Scotland's largest and most effective education trade union eis

UPDATED Guide for AGM Delegates



175th Annual General Meeting 10-12 June 2021

Guide for AGM Delegates

Contents

	Page
Message from the President	<u>2</u>
AGM Timetable and Order of Business	<u>3</u>
Notes for Delegates	<u>7</u>
Using the Hopin Platform at AGM	<u>8</u>
AGM Procedures	<u>12</u>
Briefing for New Delegates	<u>16</u>
AGM Equality Fringe Meeting: Equality Matters in Recovery	<u>17</u>
Roll of Delegates	<u>18</u>
Standing Orders for Annual General Meetings	<u>21</u>

A Message from the President

I am delighted to welcome you all whether as a delegate, friend from a kindred organisation or guest, to the 2021 EIS Annual General Meeting – our 175th. This year, AGM is having to be held online but I am pleased that, despite this, we will be able to consider motions with full debate and discussion.



This year has been an extremely difficult and challenging one for all EIS members and staff, dominated by the COVID pandemic. A number of the motions we will be debating will focus on our experiences over this last year. Decisions made by the AGM will determine the EIS position going forward on this as well as other areas.

Unlike normal years there are no stalls for delegates to visit; however, as well as the business sessions, we will be having an Equalities Fringe meeting which I hope you will find time to participate in.

I sincerely hope that delegates will enjoy this year's AGM despite the limitations of the online format and that we can all meet up in person in the near future.

Carle Thorpe

TIMETABLE

Thursday 10 June	09.00 - 10.10	Opening Session 1 Break
	10.20 - 11.30	Opening Session 2 Break
	11.40 - 13.00	Business Session 1 - Education
	14.00 - 15.00	Business Session 2 - Education Break
	15.10 - 16.10	Business Session 3 - Salaries Break
	16.20 - 17.30	Business Session 4 - Salaries
Friday 11 June	09.00 - 10.10	Business Session (inc Private Session) 5 Break
	10.40 - 11.30	Business Session 6 - Equality <mark>Break</mark>
	11.40 - 13.00	Business Session 7 - Equality Lunch
	14.00 - 15.00	Business Session 8 – Employment Relations Break
	15.10 - 16.10	
	16.20 - 17.30	
Saturday 12 June	09.00 - 10.10	Business Session 11 - Education Break
	10.20 - 11.30	Business Session 12 - Organisation Break
	11.40 - 13.00	Business Session 13 - Motions Not Overtaken Close

AGENDA & ORDER OF BUSINESS

Thursday -Day 1

Opening Session

AGM Opening (09.00)

- 1 Roll of Delegates and Obituaries
- 2. Welcome to Delegates & Kindred Organisations
- 3. Reply on behalf of the Kindred Organisations
- 4. President's Address Carole Thorpe, Aberdeen City Local Association
- 5. Announcement of the Degree of Fellowship of the Institute to New Fellows
- Declaration of Election and Introduction of President and Vice-President for 2021/2022 and Declaration of Election of Council for 2021/2022

Business Matters (10.20)

- 7. Appointment of Scrutineers
- 8. Standing Orders Committee Report
- 9. Approval of Order of Business
- 10. Elections for 2021 2022:
 - (1) Standing Orders Committee
 - (2) Disciplinary Committee
 - (3) Appeals Committee
- 11. Approval of the Minutes of the AGM 2020 and Council 2020/2021
- 12. Approval of Date and Place of 2022 Annual General Meeting
- 13. Council Vice-President
- 14. Executive Committee Vice-President
- 15. Education Committee Susan Quinn, Convener
- 16. Employment Relations Committee David Baxter, Convener
- 17. Equality Committee Nicola Fisher, Convener
- 18. Salaries Committee Des Morris, Convener

Approval of Decisions of Council

- 19. Executive Matters
- 20. Education Matters
- 21. Employment Relations Matters

- 22. Equality Matters
- 23. Salaries Matters
- 24. Other Decisions of Council (including ad hoc arrangements)

Business Session 1 (11.40 or sooner)

25. Motions and Amendments on Education Matters

Business Session 2 (14.00)

26. Motions and Amendments on Education Matters Continued

Business Session 3 (15.10)

27. Motions and Amendments on Salaries Matters

Business Session 4 (16.20)

28. Motions and Amendments on Salaries Matters Continued

Friday- Day 2

Business Section 5 – including Private Session (09.00)

- 29. Private Session
 - (a) Accounts 2019/2020

(b) Motion: "That this Annual General Meeting confirm and approve of all the arrangements made during the year regarding the investment of the funds of the Institute."

