions will be accepted only if they are submitted on the appropriate form. Groups submitting more than one motion should photocopy the form.

Motions may be submitted electronically to g.edwards@unison.co.uk. However, Form RM4/RM5, with the signatures and date of meeting, must also be submitted for verification.

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 Wednesday, 14 July 2010 and sent to branch secretaries. The Final Agenda will be published on Wednesday, 15 September 2010 and sent to branch secretaries.

Form RM6 – Amendments to Motions

Submission rights for amendments to motions are the same as those for motions and amendments to standing orders.

Amendments to motions should be sent to Gavin Edwards, UNISON, 1 Mabledon Place, to reach him by 12 noon, Wednesday 18 August 2010.

Form RM7 – Emergency Motions

Submission rights for emergency motions are the same as those for motions and amendments to standing orders.

Emergency motions should be sent to Gavin Edwards, UNISON, 1 Mabledon Place, to reach him by 9am Wednesday 6 October 2010.

Form RM8 - Change of Delegate

Branches may change delegates up to the start of Conference. Any changes must be in accordance with the scheme of branch representation.

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. Please advise Stewart Corporate Travel if your delegates have railcards. 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 Southport Conferences. Using the local authority agency supports the work of our members in local government and ensures our continuing ability, as a non-for-profit organisation, to secure preferential rates for our conference venues. Accommodation can be booked online at www.ConferenceBookings.co.uk by entering the following event code: STHUNISON2010.

You can telephone the Tourist Information Centre for assistance on 01704 533333 or e-mail: accom@southportconferences.com

Arrangements for Distribution of Card Voting Booklet

One card vote booklet per branch will be issued and these will be distributed at Conference. The booklet will show the voting strength of the branch based on the number of retired members.

Workshops

Workshops will be held between **3.00 p.m.** and **4.30 p.m.** on **Tuesday, 12 October 2010**. Space in workshops is strictly limited and delegates will need to pre-register for them in advance. Only delegates from regions and branches are eligible to apply for a workshop place. Workshop application forms will be sent to delegates at a later date.

Panel Debate

It is intended to organise a panel debate in the main conference hall between **3.00p.m.** and **4.30p.m.** on **Tuesday, 12 October 2010**. Delegates who have not registered for a workshop place and visitors will be eligible to attend.

RM1**Retired Members' Conference**12-13 October 2010,
Southport Convention Centre**APPOINTMENT OF DELEGATES**

NAME AND ADDRESS FOR RETURN OF RECEIPT			DELEGATES APPOINTED BY THE	
Name			*Branch Name	
Address			Branch Code	
Postcode			Branch Delegate <input type="checkbox"/>	
Daytime Tel. No.			Regional Rep <input type="checkbox"/>	
Mobile			* 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)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<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"/>	
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 E-mail address:	M <input type="checkbox"/> F <input type="checkbox"/>	<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"/>	

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

.....
Signed (two signatures required) (Secretary) (Chairperson)

Both copies of this form must be returned to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 6 AUGUST 2010**. 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.

PINK



Retired Members' Conference

12-13 October 2010,
Southport Convention Centre



APPOINTMENT OF DELEGATES

BRANCH/REGIONAL COPY

NAME AND ADDRESS FOR RETURN OF RECEIPT Name Address Postcode Daytime Tel. No. Mobile		DELEGATES APPOINTED BY THE *Branch Name Branch Code Branch Delegate <input type="checkbox"/> Regional Rep <input type="checkbox"/> <i>* Please complete as appropriate</i>	
---	--	--	--

Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>	
	E-mail address: _____			
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>	
	E-mail address: _____			
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>	
	E-mail address: _____			
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 4 _____	M <input type="checkbox"/> F <input type="checkbox"/>	<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; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

.....
 Signed (two signatures required) (Chairperson) (Secretary)

Both copies of this form must be returned to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **FRIDAY 6 AUGUST 2010**. Fax: 020 7551 1192
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PINK



Retired Members' Conference
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 Southport Convention Centre



VISITOR APPLICATION: MEMBERS

Visitor seats are available on a first come, first served basis.

