

**Community Conference 2010**

**April 2010**

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This bulletin contains information about the  
**2010 Community Service Group Conference**

It includes details of registration and forms for submitting motions and amendments.

The Community Service Group Conference will be held at the **Telford International Centre** on **Tuesday 2 November 2010**. This will be the very first conference specifically for UNISON members in the Community Service Group – those members who work for organisations like charities, housing associations, social enterprises, and other voluntary sector bodies. The Community Service Group was created by a vote at National Delegate Conference in 2009, with the aim of giving our members in the community and voluntary sector their own unique voice in the union, and the power to make decisions about the issues and campaigns that affect them in their workplaces.

**Conference Timetable**

Deadline for Submission of Motions	5.00pm	Tuesday 13 July 2010
Publication of Preliminary Agenda		Tuesday 3 August 2010
Deadline for Submission of Delegates		Friday, 13 August 2010
Deadline for Submission of Amendments	5.00pm	Tuesday 7 September 2010
Publication of Final Agenda		Tuesday 5 October
Deadline for Emergency Motions	9.00am	Tuesday 26 October 2010

Enclosed with this Conference Bulletin are the following forms which can also be downloaded from the UNISON Conference website at <http://www.unison.org.uk/conference/community.asp>

	<b>Document</b>	<b>Deadline for Return</b>
Form CY1 (yellow)	Delegates Registration	Friday, 13 August 2010
Form CY2 (yellow)	Visitors Members	Friday, 13 August 2010
	Visitors Non-Members	
Form CY3 (yellow)	Crèche Facilities	Friday, 13 August 2010
Form CY4 (yellow)	Evening Childcare	Friday, 13 August 2010
Form CY5 (yellow)	Facilitation Form	Friday, 13 August 2010
Form CY9 (yellow)	Change of Delegate	

Delegate Travel Form (blue)

Visitor(s) Travel Form (pink)

General advice on submission of motions (white)

**Motions, Amendments, Amendments and Emergency Motions will be submitted online for 2010 Community Service Group Conference. Important advice on how to do this is enclosed. There will be no paper forms.**

### **Online Submission of Motions, Amendments, Emergency Motions**

Motions and amendments should be submitted via the Online Conference System (OCS)

**Why an online system?** UNISON is making efforts to reduce its carbon footprint, so it makes sense to eventually replace the numerous conference forms with an online system. The system will ultimately allow both registration of delegates and submission of motions. . The OCS has been piloted for previous Higher Education and Local Government conferences. The [motion submissions](#) part of the system was piloted for NDC 2010 and proved successful and we are now rolling it out to all other service group conferences. It will give branches and regions the ability to track their conference submissions – no more worrying about forms getting lost in the post! It will also time and date stamp all submissions, to avoid disagreements about deadlines, and generally provide more transparency about the submissions process.

**Who can use the OCS?** Using the OCS, motions can be authorised at branch level by either the branch secretary or chair. The other person will receive email copies of the motion as soon as it is submitted. Branch administrators will also be able to enter motions but will not have authority to submit them on behalf of a branch.

At regional level, the regional head of the service group will be authorised to submit the motion, with the chair of the regional committee receiving an instant email copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

**How will these people access the OCS?** The connection to the OCS is through a UNISON 'portal' which the union will use to enable branches to access this and other future products and services. During December 2009 and January 2010, two important letters were sent to branch secretaries, chairs and administrators. These letters contained information about how to register with the 'portal' and then access the OCS. The second letter contained a unique registration ID. Further details are available once they have logged on to the system. Regional and national users will receive separate communications about accessing the system.

**What if the correct branch people cannot access the OCS?** Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the RMS, is correct. It records which members hold the key positions of branch secretary and chair. If this information is incorrect, or if it changes, the branch needs to ensure that the RMS records are updated immediately. Then the individual should contact UNISONdirect on 0845 355 0845 and request

access to the OCS. Once their details have been confirmed they will be sent new registration details by post.

**What if a branch secretary/chair/ administrator loses their registration details?** They should contact UNISONdirect on 0845 355 0845 and request new registration details.