- 30. Motions and Amendments on Equality Matters
- 31. Address by Cabinet Secretary for Education and Skills and Q&A (10.00 10.25)

Business Section 6 (10.40)

32. Motions and Amendments on Equality Matters Continued

Business Section 7 (11.40)

33. Motions and Amendments on Equality Matters Continued

Business Section 8 (14.00)

- 34. General Secretary's Oral Report
- 35. Motions and Amendments on Employment Relations Matters

Business Section 9 (15.10)

36. Motions and Amendments on Organisation Matters

Business Session 10 (16.20)

37. Motions and Amendments on Organisation Matters Continued

Saturday - Day 3

Business Section 11 (09.00)

38. Motions and Amendments on Education Matters Continued

Business Section 12 (10.20)

39. Motions and Amendments on Organisation Matters Continued

Business Section 13 (11.40)

- 40. Motions and Amendments not Overtaken Continued
- 41. Vote of Thanks

Notes for Delegates & Delegation Leaders

AGM Sessions

All sessions of the Annual General Meeting will be held online using the 'Hopin' platform. The 'Stage' area will host the opening session and the "Business Sessions" area of 'Hopin' will host the business sessions as it will allow delegates to speak from the floor.

Online Registration

All delegates (and reserves) have been registered by their LA/SGA or automatically as Council members, and are listed at the back of this document.

We have shared with CameronLive the names of the delegates, and they have registered each delegate with 'Hopin'. Each delegate will receive an email from 'Hopin' asking you to accept the registration to the event and then create a 'Hopin' profile. Delegates must create a 'Hopin' profile in order to use 'Hopin' to access the AGM. Please keep a look out in all your folders (junk/spam) for this email from Hopin.

If you have not received an email from 'Hopin' by 31 of May 2021 then you should email Lucy Murray <u>Imurray@eis.org.uk</u>

Standing Orders Table

If you or your delegation have a query regarding motions, amendments or other matters under debate or wish to discuss anything to do with the business arrangements for the AGM; please contact the virtual Standing Orders Table by emailing <u>standingorderstable@</u><u>eis.org.uk</u>

EIS Office

A virtual EIS Office will be open during the AGM business sessions for non-motions related matters; please email Jennifer Cook <u>jcook@eis.org.uk</u>

Technical issues should be referred to CameronLive: digitalstudio@wearecameron.com

Breaks and Meals

Most sessions will last a little over an hour, with two short breaks during each morning and afternoon of AGM. An hour's lunch break will take place at 1.00pm on Thursday and Friday.

Briefing for New Delegates:

Wednesday 9 June 2021, 5.00pm by Webex, see page 15 for details.

Previous delegates who would like a refresher may also attend if they wish. Please email Lucy Murray <u>Imurray@eis.org.uk</u>

Guidance to Members on Using Hopin

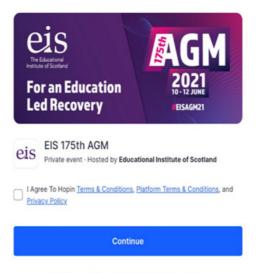
This updated guidance replaces the guidance previously issued as Hopin has now changed its registration procedures and we are now going to use Zoom to enable delegates to speak at AGM.

Before AGM – The Registration Process

All delegates, kindred guests, staff and press will have received an email from Hopin asking them to register for the EIS 175th AGM on Hopin - Please "Accept Registration". If you cannot find your Hopin registration email for the AGM then please email Lucy Murray; <u>Imurray@eis.org.uk</u> (Please check your spam and junk folders first).



After clicking "Accept Registration" on your registration email you will be directed to a page to accept Hopin's Terms & Conditions (as shown below).



Decline invitation and remove my data from Hopin

Once you accept and hit continue, you are directed straight to the AGM Hopin page. PLEASE KEEP THE ORIGINAL REGISTRATION EMAIL TO HAND SO THAT YOU CAN USE IT TO ACCESS THE AGM.

Whilst you can decline the invitation and remove your data from Hopin on the link shown in red above, this will mean that you are unable to attend the AGM as a delegate.

You may choose to create a Hopin account but it is not essential to attend AGM, as long as you accept the T&C's of Hopin and keep the registration invitation email to hand to enter the AGM next week. If you want to set up a Hopin account you can do so <u>here</u> and click on 'Create an Account'.

On the Day of AGM

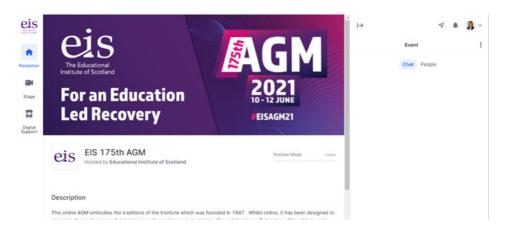
With around 400 people attending AGM and logging in for the first time at the same time, there may be a few issues. We suggest that you log in to the AGM at 8.30am on Thursday, 10th June using the link in your original registration email.

This will also allow delegates time to familiarise themselves with the platform and there will be online 'support' where CameronLive staff will be able to support delegates.