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME:

BRANCH CODE (RMS)

BRANCH ADDRESS:

.....

TEL NO:

MEMBERSHIP NO:

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

--	--	--	--	--	--	--	--	--	--

.....

--	--	--	--	--	--	--	--	--	--

.....

--	--	--	--	--	--	--	--	--	--

.....

SIGNED

DATE

Branch Secretary signature

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor's 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.

Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Friday 6 August 2010.

***Please return this form to: The Conference Office, 1 Mabledon Place, London WC1H 9AJ.
 Fax: 020 7551 1192***



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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="text"/>	<input type="text"/>	Membership no: <input type="text"/>	<input type="text"/>
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 -SPECIFY FONT SIZE BELOW <input type="checkbox"/>
BRAILLE <input type="checkbox"/>	AUDIO CD <input type="checkbox"/>	
DOCUMENTS ON MEMORY STICK <input type="checkbox"/>	LIPSPEAKER <input type="checkbox"/>	LARGE PRINT - AT CONFERENCE -SPECIFY FONT SIZE BELOW <input type="checkbox"/>
DOCUMENTS ON CD <input type="checkbox"/>	INDUCTION LOOP <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"/>

If you require a Personal Emergency Evacuation Plan from the venue please indicate

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 6 August 2010. Tel: 020 7551 1123, Fax: 020 7551 1192.



Retired Members' Conference
 12 - 13 October 2010,
 Southport Convention Centre

Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCM	
CATEGORY	

SOC USE ONLY

BRANCH/REGIONAL RETIRED MEMBERS' GROUP

BRANCH CODE (RMS)

.....

SECRETARY'S NAME + ADDRESS:

.....

.....

TEL: FAX: E-MAIL ADDRESS:

MOTION TITLE:

TEXT:

(continue on a separate sheet if necessary)

The above motion was agreed at a quorate meeting of the Branch/Regional Retired Members' Group held on

SOC USE ONLY

Signed: (two signatures required)

SOC USE ONLY

.....
 RM Chairperson RM Secretary
 PRINT NAME PRINT NAME

Date/time received by SOC

Please return to Gavin Edwards, UNISON, 1 Mabledon Place, London WC1H 9AJ
Motions may be sent by fax on 020 7551 1252
*Motions must be received by **12 noon on Wednesday 23 June 2010** at the latest.*



Retired Members' Conference
 12 - 13 October 2010,
 Southport Convention Centre

Amendment to Standing Orders

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCR	
CATEGORY	

SOC USE ONLY

BRANCH/REGIONAL RETIRED MEMBERS' GROUP

BRANCH CODE (RMS)

.....

SECRETARY'S NAME + ADDRESS:

.....

.....

TEL: FAX: 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 Retired Members' Group held on

SOC USE ONLY

Signed: (two signatures required)

SOC USE ONLY

.....

RM Chairperson RM Secretary
 PRINT NAME PRINT NAME

Date/time received by SOC

*Please return to Gavin Edwards, UNISON, 1 Mabledon Place, London WC1H 9AJ
 Motions may be sent by fax on 020 7551 1252
 Motions must be received by **12 noon on Wednesday 23 June 2010** at the latest.*



Retired Members' Conference
 12 - 13 October 2010,
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Amendment for Conference

ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCM	
CATEGORY	

SOC USE ONLY

BRANCH/REGIONAL RETIRED MEMBERS' GROUP

BRANCH CODE (RMS)

.....

SECRETARY'S NAME + ADDRESS:

.....

.....

