

2023 Lesbian, Gay, Bisexual, Transgender Plus Conference Bulletin

May 2023

Conference Team 0207 121 5123
 Mitchell Coe (Policy) 07903 853072
 Nick Crook (Standing Orders) 0207 121 5219

This bulletin contains the timetable for 2023 LGBT+ Conference
Please note that both motions and delegations can only be submitted online.
There are no paper forms for registration.

UNISON’s **Lesbian, Gay, Bisexual and Transgender Plus Conference 2023** will be held at the **ACC Liverpool Conference Centre**, from **1.30pm Friday 10 November to 1.20pm Sunday 12 November 2023**. This conference is organised under UNISON’s rules on self-organisation. **All delegates and visitors to LGBT+ Conference must self identify as lesbian, gay, bisexual or transgender plus UNISON members.**

ACC Liverpool
 Kings Dock Street,
 Liverpool
 L3 4FP
 Tel: 0151 475 8888

Website: <https://www.accliverpool.com/>

Timetable

Deadline for submission of motions	12:00pm	Friday, 21 July 2023
Publication of Preliminary Agenda		Friday, 11 August 2023
Deadline for submission of delegates	12:00pm	Thursday, 17 August 2023
Deadline for submitting crèche places	12:00pm	Thursday, 24 August 2023
Deadline for submitting reasonable adjustment requests for access	4.00pm	Thursday, 31 August 2023
Deadline for submission of amendments	12:00pm	Friday, 15 September 2023
Deadline for proposals for motions/ amendments to rule for 2024 national delegate and service group conferences	12:00pm	Friday, 15 September 2023
Deadline for submission for LGBT+ recruitment and organising awards	12:00pm	Friday, 15 September 2023
Deadline for nominations	12:00pm	Friday, 15 September 2023
Publication of Final Agenda		Friday, 13 October 2023
Deadline for reasonable adjustment requests for travel	12:00pm	Thursday, 26 October 2023
Deadline for emergency motions/ priorities	12:00pm	Friday, 03 November 2023
Deadline for submitting change of delegates on the OCS	11.59pm	Wednesday, 08 November 2023

Enclosed with this Conference Bulletin are the following forms and documents which are also available to download from the UNISON Conference website at:

<https://www.unison.org.uk/events/2023-lgbt-plus-conference>

- National LGBT+ Standing Orders (**Page 12-20**)
- Guidelines on Submitting Motions and Amendments (**Page 21-24**)

Information on how to submit motions and delegations using UNISON's Online Conference System (OCS)

Which branch officers can use the OCS? Motions can be submitted at branch level by the Branch Secretary, the Branch Equality Officer or the Branch LGBT+ Officer. Branch employed staff are also able to enter motions but do not have authority to submit them on behalf of a branch. Delegates can be submitted at branch level by either the Branch Secretary or the Branch Chair.

At regional level, the regional secretary is authorised to submit the motion/delegation, with the regional convenors receiving an instant e-mail copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

Which members can use the OCS? When a member is registered as a delegate to a conference, they will receive an e-mail informing them of this as long as their e-mail address is listed on the RMS. They can then also access the OCS to upload their photograph, to make online requests for reasonable adjustments, crèche places and babysitting, which should be made by the deadline stated.

How will these people access the OCS? Users access the OCS via the UNISON website at www.unison.org.uk and clicking on 'My UNISON' - which is located at the top of the front page. Using your UNISON membership number and surname, register once and you will be issued with a password. For subsequent access, simply click on 'My UNISON' and then 'Sign-in now' and you will need your membership number and the password you were issued. Branch employed staff should call their regional contact.

What if the correct branch people have accessed 'My UNISON' but then 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 Branch 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 call their regional contact.

What else needs to happen? It will help the system to function if these key branch people also have an e-mail address stored on their RMS records. Please contact your branch or regional RMS team urgently, to make this happen. Each delegate within a delegation should also have their date of birth stored on the RMS.

Delegates and Visitors to Conference: It is important that we collect e-mail addresses for those LGBT+ members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

- If you already have an e-mail address and access to the UNISON website, the quickest way to update your details is to go to the UNISON website and click on 'MY UNISON' - you will need your UNISON membership number.
- If you don't have an e-mail address or don't have access to the UNISON webpage, you can contact **UNISONDirect** on **0800 0857 857** and provide them with the details of your preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.
- Or you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

Key contacts:

If you have a 'My UNISON' registration issue: **UNISONDirect** on **0800 0857 857**

If you have an OCS issue, please contact your relevant regional contact:

Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	eastmidlandsadminteam@unison.co.uk
	Wendie Taylor	0115 847 5415	
	Jennifer Rimmer	07545660750	
	Donna Franklin	0115 8475 5414	
	Admin team	0115 847 5435	
Greater London	Shelley Davey	0207 535 6648	glrconference@unison.co.uk
	Lorraine Tant		
	Cally Thompson		
Northern	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
	Catherine Davison	01912450830	c.davison@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Kim Scott	0161 661 6777	k.scott@unison.co.uk
	Gillian Gorman	0161 661 6743	g.gorman@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Jean Fraser	0141 342 2880	j.fraser@unison.co.uk
South East	Claire Harvey	07545660341	communicationsteam@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Beverley Powell	02920 729475	b.powell@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
	Kate Walker	0121 685 3164	k.walker@unison.co.uk
Yorkshire & Humberside	Nicky Miller	0113 2182325	n.miller@unison.co.uk
	Laraine Senior	0113 2182333	l.senior@unison.co.uk

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom must be female): Regional LGBT+ Groups, National Black Members' SOG, National Women's SOG, National Disabled Members' SOG, National Retired Members' Organisation and National Young Members' Forum.

Branch Representation

Any lesbian, gay, bisexual or transgender plus full member of UNISON may apply to their branch for a delegate place. Branches should make every effort to encourage members' attendance. Each branch may send up to ten delegates to this conference.

Proportionality and Fair Representation

In line with all other UNISON conferences, the principles of proportionality and fair representation contained in the NEC's Scheme of Branch Representation will be applied to encourage participation of groups such as young and low paid members.

The thresholds for the low paid female seat and young member seat for this conference are:

The 4th seat must be a low paid female.

The 5th seat must be a young member.

If these seats are not filled, no further delegates may be submitted.

The OCS will not flag up this requirement at the start of the registration process but will make checks before the delegation is submitted.

We will review the impact this has on branches' ability to send delegations.

- 1) The gender make up of the delegation must be based on the gender make up of the branch.
- 2) If the delegation only comprises one full delegate, then this delegate may be of any gender.
- 3) Branches sending 4 delegates must include one low paid female member in the delegation.
- 4) Branches sending 5 delegates must include one young member in the delegation (i.e. age 26 or under at end of conference).

Branches should also seek to include Black, disabled, part-time and manual LGBT+ members. Low paid, part-time and manual workers have been under-represented at previous conferences, so their attendance is particularly welcomed. Members do not apply direct to UNISON nationally but should apply via their branch.

Members who are not out in their branch

Members who are not out to their branch secretary should contact their regional LGBT+ officer if they wish to attend, who will act as an intermediary between the branch and the member. The regional officer will discuss their attendance with the branch, while protecting the member's confidentiality. Branches must be aware that they have LGBT+ members wishing to be involved in self-organisation. The rules on fair representation still apply and the branch will still pay the member's expenses for attending the Conference, but via the regional officer.

Details of regional officers are on the web at www.unison.org.uk/out or are available from Mitchell Coe, UNISON LGBT+ officer – contact details above.

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 LGBT+ Conference as a woman, but still be attending work as a man. Transgender members will be registered for LGBT+ Conference as the gender in which they will attend the Conference, irrespective of the gender recorded on the UNISON membership system (RMS).

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please contact the Conference Office on 020 7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference. If transgender members have any questions about the practicalities of Conference, please encourage them to contact Mitchell Coe, UNISON LGBT+ officer – contact details above.

Funding of Places

Branches (or regions for regional delegates) are responsible for funding their delegates' subsistence and the costs of any dependant care (including babysitting whilst at conference) and personal assistance costs. Only travel costs will be reimbursed to branches from central funds.

Branches are reminded that the National LGBT+ Conference is an integral part of UNISON's decision-making structure and should make every effort to support members' attendance. Branches are encouraged to make expenses available to delegates in advance of conference.

Any branch which might suffer financial difficulties because of sending delegates to the Conference may apply in writing to the Finance Officer for additional branch funding. Further advice about applying for additional funding is available from Tim Bertuchi on 020 7121 5467.

Fitness to Attend Conference

With the introduction of 'fitness to work' sick notes are slightly different now. Members who are off sick from work may have an illness/condition which means they cannot perform some tasks but can perform others. They may have a fitness to work certificate which means they return to work with certain caveats – e.g. places limits on the types of tasks they can perform at work and duration.

So, if a member is not at work and off sick and wants to attend the LGBT+ Conference they need to ask for a note from their GP indicating they are fit to attend the conference (travel/sitting for lengthy periods). We also advise them to get a note from their employer agreeing to their attendance at Conference, as this may be a different activity from those at work which they are not able to do.