Delegates with a problem accessing the AGM should email CameronLive at: digitalstudio@wearecameron.com

Entering Hopin

When you enter the AGM Hopin page for the first time, you will be placed on the 'Reception' page. You should then click on the 'Stage' icon in order to move to the 'Stage' area for all AGM sessions.



'Hopin' is best accessed with Chrome or Firefox (on PCs or Android tablets) or Safari (for iOS).

The "chat" will be on the right, as well as a list of other people present.

If you are speaking from the floor during AGM then you will need to move between "Stage" and the "Reception", using the buttons on the left-hand side menu.

How do I speak at AGM?

This AGM has been designed to allow any delegate to speak to any motion/amendment or raise a Point of Order at any time. If you wish to speak to any motion/amendment or raise a Point of Order, you must email the Standing Orders Table <u>standingorderstable@</u> <u>eis.org.uk</u> Please do not seek to rely on any other means of communication such as the chat function.

When you email the Standing Orders Table then you must state whether you are moving, seconding, speaking in favour or against the motion/amendment.

The role of the Standing Orders Table is simply to move you to the virtual "green room" for the President to call you to speak during a business session. Delegates cannot speak directly to the AGM on Hopin without first going through the "green room".

In reality, the Standing Orders Table will share a **Zoom link** to each delegate that requests to speak. The delegate will join a Zoom session together with other delegates that have requested to speak. CameronLive, in liaison with the Standing Orders Table, will then share your audio and video to the "Stage" to speak.

You do not need a Zoom account to be able to access the Zoom AGM green room.

When you enter into the Zoom meeting – our AGM green room - you will need to leave the Hopin AGM "Stage" to go into the Hopin reception area (to prevent audio feedback). In the Zoom green room, there will be a feed showing the AGM. You will therefore not miss any of the debate that you will be contributing to.

When it is your turn to speak, you will be asked to unmute your microphone in Zoom, which you will need to do before speaking.

After you have spoken at AGM, you will leave the Zoom green room and return to the AGM "Stage" of Hopin.

Timer when Speaking

All speakers to motions and amendments that enter the "Stage" to speak via Zoom will have a timer that they can see to help them. The President and some staff will also see the timer.

Hopin's Chat Function

Hopin's Reception and Stage areas both have chat functions for delegates to "chat". The "chat" (including the poster's name) will be visible to all delegates, staff, kindred guests and the press. The chat will not be monitored nor moderated by EIS staff nor CameronLive staff.

Please do not use it to communicate directly to EIS staff or with the EIS President. The chat is not a substitute for the debate and should not be used to make points regarding the debate. It is meant to be an informal communication tool between delegates, acknowledging that delegates will be watching their screens for 2 $\frac{1}{2}$ days at AGM.

Is the AGM Recorded?

Yes, AGM is recorded as some speeches will be uploaded to the EIS website. If you do not wish your speech to be uploaded to our website then please advise Lucy Murray of this: <u>Imurray@eis.org.uk</u>.

Is the AGM live-streamed to Facebook?

Yes, the AGM will be live-streamed to the EIS account on Facebook. Facebook users will be able to hear the full debate live online but they will not be able to see any of the chat made on 'Hopin' by delegates.

How will I vote at AGM?

The President cannot "see" delegates on the 'Hopin' platform and therefore all voting will have to be done within the Hopin platform using Slido. In effect, online voting will replace a 'show of hands' voting.

Scrutineers will have access to Slido to scrutinise the voting, including checking that only delegates voted.

EIS Annual General Meeting Procedures (Notes for guidance of AGM delegates)

Opening Session

This session embodies the traditions of the Institute which was founded in 1847. The President welcomes the guests from kindred organisations in the United Kingdom and Ireland, together with other trade union and official guests. The President then gives his/her retiring address.

Normally, the Convener of the Board of Examiners then presents the members who have been admitted as Fellows of The Educational Institute of Scotland at a meeting of Fellows held earlier in the afternoon. The new Fellows in the ordinary category are those who have been recommended by their Local Associations and accepted by the Board of Examiners. There may also be one or more Fellows in the Special or Honorary category, that is "persons who have rendered signal service to education". This year, the Convener will simply share the names of those people who will be presented Fellowships later in Autumn 2021.

The incoming President and Vice-President are then introduced to the meeting. The final business of the formal session is the declaration of the election of the incoming Council.

Business Sessions

All business sessions start promptly at the time stated. The first business session begins with the President nominating delegates to act as scrutineers. The Report of the Standing Orders Committee is then presented. The Convener will answer any questions but the report, itself, cannot be altered. After this, the meeting considers the Order of Business. It is at this point and at this point only, that decisions of the Standing Orders Committee relating to the order of motions, amendments and other items of business may be challenged.

It is an important function of the Annual General Meeting to review the work of Council and its committees undertaken during the previous session. This work comes before the consideration of motions dealing with new policies. Constitutionally, the AGM must either approve, disapprove or amend every decision taken by Council during the previous year.