TEL: FAX: E-MAIL ADDRESS:

MOTION TITLE:

TEXT:

(continue on a separate sheet if necessary)

The above amendment was agreed at a quorate meeting of the Branch/Regional Retired Members' Group held on

SOC USE ONLY

Signed: (two signatures required)

SOC USE ONLY

.....
 RM Chairperson RM Secretary
 PRINT NAME PRINT NAME

Date/time received by SOC

Please return to Gavin Edwards, UNISON, 1 Mabledon Place, London WC1H 9AJ
Motions may be sent by fax on 020 7551 1252
*Motions must be received by **12 noon on Wednesday 18 August 2010** at the latest.*



Retired Members' Conference
 12 - 13 October 2010,
 Southport Convention Centre

Emergency Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

FOR SOC USE ONLY	
SOCM	
CATEGORY	

SOC USE ONLY

BRANCH/REGIONAL RETIRED MEMBERS' GROUP

BRANCH CODE (RMS)

.....

SECRETARY'S NAME + ADDRESS:

.....

.....

TEL: FAX: E-MAIL ADDRESS:

MOTION TITLE:

TEXT:

(continue on a separate sheet if necessary)

The above motion was agreed at a quorate meeting of the Branch/Regional Retired Members' Group held on

SOC USE ONLY

Signed: (two signatures required)

.....
 RM Chairperson RM Secretary
 PRINT NAME PRINT NAME

SOC USE ONLY

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

Date/time received by SOC

Please return to Gavin Edwards, UNISON, 1 Mabledon Place, London WC1H 9AJ
 Motions may be sent by fax on 020 7551 1252
 Motions must be received by **9am on Wednesday 6 October 2010** at the latest.



Retired Members' Conference
 12-13 October 2010,
 Southport Convention Centre



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.

DELEGATES ARE REMINDED THAT THE DEADLINE FOR REQUESTS FOR REASONABLE ADJUSTMENTS IS FRIDAY 6 AUGUST 2010. FACILITIES CANNOT BE GUARANTEED IF NOTIFICATION IS RECEIVED AFTER THIS DATE.

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

PLEASE RETURN THIS FORM TO THE CONFERENCE OFFICE.

Changes cannot be dealt with by the conference office after Wednesday 6 October 2010. Therefore please ensure the new delegate brings the completed form with them to conference. Any change after this date will be processed in Southport.

**UNISON Retired Members' Conference 12-13 October 2010
Southport
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-24-15-00

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, please give details 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: 0845 872 4432

Fax: 01294 605246

E-mail: unison@stewarttravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation 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.
9. 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
10. **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 telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
12. **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 Retired Members' Conference 12-13 October 2010
Southport
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-24-15-00

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 GIVE DETAILS 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: **0845 872 4432** **Fax:** **01294 605246**

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

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

YELLOW

GUIDELINES: DELEGATE AIR 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 the flights 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. 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
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 telephone 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 Retired Members' Conference 12-13 October 2010
Southport
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 please give details 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: 0845 872 4432

Fax: 01294 605246

E-mail: unison@stewarttravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation 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.
8. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. 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.
10. 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
11. **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 telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
12. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
13. **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 Retired Members' Conference 12-13 October 2010
Southport
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 GIVE DETAILS 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: 0845 872 4432

Fax: 01294 605246

E-mail: unison@stewarttravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf.

BLUE

GUIDELINES: VISITOR AIR 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 the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
8. 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.
9. 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
10. **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 telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
12. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them.**



**STANDING ORDERS FOR THE CONDUCT OF
UNISON RETIRED MEMBERS' CONFERENCES**
(as amended at 2009 Conference)

1. COMPOSITION OF STANDING ORDERS COMMITTEE

- 1.1 The Standing Orders Committee shall consist of one retired member from each UNISON region.

2. FUNCTIONS OF STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one Retired Members' Conference until the end of the next Retired Members' Conference.
- 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 Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of Conference 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, to be circulated in accordance with the timetable stated in Rule D.1.9 of the National Rules
- 2.3.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference
- 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:
- 1) decide whether such motions and amendments have been submitted in accordance with the Rules

- 2) 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
- 3) 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 such motions and amendments
- 4) refer to the body within the Union a motion or amendment which in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing
- 5) have power to do all such other things as may be necessary to give effect to these Standing Orders.
- 6) issue guidelines from time to time in order to assist with the smooth running of Conference. Such guidelines shall be consistent with these Standing Orders.