**What else needs to happen?** It will help the system function if these key branch people also have an email address stored on their RMS records. Please contact your branch and regional RMS team urgently, to make this happen. Advice on how to create an email address is available on the UNISON website at: [www.unison.org.uk/conference/email\\_setup.asp](http://www.unison.org.uk/conference/email_setup.asp)

**What if our branch does not have computer access?** If you are concerned that your branch does not have access to a computer, an email address or the internet, you are advised to contact your Regional Organiser or another regional member of staff as soon as possible. They can ensure that your submissions are made and can also advise you of training and funding available for IT development.

**Who do I contact if I have queries about the registration?** Contact UNISONdirect on 0845 355 0845

**Who do I contact if I have queries about the Online Conference System?** General queries can be e-mailed to: [onlineconf@unison.co.uk](mailto:onlineconf@unison.co.uk)

### **Disenfranchised Branches**

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to Conferences if you did not submit your annual financial returns (Rule G.9.1) to your UNISON regional office by no later than **15 March 2010**.

### **Branch Representation**

- 1) All delegates to the Community service group conference should be members of the Community service group.
- 2) Branches shall be entitled to one delegate for the first 250 Community service group members within the branch, a second delegate for the next 250 members or part thereof, and one further delegate per subsequent 500 Community service group members or part thereof (based on branch membership at 30 September of the year before the conference).
- 3) At least one of each branch's first two delegates must be female. If a branch has only one delegate, that delegate may be female or male, but these branches must consider the gender split of their Community service group membership, and in particular, branches whose Community service group membership is more than 50% female should strive to ensure that their one delegate is a woman. The gender make up of the delegation must be based on the gender make up of the Community service group membership within the branch.
- 4) Branches must include black members in their delegation in proportion to the workforce profile of all the Community employers covered by the branch.

- 5) Branches with 3 or more delegates must include one low paid, female member in the delegation. Low paid members are those with a basic hourly rate of £7.66 or less (this rate to be amended in line with Rule Q of the UNISON rulebook).
- 6) Branches with 4 or more delegates must include one young member in the delegation (i.e. Age 26 or under at end of conference).
- 7) Branches can send two people to share one of the delegate places. However:
  - a. If they are sharing the female low paid seat, both sharers must be female low paid;
  - b. If they are sharing the young members' seat, both sharers must be young members.*I.e. Sending one sharer to meet either the low paid or young member requirement is not sufficient.*
- 8) Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.

Overall, branches should also consider factors such as the balance between full time and part time workers, manual and non-manual workers, and different occupations and skills.

Representation is based on membership as at **30 September 2009**.

### **Transgender Members**

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend Community Conference as a woman, but still be attending work as a man. Members will be registered for Community 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.

### **Regional Representation**

Two representatives of each service group regional committee.

### **Sector Reps**

Each sector is entitled to send two delegates to the Conference.

### **National Representation**

Self-organised groups and the National Young Members' Forum may send two delegates with speaking but not voting rights. Delegates must be members of branches in the Community Service Group. The National Young Members' Forum may also submit motions and amendments to the Service Group Conference, and each national self-organised group may submit up to two motions

## **Form CY1 – Delegates' Registration**

**Please note that all delegate registration forms for service group conferences should now be sent to your regional office.**

Please ensure that delegates' information is completed fully including branch membership numbers. All **three** copies should then be **sent to your regional office** which will check them before forwarding them to the Conference Office. Delegates should be aware that the information collected on Form CY1, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

**Late delegate registrations will not be accepted. There will be no exceptions to this. The appeals mechanism in the regions is for the composition of delegations, not for late submissions. Regions have to apply the deadlines strictly.**

All other forms should be sent direct to the Conference Office at Mabledon Place.

## **Form CY2 – Visitors UNISON Members/Visitors Non-Members**

Please use Form CY2 for UNISON members and make sure that their membership number is included. Please also use Form CY2 for non-members who wish to attend.

## **Form CY4 – Evening Childcare**

UNISON no longer recommends BNA as a preferred supplier for babysitting. For future UNISON Conferences 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 CY4 and return to Clare Cresswell, UNISON Conference Office, by **Friday 13 August 2010**. 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 CY5 – 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.**

## **Personal Emergency Evacuation Plan (PEEP)**

If a delegate or visitor from your branch requires a PEEP for the Telford International Centre, please ask them to indicate this on Form CY5.

Information should be sent to the Conference Office using Conference Form CY5. It is also important that the Conference Office is advised if any facilities are no longer required.

