



**NATIONAL LESBIAN
GAY, BISEXUAL &
TRANSGENDER PLUS
CONFERENCE
STANDING ORDERS**

**(as amended by 2015 Conference and rule change at
2019 National Delegate Conference)**

SO1 *Application of standing orders*

- 1.1 These standing orders shall apply to UNISON's national lesbian, gay, bisexual and transgender plus conference.
- 1.2 The standing orders may be changed by conference approving, with a two-thirds majority of those people present and voting, a motion which has appeared on both the preliminary and final conference agendas, except for motions from the Black and disabled members' caucuses or bisexual members' caucus or transgender members' caucus, which may only appear on the final conference agenda. All such motions may be amended in the normal way by simple majority. Standing orders may not be changed by an emergency motion, but they may be temporarily suspended under SO19.

SO2 *Standing orders committee*

- 2.1 A standing orders committee shall be formed to assist conference in the running of business. The standing orders committee shall be independent of the national lesbian, gay, bisexual and transgender plus committee and shall be accountable to conference.
- 2.2 Members of the national lesbian, gay, bisexual and transgender plus committee shall not be members of the standing orders committee. Six members of the standing orders committee shall be elected by the national lesbian, gay, bisexual and transgender plus conference. Two members shall be elected by the disabled members' caucus. Two members shall be elected by the Black members' caucus. An equal number of reserve standing orders committee members shall also be elected. At least 50% of places shall be held by women.
- 2.3 Members of the standing orders committee shall hold office from the end of the conference at which they are elected until the end of the next conference.
- 2.4 If a member of the standing orders committee does not attend two consecutive meetings of the standing orders committee then at the following meeting the standing orders committee shall decide whether that member's membership of the committee should be terminated.
- 2.5 If a member of the standing orders committee elected by the national lesbian, gay, bisexual and transgender plus conference resigns or ceases to be qualified to be a member or has their membership terminated under SO2.4 then the standing orders committee shall invite the reserve member who received the highest number of votes to become a member, unless this would mean that less than 50% of places would be held by women, in which case, the standing orders committee shall invite the woman reserve member who received the highest number of votes to become a member.

- 2.6 In the absence of reserve members being elected at the conference, the standing orders committee will have the power to co-opt members to fill any vacancies for the six general seats.
- 2.7 At its first meeting the standing orders committee shall elect two co-chairs, at least one of whom shall be a woman, from amongst its members.
- 2.8 The functions of the standing orders committee, subject to these standing orders, shall be to:
- 2.8.1 ensure that UNISON's rules and these standing orders (relating to the business of the conference in plenary session) are observed, and notify the presiding conference chair of any violation that may be brought to the committee's notice;
 - 2.8.2 draw up the preliminary agenda and final agenda of business to be dealt with at the conference plenary sessions, to be circulated in accordance with the timetable agreed by the national lesbian, gay, bisexual and transgender plus committee;
 - 2.8.3 determine the order in which motions shall be dealt with at the plenary sessions (the "order of business"), subject to the approval of conference;
 - 2.8.4 consider all motions and amendments submitted for consideration by conference and, for the purpose of enabling conference to transact its business effectively, the standing orders committee shall:
 - i) decide whether such motions and amendments have been submitted in accordance with these standing orders;
 - ii) group together motions and amendments relating to the same subject, decide the order in which they should be considered, and whether they should be debated and voted on separately or debated together and voted on sequentially;
 - iii) make such minor wording changes of a technical nature as the committee may consider necessary;
 - iv) prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the committee best express the subject of motions and amendments;
 - v) refer to another representative body within UNISON a motion or amendment which in the opinion of the committee should properly be considered there: the mover of the motion or amendment shall be informed of the reason for so doing;

- vi) have power to do such other things as may be necessary to give effect to these standing orders.
- 2.9 Any decisions of the standing orders committee which are to be reported to conference shall be announced by one of the co-chairs of the committee and shall be subject to ratification by conference.
- 2.10 The standing orders committee may, from time to time, issue guidelines in order to assist with the smooth running of conference. Such guidelines shall be consistent with these standing orders.