2.4 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.

3. **SPEAKING**

- 3.1 Those empowered to speak shall be delegates appointed by branches or representatives appointed by regions, members of the National Committee and those members of UNISON staff so appointed by the National Committee, plus the Chairperson of the Standing Orders Committee. Any member of a regional Retired Members' Committee attending the conference as a regional or branch delegate may be appointed by their regional Retired Members' Committee to move a motion or amendment submitted by that regional Retired Members' Committee
- 3.2 Members of the National Committee may speak from the platform to Committee policy on any motion or amendment on the Conference agenda, at any time during debate, as agreed by the Chairperson of Conference and the National Committee.
- 3.3 Members of the National Committee appointed by branches to move or speak to motions must do so from the floor.
- 3.4 Apart from the elected delegates and those persons who have the right to speak at the Conference under Standing Order 3.1, no other person shall speak except by permission of the Standing Orders Committee.

4. **LIMIT OF SPEECHES**

- 4.1 The mover of a motion or an amendment shall speak for not more than five minutes and each succeeding speaker for not more than three minutes, except where the Standing Orders Committee have decided otherwise.
- 4.2 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, introducing no new material.

5. VOTING

- 5.1 The method of voting shall be by show of hands of the delegates appointed by branches and present at Conference. A card vote may be called by the President or, immediately after the result of the show of hands has been declared, by at least ten per cent of the delegates registered at the Conference.
- 5.2 In the event of a card vote being called or demanded, the vote shall be taken immediately after it has been demanded, but no business shall be suspended, pending the declaration of the result of the vote except that which in the President's opinion may be directly affected by the result.

6. TELLERS

Tellers will be appointed from amongst the members of staff present for the duration of the Conference.

7. PROCEDURE

- 7.1 Any questions of procedure or order raised during the Conference shall be decided by the Chairperson of Conference whose ruling shall be final and binding.
- 7.2 Upon the Chairperson of Conference rising during a Conference session, any person then addressing Conference shall resume her/his seat and no other person shall rise to speak until the Chairperson of Conference authorises proceedings to continue.
- 7.3 The Chairperson of Conference may call attention to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member and may direct such a member to discontinue her or his speech.
- 7.4 The Chairperson of Conference 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 of Conference, she/he shall be named by the Chairperson of Conference, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of the Conference.

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

- (i) that the question now be put, provided that:
 - (a) the Chairperson of Conference may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed;
 - (b) if this motion is carried, it shall take effect at once, subject only to any right of reply under these Standing Orders.
- (ii) that the Conference proceed to the next business;
- (iii) that the debate be adjourned;

No motion under (i), (ii) or (iii) above shall be moved by a person who has spoken on the motion or amendment in question.

7.6 Any person empowered to speak as in Standing Order 3.1 above may at any stage in the Conference raise a point of order if she/he considers that the business is not being conducted in accordance with the Union's Rules and the Standing Orders of this Conference.

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

7.8 The Chairperson of Conference's ruling on a point of order is final.

8. MOTIONS AND AMENDMENTS

8.1 Motions and amendments will normally be considered in the order in which they appear on the final agenda.

8.2 Other than items appearing on the Final Agenda, and those relating to procedure, the only motions allowed for debate shall be those submitted under the emergency procedure previously agreed by the Retired Members Conference Standing Orders Committee and which have been approved for debate by that Committee. Any such motions will be circulated at the commencement of Conference proceedings.

8.3 The Retired Members Conference Standing Orders Committee will decide before the Conference the place on the Final Agenda at which any emergency motions should be heard.

8.4 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of.

- 8.5 When an amendment is defeated, a further amendment may be moved to the original motion.
- 8.6 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.
- 8.7 Any person empowered to speak as in Standing Order 3.1 above shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.
- 8.8 Where the National Committee is seeking reference or remittal of a motion, the mover of the motion shall indicate prior to moving the motion whether reference is accepted. The proposal to remit shall then be treated as the first amendment to the motion. If the proposal is lost, Standing Order 8.5 shall apply and the debate will conclude with a vote on the substantive motion. If it is carried, Conference will proceed to the next business.