## **Form CY9 –Change of Delegate**

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date or registration of delegates. Any changes must be in accordance with Proportionality and Fair Representation.

## **Access Information**

Information about the accessibility of the Telford International Centre, the local public transport, and local hotels can be found on the UNISON Conference webpage at <http://www.unison.org.uk/conference/community.asp>

## **Important Travel Arrangements**

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

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

## **Accommodation**

Branch accommodation can be arranged through ticeventlinks. A list of hotels available, together with a booking form, is enclosed with this bulletin and more detailed information on the facilities at each hotel, including access, is available on the UNISON Conference webpage <http://www.unison.org.uk/conference/community.asp>.

## **Arrangements for Distribution of Card Voting Booklet**

Your branch will be issued with your voting booklet by collecting them on the morning of Conference, before Conference starts, from the card vote collection point at the Telford International Centre.



## **REGIONAL OFFICES**

Set out below are the addresses of UNISON's  
12 regional offices, to which delegate registration forms should be sent.

**Eastern Region**  
Amanda Tickner  
UNISON, Church Lane House  
Church Lane  
Chelmsford  
Essex CM1 1NH

**East Midlands Region**  
Mark Ward  
UNISON  
UNISON Regional Centre  
Vivian Avenue  
Nottingham NG5 1AF

**Greater London Region**  
Shelley Davey  
UNISON  
First Floor  
Congress House  
Great Russell Street  
London WC1B 3LS

**Northern Region**  
Allison Jackson  
UNISON  
140-150 Pilgrim Street  
Newcastle upon Tyne  
NE1 6TH

**Northern Ireland Region**  
Elizabeth Robinson  
UNISON, Galway House  
165 York Street  
Belfast BT15 1AL

**North West Regional Centre**  
Susan Cahal  
UNISON  
Arena Point  
1 Hunts Bank  
Manchester M3 1UN

**Scotland Region**  
Helen Stewart  
UNISON  
Douglas House  
60 Belford Road  
Edinburgh EH4 3UQ

**South East Region**  
Stephen Loweth  
UNISON  
Ranger House  
Walnut Tree Close  
Guildford GU1 4UL

**South West Region**  
Marilyn Crawley  
UNISON  
UNISON House  
The Crescent  
Taunton  
Somerset TA1 4DU

**Cymru/Wales Region**  
Sarah Evans & Sian Philpott  
UNISON,  
Suite A The Courtyard,  
Wind Street  
Swansea SA1 1DP

**West Midlands Region**  
Claire Kenny  
UNISON  
24 Livery Street  
Birmingham  
B3 2PA

**Yorkshire & Humberside Region**  
Laraine Senior  
UNISON  
Commerce House  
Wade Lane  
Leeds LS2 8NJ

**APPOINTMENT OF DELEGATES**

<p><b>NAME AND ADDRESS FOR RETURN OF RECEIPT</b></p> <p>Name .....</p> <p>Address .....</p> <p>Postcode .....</p> <p>Daytime Tel. No. ....</p> <p>Mobile .....</p>	<p><b>DELEGATES APPOINTED BY THE</b></p> <p>*Branch Name .....</p> <p>Branch Code .....</p> <p>Attending as*</p> <p>Branch Delegate <input type="checkbox"/></p> <p>Regional Rep <input type="checkbox"/></p> <p>National Young Members' Rep <input type="checkbox"/></p> <p>National SOG Rep <input type="checkbox"/></p> <p><i>* Please complete as appropriate</i></p>
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Branch or Home address	Full name (please print)	Male or Female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 2 November 2010?	Type of delegate seat (please tick)
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 1/ Sharer 1</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 3</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?

**ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT**

<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Sharer 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
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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)

**All three copies of this form must be returned to your REGIONAL OFFICE by FRIDAY 13 AUGUST 2010**  
**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 YOUR REGIONAL OFFICE IMMEDIATELY.**

**APPOINTMENT OF DELEGATES Branch copy**

<b>NAME AND ADDRESS FOR RETURN OF RECEIPT</b> Name ..... Address ..... Postcode ..... Daytime Tel. No. .... Mobile .....			<b>DELEGATES APPOINTED BY THE</b> *Branch Name ..... Branch Code ..... Attending as* Branch Delegate <input type="checkbox"/> Regional Rep <input type="checkbox"/> National Young Members' Rep <input type="checkbox"/> National SOG 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)	Are you under 27 at 2 November 2010?	Type of delegate seat (please tick)
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 1/ Sharer 1</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 3</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT</b>						
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Sharer 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
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)						
All three copies of this form must be returned to your <b>REGIONAL OFFICE</b> by <b>FRIDAY 13 AUGUST 2010</b> 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 YOUR REGIONAL OFFICE IMMEDIATELY.						