The Standing Orders Committee has arranged the business under subject headings and has allocated a time for each subject. This ensures that a disproportionate amount is not allocated to any one topic. In accordance with Standing Order 2,III, the Standing Orders Committee allocates time limits for the presentation of Reports and the Council Minute. These are distributed to delegates prior to the first business session. If Reports and the Council Minute are not disposed of by the end of these time limits, then the President will invite the meeting to decide whether it wishes to approve the Report and Council Minute forthwith, or to give further consideration elsewhere on the agenda. In other areas of the agenda, business which has not been overtaken by the end of the time allocated to a particular topic is taken later in the meeting at a time recommended by the Standing Orders Committee.

After the Minutes and Reports have been dealt with, the meeting will normally deal with Constitutional matters, such as amendments to the Rules or Standing Orders. There are none this year. It is also likely that the elections which take place at the AGM - Standing Orders Committee, Disciplinary Committee and Appeals Committee - will be taken at this time.

The next business debated by the AGM will be motions and amendments submitted by Local Associations, Self-Governing Associations and Council. These motions are grouped into the general areas of education, employment relations, equality, salaries and organisation matters. Movers have to be from proposing organisation and seconders of motions and amendments are generally drawn from the Local Associations or Self-Governing Associations sponsoring particular propositions but any delegate may second or enter debate.

Any delegate wishing to speak must notify the Standing Orders Committee Table by emailing standingorderstable@eis.org.uk as soon as possible during the AGM day. This will allow us to operate 'Hopin' and move delegates into a 'Hopin' green room (interactive session) in order for the President to call them to speak.

All speakers should begin by giving their name and the body they are representing. Movers of the motions and amendments are restricted to four minutes and other speakers to two minutes. It is in the interests of the meeting as a whole that all speakers should voluntarily observe these limits and should not prepare speeches which will overrun the allotted time.

Points of Order can be raised where a delegate believes there is a constitutional, technical or procedural problem affecting the debate. Any delegate wishing to make a Point of Order must notify the Standing Orders Committee Table by emailing standingorderstable@eis.org.uk as soon as possible during the debate. Delegates cannot speak directly on the 'Hopin' platform and they need to be put into a 'speaking room' in order for them to do so.

The President will give fair consideration to all points of order which are put to him/ her, but his/her ruling on such points is final. Delegates should not raise points for information or otherwise interfere in the debate through points of order. Delegates should note also that points of order should not be raised during votes. The President will often make suggestions about the duration of a debate, but must proceed immediately to the winding-up speeches if the meeting carries a motion "that the question be now put". Such a motion may only be moved by a delegate who has not previously spoken in the debate. The President has complete discretion as to whether or not to accept such a motion. Where such a motion has been accepted by the President and has been seconded, it must be voted upon forthwith. When an amendment has been disposed of, that is not the end of the matter. A motion or substantive motion remains before the meeting and must be disposed of. Delegates who wish to contribute on the subject matter of the substantive motion should wait until the motion or substantive motion is before the meeting before they make their contributions.

During the course of debate, a delegate who has not spoken (during that debate) may move the procedural amendment that the motion (or substantive motion) should be 'remitted to Council'. If this amendment is carried, that matter is passed to Council without further discussion. Delegates should note that this amendment must be moved by someone who has not spoken previously in the debate and that the motion under discussion must be moved and seconded before remission can be moved.

Voting is done by using a polling function of the 'Hopin' and will be operated online. The record of the vote will be shared with the scrutineers. The President cannot "see" delegates on the 'Hopin' platform and therefore all voting will be done using a polling function.

The Meeting may continue until 1.00pm on Saturday unless all the business has been overtaken before that time or unless a quorum has ceased to exist. Since important decisions may be taken on the Saturday morning, it is important that delegates should not leave the meeting before its conclusion except for pressing reasons.

CODE OF CONDUCT FOR MEMBERS

Council adopted a Members' Code of Conduct in May 2019, an extract is copied below for reference for the AGM. Most delegates, being members of the GTCS, will also be covered by the GTCS Code of Professionalism and Conduct

1. Introduction

The Institute is made up of its members, and the employees that work on behalf of the members. Institute members voluntarily contribute their time and expertise to support a wide range of workstreams at the Institute. They are supported in this by staff members with a significant amount of interaction between the members and employees of the Institute. This primarily operates at an office level.

The EIS prides itself on being a lay member led body, but it is also important to recognise the critical role played by staff in supporting the work of the Institute. Staff work within a departmental structure on specific job remits and grades and are line managed by senior staff members. Respecting the difference in roles between lay members and staff, particularly admin staff, is essential.

This Code of Conduct sets out guidance to support such a collegiate approach. It applies to Institute members when conducting Institute business, including attendance at meetings, whilst present at Institute offices, and in representing the Institute in external fora and at social events.