SO3 *Motions and amendments*

- 3.1 Motions, amendments and other appropriate business may be proposed for conference by branch or regional lesbian, gay, bisexual and transgender plus groups; by the disabled members' or Black members' caucuses, bisexual members' caucus or transgender members' caucus; by the national lesbian, gay, bisexual and transgender plus committee and by the national young members' forum.
- 3.2 Motions, amendments and other appropriate business shall be sent to the designated member of UNISON staff, in order that the standing orders committee may consider them for inclusion in the agenda. The date and time by which motions and amendments shall be received by the designated staff member shall be stated in the timetable published by the national lesbian, gay, bisexual and transgender plus committee.
- 3.3 3.3.1 A motion or amendment should normally be moved by a representative of the group proposing that motion or amendment;
- 3.3.2 In the absence of a representative of the group, the motion or amendment may be moved by another member attending the conference only where prior notification has been given to the standing orders committee, but may not be moved formally from the chair;
- 3.3.3 In the event of 3.3.2, the presiding conference chair should advise conference of the procedure;
- 3.3.4 If there is no other delegate to move the motion, then the motion and any amendments to it, falls. If there is no other delegate to move the amendment, then the amendment falls.
- 3.4 Caucuses have the right to self-define in their motions the issues that affect them.
- 3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.

SO4 Public and private sessions

The plenary sessions of the national lesbian, gay, bisexual and transgender plus conference shall meet in public session except that by resolution of conference the whole or any part of a conference may be held in private. In addition to delegates, members of the national lesbian, gay, bisexual and transgender plus committee and members of the standing orders committee, the only people permitted to attend a private session of conference shall be:

- i) such members of staff as have been authorised by the national lesbian, gay, bisexual and transgender plus committee or the UNISON general secretary to attend conference;
- ii) such other people as the conference chair shall determine.

SO5 Speakers at conference

Only delegates and those people who have the right to attend the national lesbian, gay, bisexual and transgender plus conference shall have the right to speak in plenary sessions. No other person shall be able to speak in plenary sessions unless prior approval has been sought from the standing orders committee. Full time officers shall not be able to speak in debate on motions or amendments.

SO6 Presiding conference chair

- 6.1 The conference shall be chaired at any one time by one of two co-chairs who shall be members of the national lesbian, gay, bisexual and transgender plus committee or any other member of the national lesbian, gay, bisexual and transgender plus committee as delegated and agreed by the co-chairs of the national lesbian, gay, bisexual and transgender plus committee.
- 6.2 Any procedural motions or points of order raised during conference shall be decided by the presiding conference chair, if necessary in consultation with the co-Chairs of the standing orders committee. The ruling of the presiding conference chair shall be final and binding.
- 6.3 The presiding conference chair may at any time call conference's attention to irrelevance, offensive language, or any breach of order on the part of a member. The presiding conference chair shall have the power to call any person to order who is causing a disturbance in conference. If that person rejects the presiding conference chair's ruling, the presiding conference chair shall have the right to "name" the person. Conference shall immediately vote on whether or not that person should be named. If conference agrees that the person should be named, the named person shall leave the conference hall for a period determined by the presiding conference chair.
- 6.4 The presiding conference chair may at any time propose that conference be adjourned to a specified time. Conference shall immediately vote on whether or not conference should stand adjourned.