YELLOW

**APPOINTMENT OF DELEGATES Regional copy**

<b>NAME AND ADDRESS FOR RETURN OF RECEIPT</b> Name ..... Address ..... Postcode ..... Daytime Tel. No. .... Mobile .....			<b>DELEGATES APPOINTED BY THE</b> *Branch Name ..... Branch Code ..... Attending as* Branch Delegate <input type="checkbox"/> Regional Rep <input type="checkbox"/> National Young Members' Rep <input type="checkbox"/> National SOG 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)	Are you under 27 at 2 November 2010?	Type of delegate seat (please tick)
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 1/ Sharer 1</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Delegate 3</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
<b>ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT</b>						
<b>B</b> <input type="checkbox"/> <b>H</b> <input type="checkbox"/>	<b>Sharer 2</b> _____ E-mail address:	<b>M</b> <input type="checkbox"/> <b>F</b> <input type="checkbox"/>	<input type="checkbox"/>		<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your hourly rate?
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)						
All three copies of this form must be returned to your <b>REGIONAL OFFICE</b> by <b>FRIDAY 13 AUGUST 2010</b> 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 YOUR REGIONAL OFFICE IMMEDIATELY.						



## 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: .....	MEMBERSHIP NO:																														
NAME(S) OF VISITOR(S) WISHING TO ATTEND ..... ..... .....	<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																														

## 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's 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.**

**Please note that crèche facilities are not available for visitors. Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Friday 13 August 2010.**

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



**CRÈCHE FACILITIES – REQUEST FORM  
DELEGATES ONLY**

**PLEASE PRINT ALL DETAILS**

Crèche facilities are required as follows:

Branch .....

Region: .....

Name and address of delegate: .....

.....

.....

E-mail address: .....

.....

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

Phone no: .....

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

Mobile: .....

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

**I confirm that I am the parent / legal guardian of the above child/children:**

**Signed** .....

**Dated** .....

*Please return to Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ by  
Friday 13 August 2010. Tel: 020 7551 1123 Fax: 020 7551 1192.*



**EVENING CHILDCARE REQUEST FORM**

**PLEASE PRINT ALL DETAILS**

Evening childcare facilities are required as follows:

Name: .....

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

Telephone No: Work: ..... Home: .....

Mobile No: .....

E-mail: .....

Address at conference:  
 .....  
 .....

**Child/Children's details:**

Name(s) of child/children:	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: .....  
 Branch Secretary

Please return to Clare Cresswell, Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ by **Friday 13 August 2010**. Tel: 020 7551 1509 Fax: 020 7551 1192.  
 E-mail: [c.cresswell@unison.co.uk](mailto:c.cresswell@unison.co.uk)



**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"/>	Membership no: <input type="text"/>
Branch .....	Tel.no: (daytime) .....
Region .....	(voice/text) .....
Tel.no: (daytime) .....	(email) .....
(voice/text) .....	<b>If Facilitator is required to accompany Delegate in the conference hall, and they require a seating space next to Delegate please tick box</b> <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 13 August 2010. Tel: 020 7551 1123, Fax: 020 7551 1192.



**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 AND FAIR REPRESENTATION SHOULD BE MAINTAINED AT ALL TIMES.**

**DELEGATES ARE REMINDED THAT THE DEADLINE FOR REQUESTS FOR REASONABLE ADJUSTMENTS IS FRIDAY 13 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 YOUR REGIONAL OFFICE.**

Changes cannot be dealt with by the conference office after Friday 22 October 2010. Therefore please ensure the new delegate brings the completed form with them to conference. The signature of the Regional Head of Community will be required as authorisation for the change.