2. Code of Conduct

2.1 Members undertaking activities on behalf of the Institute are required to declare any relevant interests prior to undertaking any such activity or participating in a decision in which they have an interest; for example, a member of the EIS Executive who sits on the board of a voluntary body where that body makes a request for funding from the EIS. There is no need for EIS members to disclose membership of any political party.

2.2 Members should value the dignity and worth of all persons, including other members and Institute employees by:

- Respecting individual, cultural and role differences including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status;
- Respecting the knowledge, insight, experience and expertise of others (including fellow members and Institute employees);
- Working considerately and respectfully with all, maintaining relationships that respect diversity, different roles and boundaries, and ensure that you do not give offence;
- Contributing positively and interacting in a respectful and professional manner even where there are differences in opinion;
- Refraining from engaging in any form of harassment of others;
- Respecting the privacy and confidentiality of others.
- Recognising and respecting the different roles played by employees and members.

2.3 Members should demonstrate responsibility to others and to the Institute by:

- Not engaging in conduct that might bring the Institute or the reputation of the teaching and lecturing professions into disrepute;
- Acting in the best interest of the Institute as a whole;
- Attending meetings as appropriate or giving apologies in advance for absence;
- · Contributing to collective decision making;
- Respecting confidentiality where required and, if the status of information is unclear, seek further advice;
- Respecting the roles of staff and the Institute's staffing structure by not intruding into operational matters or seeking to direct the work of staff.

FIRST TIME(ISH)

Join the new delegates' briefing via Webex on Wednesday 9 June 2021 at 5.00pm.

A short presentation (with plenty of time to ask questions) will be provided which will prepare you FULLY for the three days of the AGM.

Briefing will be hosted by Paula McEwan and Pat Flanagan.

EIS AGM Equality Fringe

Equality Matters in Recovery

The EIS warmly invites all members to tune in to the online Equality Fringe, on the **9th June from 5.00pm**.

This year's EIS Equality Fringe event in advance of the EIS AGM, will feature discussion on the equality impact of the pandemic from a range of perspectives, the many social and political changes that Covid has prompted, and will explore where opportunities for equality advancement lie in our recovery from the pandemic.

Speakers will be announced closer to the date. Keep an eye out for further information appearing on the EIS website.

In the meantime you can note your interest here



ROLL OF DELEGATES

OFFICE BEARERS

PresidentCarol ThorpeVice-PresidentHeather HughesEx-PresidentBill RamsayVice-President ElectAndrene Bamford

MEMBERS OF COUNCIL 2020/2021

Isman Ahmad Philip Alexander Neil Anderson Andrene Bamford Jodi Barclav Teresa Barker David Baxter Alistair Bell Melanie Bell John Black Emma Blake Mark Bonallo Thomas Britton Eddie Burns Mike Callaghan Anna Cheyne Asif Chishti Martin Christison Julie Chrvstal Jacqueline Church Heather Collie Teresa Connolly Ronald Constable Eileen Cook Lindsav Craig Olivia Crook Allan Croshie Pamela Currie Nicola Dasgupta Alexis Davren Kristine Dempster Paula Dixon Mick Dolan David Farmer Karen Farrell Kenny Fella Colin Finlay Nicola Fisher Heather Forbes Andrew Fullwood Jennifer Gaffnev Alan Gardiner Colin Gardiner David Gibson Gael Gillan

Jillian Gillespie Steven Gilmour-Jack John Girkins Louise Glen Colin Glover Donny Gluckstein Sandie Gordon Jane Gow Penny Gower Mairi Green William Hamilton Andrew Harvey Jo Hill Alan Holligan Heather Hughes Julie Hutchinson Eileen Imlah Valerie Inkster Gillian Innes William Insch John Kellv Marian Kelly Desmond Kenny Henry Kilgour Sonia Kordiak Pauline Laccarini Gary Laird Peter Laverie Elaine Leitch Joan Lennon Barbara Mackav Amanda Mackenzie Jacqui Mackenzie Pamela Manlev Adela Mansur Audrev McAulev Susan McAvoy Lorraine McBride Michael McCallion Kirsty McClelland Caroline McCombie Jim McCormick Megan McCrossan Joan McCusker Annmarie McDermott Paula McEwan James McIntyre Jane McKeown Martin McMahon Anna Meechan Jill Montgomery Des Morris Matthew Moss Alison Murphy James O'Donovan Andrew O'Halloran Alison Palmer Michael Paul Phillip Pearce Andrew Porter Susan Quinn **Bill Ramsay** Carolyn Ritchie Thomas Robinson Carol Rose Garry Ross Gillian Ross Anthony Russell Ian Scott Ann Skillen Susan Slater David Smith Donald Smith Mark Smith Pauline Stewart Alan Stickle Adam Sutcliffe John Swinburne Margaret Thomson Alison Thornton Carole Thorpe John Paul Tonner Gabrielle Warburton Norman Watt Carolyn Weston Dawn Wilson