9. WITHDRAWALS OF MOTIONS AND AMENDMENTS

- 9.1 A motion or amendment which appears on the Final Agenda may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.
- 9.2 If a motion be withdrawn with the consent of the Standing Orders Committee, any amendment to that motion will fall.

10. REFERENCE OF OUTSTANDING ITEMS

- 10.1 If, at the end of the Conference, the Final Agenda has not been concluded, outstanding motions and amendments shall be referred to the National Retired Members Committee which shall report to members its decisions on those matters. All such motions and amendments shall be responded to at least one month before the deadline for submission of motions and amendments to the following year's Conference.

11 SUSPENSION OF STANDING ORDERS

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

**ADVICE FROM THE
RETIRED MEMBERS' STANDING ORDERS COMMITTEE ON
COMPETENCY OF MOTIONS/AMENDMENTS AND EMERGENCY MOTIONS**

2009

1. Who can submit motions?

- Branch Retired Members' Sections;
- Regional Retired Members' Committees;
- National Retired Members' Committee.

2. How

- Send in your motion on the Conference Form by the deadline. You need to state the date of the meeting at which the motion was agreed and provide two signatures.
- The word quorate is included on the Conference form to ensure that meetings that submit motions to Conference have been properly convened within the local rules and do have the power to take the action of submitting the motion. This is best practice used at National Delegate Conference. If there is no quorum for the meeting then the term does not apply.

3. Who can sign the form?

- We ask for the signatures of two branch or regional officers, normally the Retired Members' Secretary and Chairperson.
- If either of these is not available, another appropriate signature should be provided with an explanation of the reason why. Another appropriate signature would be that of an elected member of the Retired Members' Section/Committee acting in the chair or secretary's absence or the branch secretary.
- 'PP'ng a signature will not be accepted.

4. Subject Matter

- Whilst the same subject matter may legitimately be debated at different UNISON conferences, a specific motion can only be debated in one arena, depending on its content, what action it calls for and which part of the Union can deliver that action.
- For the National Retired Members' Conference, the subject matter and the instructions contained in the motion must be wholly or predominantly concerned with retired members. The motion must make clear why it is an issue for debate at National Retired Members' Conference rather than, say, National Delegate Conference. So, for example a motion on a health and safety issue would have to highlight the particular impact on retired members and identify action the National Retired Members' Committee can take to address the issue in relation to retired members.
- Motions in conflict with the rules are not competent (but see section 7 on rule changes.)

- Issues that are internal to the functioning of matters affecting the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party conference, are dealt with by the Affiliated Political Fund (Labour Link), not National Delegate Conference. Matters for the Affiliated Political Fund will be referred to the National APF Committee. The SOC's approach is that motions which seek to give instruction or direction in relation to Labour Party matters are ruled out of order, while motions which ask, urge or call on are not. The term 'UNISON sponsored MP' is inaccurate as it is illegal to 'sponsor' MPs to undertake advocacy. A motion or amendment which uses this term will be ruled out of order. Submitters of motions and amendments may refer to UNISON's parliamentary group of MPs or the relevant group in the devolved institutions or the European Parliament.

5. Action

- A motion is a means of indicating why you want something to happen, what you want done and by whom. To be competent the text of a motion should state proposals for named action.
- The National Retired Members' Conference may instruct the National Retired Members' Committee to take action within its remit but it may not instruct other bodies within the Union, such as the National Executive Council (NEC) or service groups or external bodies.
- Motions may call on the NEC and other bodies in the Union but don't use phrases such as:

“Conference agrees to”

“Conference resolves to”

“Conference calls upon the Union at all levels”

This is because Conference does not exist after the end of business. Conference cannot resolve to take action itself. The Retired Members' Conference's relationship with the rest of the Union, and the outside world, is through the National Retired Members' Committee, so any proposed action must be taken through the National Retired Members' Committee.