I agree that the above change of delegate maintains the proportionality and fair representation of the delegation.	
Signed:.....	Date .....
Regional Head of Community	

**UNISON Community Service Group Conference 2 Nov 2010  
Telford  
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code. 0-15-63-01

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:

<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:** 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 Community Service Group Conference 2 Nov 2010**  
**Telford**  
**DELEGATE AIR TRAVEL APPLICATION FORM**

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

Delegate Name \_\_\_\_\_ A/C Code 0-15-63-01

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:

<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:**      **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.

**BLUE**

# GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

1. Please complete in block capitals.
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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.
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Ayrshire  
KA21 5DS
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**UNISON Community Service Group Conference 2 Nov 2010  
Telford  
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:

<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: 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.
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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 Community Service Group Conference 2 Nov 2010  
Telford  
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:

<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: 0845 872 4432**

**Fax: 01294 605246**

**E-mail: [unison@stewarttravel.co.uk](mailto:unison@stewarttravel.co.uk)**

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

**PINK**

# GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per visitor.
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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.
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  - Date of travel, both outward and return
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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.
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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.**

Dear Colleague,

**Community Service Group Conference 2010 – Advice from the Standing Orders Committee**

**This circular sets out advice from the Community Service Group Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the Community Service Group Conference.**

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

**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.

Members of the Standing Orders Committee will be happy to offer general guidance and assistance on procedures and standing orders

**i. Who can submit motions?**

Rule P 1.3.5 sets out Standing Orders advice on those bodies which are eligible to submit motions. The bodies which can submit motions and amendments to the Community Service Conference are:- Branches that organise Community members; the Community Service Group Executive; and Regional Community Committees. Self-Organised Groups at national level and the National Young Members' Forum may submit a total of two motions and two amendments to the Conference.

## **ii Subject Matter — Service Group Issues**

All motions, amendments and emergency motions submitted to the agenda for Community Conference must be relevant to the Community Service Group. Motions may instruct the Community Service Group Executive but may not commit the union nationally to a particular policy or campaign. Motions that are relevant to the union as a whole should be sent to National Delegate Conference. For example a Service Group Conference cannot set policy in relation to the use of Political Funds as this is a matter for National Delegate Conference

## **iii What constitutes a Service Group Issue?**

Rule D.3.1.4 sets out the remit of the Service Group and the issues upon which it has autonomy to act on behalf of its members. These are to:

- determine the Service Group's general policy;
- negotiate:
  - pay and conditions of service
  - professional and occupational rules, standards, conditions and policy
  - industrial and other relations with employers to represent its members and participate in any joint negotiating machinery with powers in these matters
  - the settlement of any disputes arising from the employment of its members.

The Standing Orders Committee will only accept motions that are relevant to the areas of activity defined for Service Groups within Rule D.3.1.4.

## **iv. Citizenship Issues**

Some issues, which initially may be relevant to the Community Service Group, may also be "citizenship" issues, i.e. of relevance to the whole Union because members experience them as workers and as members of the public. Such motions when submitted to National Delegate Conference can instruct the whole union to adopt a policy or campaign. A good example is the funding and provision of services such as social housing or social care — these issues affect all our members rather than just those employed in the community and voluntary sector and need to be debated by the union as a whole. This can be a difficult area and bodies which do not have submission rights to National Delegate Conference may particularly need to take advice as their motions will be ruled out of order rather than being referred to National Delegate Conference.

If you do submit a motion on a citizenship issue as defined above — this must only have relevance to Community Service Group workers.

An increasing number of motions are ruled out of UNISON conferences each year on these grounds and you should seek advice if in doubt.

#### **v Staffing Issues**

Motions dealing with UNISON staffing matters are not appropriate for Conference debate. The National Executive Council and the General Secretary have responsibility for the employment of staff, under Rule D.2.10.1 and Rule D 2.10.2.

#### **vi 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."

#### **vii 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 Community Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

#### **viii Legal Reasons**

Motions may also be ruled out of order due to a number of legal reasons:

Legal Jeopardy - a motion which places the union at risk of legal action from a third party. The Standing Orders Committee do not enter into protracted legal arguments on whether or not this third party would have a strong case, but rather will take the decision not to place the union at risk. Legal jeopardy will also apply when the motion refers to or is relevant to current legal proceedings against UNISON or individuals acting in a UNISON capacity.

Other legal reasons might be due to the motion being in breach of UNISON rules - for example, it may breach our values outlined in Rule B or our rules on legal representation in Rule K.