DELEGATES

Aberdeen City

Nikki Cassie Zemeta Chefeke Kerry Davidson Douglas Haywood Clare Russell Pamela Scott

Aberdeenshire

David Bilsland Frances Cameron Donna-Marie Cooper Graeme Cowie Claire Eade Caroline Gibson Gregor Merson

Argyll and Bute

Aisling Clark Helen Hope Lorna Stewart

Clackmannanshire

Nicolas Clark Wendy Cowan Monica Dromgoole

Dumfries and Galloway

Elaine Dennis Stephen Horne Julie Irving Pamela Livingstone Sarajane Moffat

Dundee

Gordon Black Alexander Hope Diane Melvin Jennifer Morrow

East Ayrshire

Heather McTaggart Lynn O'Dwyer Sonia Perez Coughlan Lorna Thomson

East Dunbartonshire

Jiovanna Davidson

East Lothian

Christopher Bishop Donna Pentony

East Renfrewshire

Peter McNally Marion Roy

Edinburgh

Sheila Bain Louise Bishop Maria Devoy Clare Kelly Irene Megaw Claire Robertson Wendy Whyte Nikhat Yusaf

Falkirk

Louise Amos Irene Campbell John Chalmers Valerie Kiddie Lorna Tilley John Walker

FELA

Daniel Holland Sandra Phillips Kevin Scally

Fife

Mary Flannery Stuart Fraser Audrey Grieve Peter Haggerty Sharon Iddir Paul Jeffrey Wilma Pirie Michael Ryan Joyce Soutar

Glasgow

Alison Beattie Catherine Brown Damien Donnelly Aisling Gallagher Amy Gallagher Michelle Glover Kathleen McCabe Jennifer McGeehan James O'Neill Shauna Richardson Nuzhat Uthmani

Highland

Michelle Foubister Samuel Macfarlane Lewis Mackenzie Ann Murdoch Irene Walker Allan Whiteford Clare Whiteford

Inverciyde

Kirsty McCafferty Sean McCole Colin Nicol

Midlothian

Fiona Gray Mark Ireland Michael Smith

Moray

Kirsty McCalman Deborah McDonald Shelley McDonald Angela Stuart

North Ayrshire

John Carr Moira Gibson Ian McLaughlan Marie O'Neill Joyce Stewart

North Lanarkshire

Lianne Conway Lisa Girvan Lucy Kelly Ronald Mathieson Bernadette McClenaghan Gavin Roberts James Slaven Stuart Winning

Orkney

Julie Ferguson Miranda Johnston Mary Maley

Perth and Kinross

Laura-Jane Grant Marie Laurie Scott Peddie Maureen Taylor Alison Wilson

Renfrewshire

Angela Howie Tracey Millar Yasmin Murray Margaret Russell Elaine Smith Dominic Tollan John Welsh

Shetland

Alison Martin Rognvald Martin Irvine Tait

South Ayrshire

lain Aitken David Moore Jacqueline Risk

South Lanarkshire

Nicolas Boisson Derek Brown Gavin Cunningham Mark Fleming Kathryn Kelly Grace McLellan Laura Mooney Stephen Mungall Stephen Russell

Stirling

Yvonne Abraham Daniel Auldjo Stuart Fleming Jennifer McKenzie

The Scottish Borders

Joanne Thomson Robert Young

ULA

Irvine Allan Nicholas Cimini Thomas Keegan Holly Patrick

West Dunbartonshire

Gavin Corrigan James Halfpenny Agnes Wilson Caroline Yates

West Lothian

Caroline Aitken Michael Donnelly Mark Houston Collette Kilpatrick Patricia McQueen Shirley Thomson Shona Walker

STANDING ORDERS FOR ANNUAL GENERAL MEETING

In these Standing Orders, the word 'President' shall include any other person who is in the Chair for the time being.

I. Annual General Meeting

The Annual General Meeting shall carry out its functions according to the terms of Rule VIII.

II. Order of Business

- (i) Reports of the Council and of its Committees for the previous year and the approval or amendment of minuted decisions of Council.
- (ii) Consideration of proposals for changes in the Rules and Regulations submitted in accordance with the procedure contained in Rule XIX.
- (iii) Consideration of motions from Council, local associations and selfgoverning associations which have been found competent by the Standing Orders Committee and of amendments to these motions which have been found competent by the Standing Orders Committee.

The order of any item on the Agenda may be altered on motion, provided that any such motion shall be competent only when the Order of Business is under consideration. It shall also be open to the President to suggest necessary alterations to the Order of Business and such alterations should become operative with the consent of the meeting given without discussion.

III. Reports of Council and of its Committees

The Reports of Council and of its Committees, as printed, shall be held as read. Conveners of committees shall present the reports orally and shall answer questions. All questions shall have been submitted in writing to the General Secretary no later than eight working days prior to the date of the Meeting. The Standing Orders Committee shall state a time limit for the presentation of each report and for questions to the convener.