Members should send a copy of the 'fitness to attend' note to the conference team in advance of Conference. This information will be treated with confidentiality.

Delegate Registration

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

Visitors: Members

Any UNISON members who are themselves LGBT+ are welcome to attend Conference as a visitor. Visitors observe Conference and are welcome to join in discussion groups and meetings for self organising groups but may not speak or vote in the debate on motions. Branches can register visitors via the Online Conference System up until the start of conference.

Please help us to help the environment

We are doing our best to reduce the environmental impact of our conferences. We are providing all delegates with the chance to opt out of being sent paper copies of our conference materials as part of the delegates' despatch. All these documents will be available online via the conference app, and on the UNISON website. You can then download them onto your laptop or tablet to view online while you are at conference. If you wish to opt out please indicate this on the 'My Requirements' screen options on the Online Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

My Requirements *IMPORTANT INFORMATION*****

Requesting 'Extras' such as Reasonable Adjustments or Personal Assistance on the Online Conference System (OCS) can only be done by the registered delegate themselves. Once a delegate is registered, the OCS will automatically send out an e-mail to the person with a web link which they can click on to access the OCS and input the My Requirements they require. For any assistance, please contact your regional conference contact from the list in this bulletin.

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **4pm, Thursday, 31 August 2023**. For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Branch Secretary that this expenditure will be approved.

Please remember that BSL Interpreters will only be available if requested in advance.

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most. Where resources are allocated, this is done on the understanding that the member will use the resources at all times that they are in the conference hall. Failure to do so may result in the resources being reallocated.

Members requesting seating, tables, footrests, which impact on the space available on the floor of conference, will be asked what barriers they face that require this adjustment for their participation.

While not requesting detailed personal information, UNISON will require sufficient information to understand the barriers faced to get the right resources to the right people for this Conference. This will assist us in making adjustments that are meaningful and appropriate to the individual.

The union will determine the allocation of limited resources. If necessary, this may include reserving the right to seek additional information.

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **4pm, Thursday, 31 August 2023**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for the conference venue, please ask them to indicate this with their online request.

Crèche and Babysitting

Please note that crèche provision is available **for delegates only** for children up to and including the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online by **12pm, Thursday, 24 August 2023**. 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.

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 for registration of delegates **Thursday, 17 August 2023**. Any changes must be in accordance with the Scheme of Branch Representation.

After **11.59pm, Wednesday, 08 November 2023**, no more changes can be made on OCS. If a branch needs to make an emergency change to its delegation after this date, then an '**Emergency Change of Delegate Form**' will need to be completed. This form will be available on the UNISON website from **Thursday, 09 November 2023** and will also be available at the conference desk.

Travel Arrangements

Please consider the impact on the environment when making your decision on how to travel to Conference.

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel via email at unison@stewarttravelmanagement.com or call [0800 091 4272](tel:08000914272). 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. Please note that a booking fee is applicable – further details from Stewart Corporate Travel.

Conference Travel should be booked by the cheapest possible means.

Driving is discouraged for conference unless delegates are travelling together or as a reasonable adjustment. Total reclaimable will be the cost of standard tickets or cost of car travel – whichever is the lesser.

The 250 mile / upgraded or 1st Class travel rule is not applicable for conference travel

All travel requests (including upgraded or 1st Class Travel) as a reasonable adjustment must be reviewed and authorised by the Head of Conferences.

Reasonable adjustment requests for travel should be made by 12pm Thursday, 26 October 2023

Accommodation

Booking accommodation – please book any accommodation required with a reputable provider with a generous cancellation policy.

Please ensure that members have written confirmation of any booked and paid for accommodation

Branches are encouraged to arrange accommodation through **Visit Liverpool accommodation Booking Service**. Using the Booking Service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues. For full details of current availability and for bookings please go to:

Link: <https://liverpoolcvbres.bzon.uk/event/lgbtplusconf2023>

Email: bookings@liverpoolcvbres.co.uk

Phone: 0151 372 9570

As rooms and rates are guaranteed until **27th September 2023** it is advisable to book accommodation early. After this date it may not be possible to book rooms at special rates for selected hotels. If you wish to make a group booking, or you are experiencing any difficulties in completing your booking online, please contact the Liverpool Convention Bureau team at accommodation@marketingliverpool.co.uk

The exclusive rates are only available when booked via Liverpool Convention Bureau

Prepaid Cards

Union Income Ltd have agreed to provide a corporate version of its prepaid card still with the UNISON branding. If your branch requires a prepaid card then this is the card that is the preferred option above others available.