## **ix Legal advice concerning Equal Pay and UNISON Conferences**

As you will be aware, the union, its activists and staff have been under threat by no win no fee lawyers (NWNF) contesting the union's equal pay strategy. In addition, there are currently High Court proceedings brought by employers against UNISON arising out of its equal pay negotiations. UNISON continues to need to take great care when dealing with equal pay issues and a cautious approach must be adopted in relation to communications on equal pay matters within the union.

As has been the case in previous conferences, it remains crucial therefore that the union does not allow any motions relating to equal pay on the agenda at UNISON conferences owing to the current litigation and the continuing potential for allegations of negligence and sex discrimination against the union. This is because NWNF lawyers and others are able to gain access to everything which is said in union forums, including motions and debate at conference, and use this to further their claims against the union, our activists and staff. The union's legal advice is that our defence of these claims may be seriously weakened if there are speeches impinging on litigation. For this reason the SOC are advised not to allow any motions relating to equal pay on the agenda.

## **x Rule P1.3.6**

This rule gives the Standing Orders Committee the power to recommend to Conference that, as a result of certain motions only affecting devolved bargaining groups – i.e. Scotland, Northern Ireland, England and Wales – voting may be restricted to those groups. It would be helpful if this could be noted when drafting motions so that it is clear whether the motion will apply to the whole Service Group or only certain groups.

The Standing Orders Committee is keen to avoid the situation whereby a motion may apply in part to the whole union and in part to a particular pay bargaining group. This can cause confusion at Conference as delegates may be able to vote in part of the debate and not others. We are considering how best to facilitate discussion of specific pay agreements and claims can be discussed at Conference and submitting bodies may wish to consider whether their motion is intended to apply to a specific group or set general policy,

## **xi 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.

**xii Guidelines on procedures for submitting motions, amendments to motions and emergency motions**

Attached is a set of guidelines produced by the Standing Orders Committee 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,

**xiii 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 Community Service Group Conference, for its aims to be achieved. For example, many motions can be dealt with by the Region, Branch or Service Group Executive and do not require a Conference decision to be auctioned.

The strict application of these criteria will ensure that only matters of a genuine emergency to the Community Service Group will be admitted on to the agenda as emergency motions. The Standing Orders Committee will then timetable approved emergency motions for debate. It should be noted that only branches or the Service Group Executive can submit emergency motions.

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

**Dominic MacAskill**

**Secretary**

**Community Service Group Standing Orders Committee**

## **Standing Orders Committee Guidelines for Submission of Motions, Amendments and Emergency Motions to Community Service Group Conference**

1. These guidelines have been prepared by the Standing Orders Committee, in light of experience, in order to assist submitting bodies
2. For the purpose of these guidelines submitting bodies are those bodies within the Union which have the right under Rule P.1. 3. 5 to submit items for the agenda of a Service Group Conference.
3. Motions etc should be submitted on the appropriate form. Copies of the appropriate forms will be issued to Branches and other submitting bodies.
4. The date of the meeting which decided to submit the item should be recorded on the form, together with the type of meeting.

The Standing Orders Committee has reaffirmed that, for branches, only the texts of motions which have been considered by a branch meeting, or a branch committee meeting, are eligible for submission to Conference.

Local branch rules that may include the delegation of powers to other bodies will not be taken into account when applying the national rule requirements for Conference.

Therefore branches must state clearly on the motion form the type of meeting at which their motion was agreed.

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

5. 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 and Secretary of the Branch.
- b) For a REGIONAL COMMUNITY COMMITTEE, the Chairperson and Secretary of the Committee.
- c) For the COMMUNITY SERVICE GROUP EXECUTIVE, the Chairperson and the National Secretary.
- d) For a SELF ORGANISED GROUP, the Chairperson of the National Self-Organised Group Committee and the senior member of staff servicing the Committee.
- e) For the NATIONAL YOUNG MEMBERS' FORUM, the Chairperson of the National Young Members' Forum and the senior member

of staff servicing the Forum.

**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").**

6. 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.
7. 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.
8. An emergency motion should be submitted, in accordance with Rule P.11.2 and paragraphs 4 and 5 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 Standing Orders Committee will not take into account delegated powers within particular branches. The motion must be considered by a meeting of the branch or branch committee.

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 Community service Group Conference, for its aims to be achieved.

The submitting body 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 Community Service Group 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