IV. Motions to the Annual General Meeting

- 1. A motion shall only be placed before the Annual General Meeting if it has been submitted to and received the approval of Council, a local association or self-governing association. Such motions shall be in the hands of the General Secretary no later than ten working days following the March meeting of the Council.
- 2. The Standing Orders Committee shall determine which motions are competent for consideration by the Annual General Meeting and, where there are two or more of similar content, the committee shall make arrangements for one being taken or for the submission of a composite motion or for one or more motions to be taken as an amendment or amendments to the first. The committee shall also decide the order in which motions are to be considered by the Annual General Meeting. Any submitted motion may include a statement, of maximum 50 words, describing the context of the motion, for consideration by the Standing Orders Committee.
- 3. Motions considered not competent by the Standing Orders Committee shall not be entered on the Agenda of the Annual General Meeting. Intimation of such ruling shall be sent to the body which has submitted the motion along with a full and clear explanation as to why any motion has been considered not competent.

V. Amendments to Competent Motions

- Competent motions shall be issued to Council, local associations and self-governing associations. An amendment to a competent motion may be proposed by Council, a local association or self-governing association and submitted for discussion at the Annual General Meeting. Such amendments shall be received by the General Secretary not later than the Thursday prior to the May meeting of Council, or in the case of Council, for consideration at its May meeting.
- 2. The Standing Orders Committee shall determine the competence of the amendments submitted and, where there are two or more amendments to the same motion having a similar content, shall decide on the wording of a composite amendment. Where an amendment has been determined to be not competent, a full and clear explanation as to why it has been so determined shall be given to the body which submitted the amendment. The order in which the amendments to a particular motion shall be taken will also be decided by the Committee.

3. The General Secretary shall circulate competent amendments to Annual General Meeting delegates at least four working days before the start of the Meeting.

VI. Minutes of the Council

Minutes of the Council for the previous year shall be circulated to delegates to the Annual General Meeting, local associations and self-governing associations no later than five working days following the May meeting of the Council. Any proposal to disapprove or amend a minuted decision of the Council shall be submitted by a local association or self-governing association and shall be in the hands of the General Secretary no later than eight working days prior to the date of commencement of the Annual General Meeting. All competent proposals to disapprove or amend a minuted decision of the Council shall be circulated to delegates no later than four working days prior to the date of commencement of the Meeting.

VII. Emergency Motions

The Council at a Stated or Special Meeting may propose emergency motions for consideration by the Annual General Meeting.

VIII. Conduct of Debate

- 1. No motion or amendment shall be spoken to except by the mover until seconded. A member who formally seconds a motion or amendment may speak at a later period in the debate.
- 2. Motions or amendments not seconded shall not be recorded in the minutes.
- 3. Movers of motions and amendments shall be allowed five minutes, other speakers three minutes.
- 4. Members shall be allowed to speak only once to any motion or amendment provided that the mover of an amendment shall have the right to reply to the discussion on the amendment and the mover of the original or substantive motion shall have the right to close the debate by replying to the discussion, including the case put for an amendment. Such replies shall be limited to three minutes. Replies must be confined to answering previous speakers and must not introduce new matter. The question shall then be put.

- 5. In the course of debate on any motion or amendment, the President shall not refuse to consider points of order, but the rulings thereon shall be final. The President shall give delegates a full and clear explanation as to why he/she has made such a ruling.
- 6. Withdrawal of Motions or Amendments:- A motion or amendment may be withdrawn by the mover with the consent of the seconder and with the approval of the meeting, given without debate.

IX. Competent Amendments

Whenever an amendment to an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of. If an amendment is carried, it shall take the place of the original motion and shall become the question upon which any further amendment may be moved. If an amendment is rejected, then subject to a ruling on competence by the President, and a full and clear explanation having been given to delegates by the President as to why he/she has made such a ruling, any subsequent amendment shall be moved to the original motion under discussion. After votes on all amendments have been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

X. Competent motions which may be moved in the course of the meeting.

At the conclusion of debate on any matter, it shall be competent for a delegate to move any of the following motions. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter initially by a show of hands.

- 1. Motion to amend further an amendment. The motion shall be competent only if the proposed amendment relates to the new wording of the motion or amendment which has resulted from the previous debate and is an addition or amendment to that new wording. The President shall determine (a) the competence of the amendment, (b) shall give a full and clear explanation to delegates as to why any amendment may have been determined to be not competent and (c) the procedure to be followed thereafter. If the proposition is carried, the new wording of the amendment shall become the substantive proposition to be considered by the meeting.
- 2. Motion to adjourn the meeting. A motion to adjourn the meeting in accordance with Rule VIII,3, may only be carried if it is supported by not less than two-thirds of the delegates present. Adjournment shall be to a

time and date or dates determined by the Council.