SO7 Voting

- 7.1 The method of voting shall be by a show of hands of those people present who are delegates to conference. Members of the national lesbian, gay, bisexual and transgender plus committee and members of the standing orders committee shall not vote. The presiding conference chair shall declare the result or shall call for a count.
- 7.2 A count may also be called if, after a presiding conference chair's declaration of a result, at least twenty members present indicate that they want a count.
- 7.3 When a count has been called:
 - 7.3.1 No other conference business may proceed until the count has been completed.
 - 7.3.2 The presiding conference chair shall immediately instruct the tellers to close the doors. Any person may leave the conference during the time that the doors are closed. Members of the standing orders committee and UNISON staff may enter the conference, should they deem their business to be such that it cannot wait until the count is completed, whilst the doors are closed.
 - 7.3.3 The presiding conference chair shall instruct the tellers to do a count of those in favour, those against, and those not voting, and shall declare the result. Once the result has been declared the presiding conference chair shall instruct the tellers to re-open the doors.

SO8 Tellers

Conference shall appoint tellers from amongst those people who are attending the conference. Tellers shall not be members of the national lesbian, gay, bisexual and transgender plus committee or members of the standing orders committee.

SO9 Withdrawals

- 9.1 A mover of a motion or amendment who wishes to withdraw their motion or amendment shall inform the standing orders committee. The standing orders committee shall report this request to conference. Conference shall decide whether or not the motion or amendment may be withdrawn.
- 9.2 If a motion be withdrawn with the consent of conference and there is an amendment to that motion which appeared as a motion in the preliminary agenda then that amendment shall become the motion.

SO10 Motions and amendments not on the final agenda (emergency motions)

- 10.1 A motion or amendment which is not shown on the final agenda (an "emergency motion") may not be considered by conference without the prior

approval of the standing orders committee and the consent of conference, which shall be governed by standing orders 10.2 to 10.4 inclusive.

- 10.2 An emergency motion shall be in writing, signed on behalf of the national lesbian, gay, bisexual and transgender plus committee or the branch, region or caucus on whose behalf it is submitted, and sent to the designated member of UNISON staff, so that the standing orders committee may consider it. The date and time by which the emergency motion shall be received by the designated staff member shall be stated in the timetable published by the national lesbian, gay, bisexual and transgender plus committee. The emergency motion shall state at which meeting of the national lesbian, gay, bisexual and transgender plus committee, branch, region or caucus it was debated and adopted.
- 10.3 If the standing orders committee gives its approval to the emergency motion being considered by conference, copies of the emergency motion shall be made available to participants in the conference at least one hour before conference is asked to decide whether to consent to the emergency motion being added to the conference agenda: this decision shall be made under SO2.8.
- 10.4 An emergency motion will not be given a higher place in the order of business over other motions and amendments on the agenda except where the standing orders committee decides that the purpose of the emergency motion would be frustrated if it were not dealt with earlier in the conference.

SO11 Procedural motions

11.1 Subject to standing orders 11.2 and 15.3, the following procedural motions may be moved at any time and without previous notice on the agenda:

11.1.1 "That the question be now put", provided that:

- i) the presiding conference chair may advise conference not to accept this motion if in their opinion the matter had not been sufficiently discussed; and
- ii) if the motion is carried it shall take immediate effect subject only to any right of reply under these standing orders.

11.1.2 "That the conference proceed to next business" (if the motion is carried the matter being discussed shall immediately fall from the agenda and conference shall proceed to the next item on the order of business);

11.1.3 "That the debate be adjourned";

11.1.4 "That the conference (or part of conference) be held in private session";

- 11.1.5 "That precedence be given to any particular business set forth on the agenda subject to the provisions of Standing Order 10";
- 11.1.6 "That the chair be challenged" (the presiding conference chair shall stand down and the motion shall be heard by the alternate presiding conference chair: the mover of this motion shall speak for no more than three minutes, and the challenged conference chair shall then have the right to speak for no more than three minutes; the procedural motion shall then be put to the vote without discussion and no amendment shall be allowed. If the procedural motion is approved by conference then the challenged conference chair shall stand down and the alternate presiding conference chair shall remain in the chair).
- 11.1.7 "That leave be given to amend a motion or an amendment with the prior approval of the standing orders committee."
- 11.1.8 That the time limits for speakers be amended.
- 11.2 A procedural motion moved under standing orders 11.1.1, 11.1.2, 11.1.3 or 11.1.5 shall be immediately put to the vote without discussion and no amendment shall be allowed.
- 11.3 The presiding conference chair may at their discretion allow discussion of a procedural motion moved under standing order 11.1.4, and may at their discretion allow amendments to be put.
- 11.4 A person who has already spoken on the motion or amendment in question shall not move a procedural motion under standing orders 11.1.1, 11.1.2 and 11.1.3.
- 11.5 A representative who moves a procedural motion under standing order 11.1.5 shall not speak on any motion or amendment debated as a result of that procedural motion.