An application will normally take about 14 working days to turnaround, and you can request an information pack and application form by contacting:

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email customerservices@unisonprepaid.com

Credit Cards

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further information on how to apply are available from their website at www.unity.co.uk/multipay. To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

Data Protection

The information you provide via the OCS, in addition to your information held on UNISON's membership database, will be used for the organisation and administration of Conference. It may also be used for statistical purposes as this helps us plan future conferences. We will process your personal data in compliance with the requirements of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation 2016 (GDPR). You can find out more about how UNISON processes your personal data by going to unison.org.uk/privacy-policy or emailing dataprotection@unison.co.uk.

Motions, Amendments, Emergency Motions

The following standing order applies to motions, amendments and emergency motions to 2023 LGBT+ Conference:

“3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.”

The LGBT+ Conference Standing Orders Committee has issued the following advice on this:

1. The title is not included in the word count.
2. Where abbreviated terms/acronyms are used, the full wording must be used initially e.g. 'national executive council (NEC)' which would count as four words, followed subsequently by 'NEC', which would count as one word; or 'national lesbian, gay, bisexual and transgender plus (LGBT+) committee' which would count as nine words followed subsequently by 'national LGBT+ committee' which would count as three words.

Please refer to the advice from the Standing Orders Committee on the wording of motions and amendments enclosed with this Conference Bulletin. The Preliminary Agenda will be published on **Friday, 11 August 2023**. The Final Agenda will be published on **Friday, 13 October 2023**.

Proposals for Motions to National Delegate Conference/Service Group Conferences

LGBT+ Conference agrees two motions to UNISON's National Delegate Conference and to each National Service Group Conference in 2024. Proposals for motions to National Delegate Conference are invited from branch and regional LGBT+ groups, the National LGBT+ Committee, and the national network meetings of bisexual members, trans, non-binary and gender diverse members and of Black and disabled LGBT+ members.

Proposals for motions to service group conferences are invited from branch LGBT+ groups and regional meetings of LGBT+ members in that service group.

Nominations

A number of elections take place during the Conference:

- service group meetings elect two delegates to each **Service Group Conference**;
- Conference elects two delegates to **National Delegate Conference**;
- Conference elects six members (at least three women) to the general seats for the 2024 National LGBT+ Conference **Standing Orders Committee**;
- Conference elects four members (at least three women) to the regional seats on the UNISON delegation to the **2024 TUC LGBT+ Conference**.

Branch and regional LGBT+ groups are invited to nominate members for these positions. The nomination form is available online at:

<https://www.unison.org.uk/events/2023-lgbt-plus-conference>

National Network Meetings for bisexual, trans, non-binary and gender diverse, Black and disabled LGBT+ members

Leading up to conference, there are separate national meetings for bisexual members, trans, non-binary and gender diverse members, disabled LGBT+ members and Black LGBT+ members. Part of the purpose of these meetings is to agree motions from these groups to LGBT+ Conference. All members of the groups are encouraged to attend. There will also be meetings at conference itself. The network meetings take place as follows:

Bisexual+ members	London	Sunday, 09 July 2023, 10:30am – 1:00pm
Trans, non-binary & gender diverse members	London	Sunday, 09 July 2023, 2:00pm – 4:30pm
Disabled LGBT+ members	London	Thursday, 07 September 2023, 2:00 – 4:30pm
Black LGBT+ members	London	Saturday, 09 September 2023, 11:00am – 1:30pm

Meetings are hybrid, taking place in the UNISON Centre in London and on teams. If you attend in person, attendance costs will be met from national funds and lunch will be provided. Information has been circulated to branches but further details on how to attend the Network Meetings can be obtained as follows:

Web: www.unison.org.uk/out

Email: out@unison.co.uk

Call in confidence: 0207 121 5241 or 0207 121 5799

LGBT+ Recruitment and Organising Awards

UNISON's presidential team will be presenting awards for the best LGBT+ recruitment and organising effort at our conference in November.

We are looking for great organising – encouraging members to get involved – as well as success in bringing new members to the union. As in previous years, the judges will be particularly impressed by new ways to reach potential members and those that have reached groups of LGBT+ workers that we have not been so successful with before.

We hope to receive applications from branch LGBT+ groups as well as regional LGBT+ groups and the national networks.

For more details on the awards, including the judges' criteria, please contact out@unison.co.uk.

The deadline for the submission of LGBT+ Recruitment and Organising Awards is **Friday, 15 September 2023**.



**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.

S07 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.

S08 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.

S09 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.