3. Motion that the speaking time of speakers shall be reduced. The proposer shall state the proposed new time limit. If carried, the new time limit shall apply until the conclusion of the meeting.

XI. Procedural Motions.

At the conclusion of any speech, it shall be competent for a delegate who has not previously spoken during the debate to move any of the following motions.

- 1. Motion to proceed to next business. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter, initially by a show of hands. If it is carried, the matter under consideration shall be considered as dropped.
- 2. Motion to put the question. If the motion is seconded, and accepted by the President, the proposition shall be put to the meeting which shall determine the matter, initially by a show of hands. If the motion is carried, the matter under discussion shall be put to the vote after the mover of the motion, or of the motion and of the amendment, have had the opportunity of replying.
- 3. Motion that the speaker be further heard. This motion may be moved by any delegate at the conclusion of the time limit set out for any contribution as set out under Paragraph VIII,3 or as amended by Paragraph X,3 of these Standing Orders. If the motion is seconded, the President shall put the proposition to the meeting, which shall determine the matter, initially by a show of hands. When an extension of time is allowed, its duration shall be determined by the President and it shall be for not more than three minutes.
- 4. Motion to remit the question to Council. If the motion is seconded, the President shall put the proposition to the meeting which shall determine the matter, initially by a show of hands. If the motion is carried, the matter under discussion shall be remitted to the Council for further consideration and decision.

XII. Voting

1. At the conclusion of each debate, the President shall invite the meeting to vote on the motion, substantive motion, amendment or substantive amendment.

- 2. The voting shall, in the first instance, be by a show of hands. Where, in the opinion of the President, the result is unclear, the President shall proceed to a count. Where, in the opinion of the President, the result is clear, the President shall intimate that result to the meeting. In that event, any delegate may demand a count. If such a demand is supported by 20 delegates immediately rising in their places, such a count shall be conducted forthwith.
- 3. The count shall be conducted by the use of voting slips, previously approved by the Council, which shall have been previously issued to delegates. When a count is called, delegates must remain in their place. No one may leave or enter the hall until the President declares all voting slips to have been collected. Each voting slip shall be numbered and the President shall announce which slip is to be used in each count. Any vote entered on the wrong voting slip shall be declared invalid. Delegates shall mark their slip according to the instructions on the slip and according to arrangements approved by the Council. While the vote is counted, the President may move to other business.
- 4. The result of the count shall be announced by the President and recorded in the minutes.

XIII. Dissent

It shall be open to delegates to enter their dissent from any decision of the Meeting. Where there is more than one dissenter from a particular decision, only the first dissenter shall have the right to enter her/his dissent orally, but the remaining dissenters shall be invited to submit their dissent in writing to the General Secretary not later than the end of the final business session of the AGM during which the particular decision was taken.

XIV. Suspension of Standing Orders

A motion to suspend Standing Orders must specify the purpose and the particular Standing Order or Standing Orders which it is proposed to suspend. If the motion is seconded, the President shall put the proposition to the meeting without discussion. It shall be carried if supported by two-thirds of those present. Once the purpose of the motion has been fulfilled, the proceedings shall immediately revert to Standing Orders. The President shall not refuse to accept a motion for the suspension of Standing Orders, but may postpone putting it to the meeting until the completion of any discussion which is in progress when the motion is presented having given a full and clear explanation to delegates as to why he/she has decided to postpone putting it to the meeting.

XV. Quorum

No business shall be transacted by the Annual General Meeting unless there is a quorum. If there is not a quorum, any business not overtaken by the Annual General Meeting shall stand referred to the subsequent meeting of the Council.

XVI. Alteration of Standing Orders

Alterations to Standing Orders 2 shall be proposed and processed in the same way as changes in the Rules and Regulations under Rule XIX of the constitution.

XVII. Standing Orders Committee

The Standing Orders Committee for Annual General Meetings of the Institute shall comprise the Office-Bearers, plus members elected by the previous Annual General Meeting as follows:-

1 member employed in the area covered by Argyll & Bute, East Dunbartonshire, Glasgow City, North Lanarkshire and West Dunbartonshire Councils.

1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.

1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.

1 member employed in the area of Aberdeen City, Aberdeenshire, Angus, Dundee City, Highland, Moray, Orkney Islands, Perth & Kinross, Shetland Islands and Western Isles Councils.

In the election of members by the Annual General Meeting, delegates who have been elected to the Council for the forthcoming year shall be ineligible. As soon as the President-Elect and the Vice-President-Elect have been elected, they shall become members of the Committee ex officiis.

The Standing Orders Committee which was in being at the beginning of an Annual General Meeting shall remain in being until the end of that Annual General Meeting and shall carry out any necessary functions in relation to the business of the Meeting. The Ex-President shall be the Convener of the Standing Orders Committee.