- Avoid the phrase “Conference calls directly on the National Executive Council to”. This is because the Conference has no direct representation on the National Executive Council. Again such proposals have to be channelled through the National Retired Members' Committee.

6. Staffing

- As a general rule, motions to National Retired Members' Conference cannot deal with staffing matters since these are outside the scope of the National Retired Members' Committee. Under Rule D 2.10.1 and D 2.10.2, the National Executive Council and the General Secretary have responsibility for the employment of staff and staffing matters. Motions can be considered on their merit where they deal with general policy on staff resources and where it is relevant to retired members. But motions dealing with the terms and conditions of existing post holders will be ruled out of order, since responsibility in this area rests with the NEC and the General Secretary.

- For example, motions may not propose additions or deletions of staff posts, or job descriptions for staff, or interfere with management of staff but motions may include staffing as an element of allocation of resources for a project.

7. Rule Changes

- The National Retired Members' Conference cannot amend UNISON's Rulebook. Only National Delegate Conference may amend the rulebook.
- National Retired Members' Conference may agree a motion to submit a particular rule change to National Delegate Conference. It then needs to be chosen as one of the two Retired Members' Conference motions to the next National Delegate Conference, to get on that agenda.

8. Amendments to Standing Orders

- The National Retired Members' Conference can amend its own Standing Orders. There is a separate Conference form for this. All changes to Standing Orders require a two-thirds majority of those present and voting. Amendments to Standing Orders submitted are not open to further amendment.

9. Amendments to Motions

- An amendment is a change to a motion that proposes deletions and/or additions.
- A Conference form is available for submitting amendments by the agreed deadline before Conference.
- In addition to the normal procedures for submitting motions (see 2 and 3 above) in order to be competent, the amendment must:

Refer to the original motion;

Not change a positive motion into a negative motion;

Not contradict the intention of the motion;

Not introduce substantially new subject matter to the extent that it unduly changes the balance of the motion or the substance;

Not reduce the motion to a mere re-statement of existing policy;

Not be from the proposer of the main motion.

10. Emergency Motions

- An emergency motion must relate to an issue that could not be addressed in accordance with the timetable for submitting motions and amendments.
- A Conference form is available for submitting emergency motions. In addition to the normal procedures for submitting motions (see 2 and 3 above) the following criteria will also be used in considering all emergency motions:

The facts giving rise to the subject matter have occurred since the closing date for submission of motions and amendments – it is not sufficient that the submitting body was not aware of the facts until after the closing date;

The matter could not be raised in debate on the agenda;

The action called for is not covered by another motion, amendment or composite

The action must refer directly to the new information in the motion

The subject cannot be dealt with through normal channels other than National Retired Members' Conference.

11. Legal Proceedings

- If there is a possibility that a motion may prejudice existing or potential legal 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.
- So 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.
- Proceedings include potential, past or current disciplinary issues and / or litigation.
- Motions that call on the Union to break the law are not competent.

CHECKLIST FOR COMPETENCY OF MOTIONS

Submitters are encouraged to write clear, brief motions that include specific proposals for action

- From a body with submission rights
- On the correct Conference form
- With date of meeting
- Two appropriate signatures
- Submitted within the deadline
- Subject matter wholly or predominantly concerned with retired members:
 - Not National Delegate Conference business
 - Not service group business
 - Not Labour Link/General Political Fund business
- Is it identical to previous motions/superfluous – or does it contain new policy/action?
- Does it make sense? / is it sufficiently clear?
- Not a statement i.e. must have an action
- Clear action points
- Does it instruct/ask the correct body to take action? Can only instruct the NRMC/
Cannot call directly on the NEC, must go via the NRMC
- Cannot commit Conference to spend national funds
- Does not contravene Union rules
- Does not contain instructions for unlawful action
- Does not refer to legal proceedings
- Does not refer to staffing issues

A useful format for the layout of a motion is:

“Conference believes....

“Conference notes....

“Conference instructs the National Retired Members Committee to.....