UNISON NATIONAL LESBIAN, GAY, BISEXUAL AND TRANSGENDER PLUS MEMBERS CONFERENCE

GUIDELINES ON SUBMITTING MOTIONS AND AMENDMENTS

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

Conference procedures are guided by standing orders, which have been agreed at previous conferences. These set the rules on the submission and debate of motions and amendments, on voting, on the chairing of conference and so on. The standing orders committee (SOC), which was elected at the 2022 LGBT+ conference, makes sure that standing orders are observed. The standing orders will be included with the preliminary and final agendas and are available now from the national officer, LGBT+ equality. To help groups submit motions and amendments that comply with standing orders, the SOC offers the following advice.

A. Motions and amendments

- a) Motions and amendments must be submitted online via the OCS and:
 - i. Be from a branch or regional LGBT+ group; the national meetings of bisexual, transgender, Black or disabled LGBT+ members; the national LGBT+ committee or the national young members forum;
 - ii. Give details of the meeting at which they were agreed;
 - iii. Be received by the stated deadlines.
- b) Motions and amendments should be in plain English and must make sense. The number of words is limited to 500 for motions and 250 for amendments. The title is not included in the word count but bullet points and numbering are, so you are recommended to keep motion lengths well within the word limit. Where abbreviated terms/acronyms (with the exception of "LGBT+") are used in the main text of the motion, the full wording must be used initially e.g. "national executive council (NEC)" which would count as four words, followed subsequently by "NEC", which would count as one word.
- c) They should recommend actions which are practical and possible, for example they should not make instructions for donations and affiliations to be made (but they can urge the NEC to make donations or affiliations).
- d) They should not instruct any body except the national LGBT+ committee. Even when using 'call', submitters should still check that conference has the power to call on this body and the body has the power to undertake the action. The SOC will also check motions that call on a union body to 'ensure' an action takes place to see if that is within their powers to do so. If in doubt, submitters should use the phrase 'seek to ensure'.

- e) Consideration should be given as to whether actions recommended would require a change to UNISON's rules. If so, it should be submitted as a proposed rule amendment to national delegate conference.
- f) Amendments should relate to their 'parent' motion, and not be complete negatives.
- g) Language is important and UNISON's policy is not to use language which offends or hurts people. Wording of motions and amendments should avoid language which may cause offence. Language should also be inclusive, wherever appropriate. For example, avoid language which excludes non-binary people, such as unnecessary references to 'women and men' or 'he or she'. It is more inclusive to refer to 'people' or 'members' and 'they'.
- h) Any quotations from other source documents must be identified with quotation marks. Links to websites are not appropriate in motion text.

B. Use of different formats

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

When wording amendments, avoid using phrases such as:

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

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

Better practice is:

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

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

MAKE SURE

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

C. Emergency motions

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

- a) An emergency motion must follow the general guidance for motions.

- b) The group submitting an emergency motion must explain why it was not possible to meet the deadline for ordinary motions (because, for example, the events that prompted the motion did not take place until after the deadline for ordinary motions).
- c) If a motion is submitted as an emergency motion which technically qualifies as one but which, in the opinion of the standing orders committee, should have been submitted either as an ordinary motion or as an amendment to an ordinary motion, it will not be accepted onto the agenda.

D. Labour government, Labour Party; devolved Parliament and Assemblies

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

LGBT+ conference can only instruct the national LGBT+ committee, but motions can ask, urge or call on the government or UNISON's NEC or Labour Link.

When calling on government, bear in mind that as well as the Westminster Parliament, the Scottish Parliament and Northern Ireland and Welsh Assemblies are part of our legislature. Due to devolution, proposals in some motions may not apply across the UK because of devolved governmental structures. The standing orders committee encourages submitters to consider all parts of the UK in drafting motions.

E. Legal jeopardy, discrimination against members

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

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

F. Proposed national delegate conference motions/amendments to rule/motions to service group conferences

LGBT+ conference may submit two motions to national delegate conference and to each service group conference.

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

Motions to service group conferences may not instruct any body except that service group executive. The subject matter should be specifically relevant to that service group. In the past, some self-organised group motions to service group conferences have been ruled out of order on the grounds that they raise a 'citizenship' rather

than a service group matter. To avoid this happening, make sure motions clearly indicate why this is a matter for the service group concerned.

G. Compositing

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

Motions that the standing orders committee considers suitable for compositing are indicated on the preliminary agenda and the proposers of these motions contacted. Compositing is not compulsory - it is up to the proposers of the motions to decide whether they wish to composite and to agree the final text.

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

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

H. Further advice and information

Most regional LGBT+ groups arrange pre-LGBT+ conference briefings.

Standing orders committee members and staff can offer advice and assistance to groups on drafting competent motions and amendments in advance of the deadlines. Contact Nick Crook, the LGBT+ conference SOC secretary at n.crook@unison.co.uk or telephone 0207 121 5219.