SO12 Amendments

- 12.1 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, subject to standing order 15.
- 12.2 When an amendment is defeated a further amendment may be moved to the motion.
- 12.3 When an amendment to a motion is carried the motion, as amended, shall become the substantive motion. A further amendment can then be moved to the substantive motion.
- 12.4 A person shall not move more than one amendment to any one motion. The mover of a motion shall not move an amendment to their motion.

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

SO13 Time limits

- 13.1 The mover of a motion or an amendment shall speak for no more than five minutes, and each subsequent speaker shall speak for no more than three minutes.
- 13.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes. No new material may be introduced during a right of reply.
- 13.3 These time limits may be amended where prior approval has been sought from the standing orders committee or where a procedural motion under standing order 11 sub-paragraph 11.1.8 has been moved.
- 13.4 The Chair shall, at their discretion, extend a particular speaker's time limit if their access requirements have an impact on speaking time.

SO14 Points of order

- 14.1 A point of order may be raised at any stage during conference if it is considered that business is not being conducted in accordance with UNISON's rules or the conference's standing orders.
- 14.2 The point of order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.
- 14.3 The point of order shall not be debated or amended, and the presiding conference chair shall make an immediate ruling on the point of order under SO6.2.

SO15 Grouped debates

- 15.1 Where in the opinion of the standing orders committee separate debates on specified motions or amendments dealing with the same subject matter would lead to undue repetition, the standing orders committee shall group debates and/or decide on sequential voting.
- 15.2 A grouped debate shall be run in this order:
- i) The presiding conference chair shall advise conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others;
 - ii) All motions and amendments included in the debate shall be moved;

- iii) The general debate shall take place;
- iv) The presiding conference chair shall again state the order of voting and shall advise conference which, if any, motions and amendments will fall if others are carried;
- v) Voting shall take place on motions, preceded by relevant amendments, in the order in which they were moved.

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

SO16 Reports by national lesbian, gay, bisexual and transgender plus committee

16.1 After the opening of the conference's first plenary session the national lesbian, gay, bisexual and transgender plus committee shall present its report for the past year.

16.2 If the national lesbian, gay, bisexual and transgender plus committee presents a report to conference which contains proposals or recommendations requiring approval and adoption by conference, the committee shall submit the proposals or recommendations as ordinary motions seeking such approval and adoption.

16.3 The committee report shall be circulated prior to conference.

SO17 Indication and announcement of the national lesbian, gay, bisexual and transgender plus committee's policy

The final agenda shall include an indication of the national lesbian, gay, bisexual and transgender plus committee's recommendation on motions on the preliminary agenda, and immediately before each motion is called, the national lesbian, gay, bisexual and transgender plus committee shall announce that recommendation through the chairperson of the conference.

SO18 Reference

If at the end of the national lesbian, gay, bisexual and transgender plus conference the business of the conference has not been concluded all motions and amendments then outstanding shall stand referred to the national lesbian, gay, bisexual and transgender plus committee, which shall in due course report to members its decisions on these matters.

SO19 Suspension of standing orders

Any one or more of these standing orders may be suspended by a resolution of conference in relation to a specific item of business before the conference or to the

proceedings of conference, provided that at least two-thirds of the people present and voting shall vote for the resolution.