

**FINAL  
EDITION**

# Guide for AGM Delegates



**176th Annual General Meeting  
9-11 June 2022, Caird Hall,  
Dundee**

**Guide for AGM Delegates**

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## AGM 2022 ORDER OF BUSINESS

### A Message from the President

It gives me great pleasure to welcome you as a delegate, friend from a kindred organisation or guest to the 2022 Annual General Meeting here in Dundee.

It's especially exciting to meet again in person after such a long absence of being able to meet and debate face to face.

This has been another difficult year for teachers and pupils alike due to the ongoing effects of the Covid 19 pandemic. It is not surprising that some of our motions will continue to reflect the difficulties and challenges the pandemic has brought.

The soaring cost of living, coupled with increased taxation and a sub inflationary pay rise, are also, rightly, a key focus for this AGM.

The motions we debate, and decisions made by AGM will determine the EIS positions on these areas going forward.

As well as the business sessions, I hope you find time to visit the diverse range of stalls and participate in the fringe meetings taking place during the conference.

Finally, the AGM is an excellent opportunity to meet up with other EIS members from other Local Associations to discuss and share experiences.

So, whether it's your first AGM or you have attended many I hope you enjoy the 2022 AGM.



A handwritten signature in cursive script, appearing to read 'H. Hughes'.

### TIMETABLE

<b>Thursday 9 June</b>	1415 – 1515	Opening Session
	1515 – 1600	Interval
	1600 – 1745	Business Session
<b>Friday 10 June</b>	0900 – 1230	Business Session
	1230 – 1400	Lunch Break
	1400 – 1430	Private Session
	1430 – 1620	Business Session
	1620 – 1645	Tea Break
	1645 – 1850	Business Session
<b>Saturday 11 June</b>	0900 – 1200	Business Session
	1230 – 1300	Pay Campaign Demo
	1300 – 1400	Lunch Break
	1400 – 1600	Business Session & Completion of Business

### ORDER OF BUSINESS

#### THURSDAY 9 JUNE 2022

##### Opening Session [1415 – 1515]

1. Roll of Delegates and Obituaries
2. Welcome to Delegates from Kindred Organisations and Guests
3. Reply on behalf of the Kindred Organisations - Jo Grady (General Secretary, UCU)
4. President's Address – Heather Hughes, West Lothian Local Association
5. Procession and Presentation of the Degree of Fellowship of the Institute to New Fellows
6. Declaration of Election and Introduction of President and Vice-President for 2022/2023 and Declaration of Election of Council for 2022/2023

##### Interval [1515 – 1600]

## **Business Matters [1600 – 1615]**

7. Appointment of Scrutineers
8. Standing Orders Committee Report
9. Approval of Order of Business
10. Elections for 2022-2023:
  - (1) Standing Orders Committee
  - (2) Disciplinary Committee
  - (3) Appeals Committee
11. Approval of the Minutes of the AGM 2021 and Council 2020/2021
12. Approval of date and place of 2023 Annual General Meeting

## **Reports [1615 – 1645]**

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 [1645 – 1650]**

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)
  
25. Motions and Amendments on Equality Matters [1650 – 1745]

### **Drinks Reception**

At the conclusion of business on Thursday, there will be a 175th Anniversary drinks reception for delegates in the Marryat Hall of the Caird Hall.

## **FRIDAY 10 JUNE 2022**

26. Motions and Amendments on Education Matters [0900 – 1030]
27. Motions and Amendments on Salaries Matters [1030 – 1200]
28. General Secretary's Oral Report [1200 – 1230]

## **Lunch Break [1230 – 1400]**

29. Private Session [1400 – 1430]
  - (a) Accounts 2020/2021
  - (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 Organisation Matters [1430 – 1550]
31. Address by Shirley-Anne Somerville MSP, Cabinet Secretary for Education & Skills, followed by Q&A [1550 - 1620]

## **Tea Break [1620 – 1645]**

32. Motions and Amendments on Employment Relations Matters [1645 – 1745]
33. Motions and Amendments on Equality Matters Continued [1745 - 1850]

## SATURDAY 11 JUNE 2022

34. Motions and Amendments on Education Matters Continued [0900 – 1000]
35. Motions and Amendments on Salaries Matters Continued [1000 – 1100]
36. Motions and Amendments on Organisation Matters Continued [1100 – 1200]
37. Pay Campaign Demo [12.30 – 13.00]

### **Lunch Break [1300 – 1400]**

38. Motions and Amendments on Employment Relations Matters Continued [1400 – 1500]
39. Motions and Amendments not overtaken [1500 – 1600]
40. Vote of Thanks

## Notes for Delegates

### **Conference Hall**

All sessions of the Annual General Meeting will be held in Caird Hall. Delegates should note that all fire regulations and health and safety advice posted in the hall should be observed. Delegates should note also that no leaflets, literature, petitions, collections or other material can be circulated within the Hall complex without the express prior permission of the Standing Orders Committee.

### **Seating**

All Delegates will be seated at tables throughout the Conference Sessions according to a seating plan (see pages 18-19). Local Association Delegates and their Local Association Council members are seated together. Please ensure that you use only those places allocated to your Local Association/Self Governing Association. Delegates should not move seating or tables and must ensure that the pathways between tables are clear at all times for delegates' access.

The Opening Session begins at 2.15pm on Thursday 4 June and for this session only there will be one row of seats reserved for the new Fellows at the front of the Hall. Guests will be seated in the raised stalls which will be signposted.

### **Doors**

Delegates are asked to ensure that they enter and leave the hall by the doors at the rear of the hall. Side doors should not be used other than in the case of emergencies.

### **Registration**

On arrival Delegates should register at the desk situated in the foyer at the main entrance which will be open from 12.30pm on Thursday 4 June. The Registration Card (enclosed in the first mailing to delegates) should be signed as indicated and exchanged at the EIS Registration Desk for an envelope which will contain: Delegate Badge, Voting Papers, Claim Form and any other relevant papers. Please ensure that you arrive in good time to collect these papers in order to avoid delay. Additional or spare papers will be available from the EIS Office which will be well signposted.

### **Delegate Badge**

All Delegates will be issued with a Delegate Badge. This Badge must be worn at all times and there will be no admittance to the Hall without the Badge. It is not transferable and must only be used by the person named on it. Badges are issued with lanyards and these will be collected at the end of the AGM.

On entry to the Hall at all times, Delegates will be asked to show their Delegate Badge to the steward on duty. (Please note that sederunt cards are no longer issued for each session).

## Standing Orders Committee

If you or your delegation has a difficulty involving motions, amendments or other matters under debate or wish to discuss anything to do with the business arrangements for the AGM, please contact the Standing Orders Committee. The Standing Orders Committee table is situated at the front of the hall.

**EIS Office:** The EIS Office at Caird Hall will open at the following times:

Thursday 9 June	1200 - 1745	
Friday 10 June	0845 - 1230	1330 - 1850
Saturday 11 June	0845 - 1230	1300 until completion of business

**Meals:** Delegates should make their own arrangements for meals.

## Fringe Meetings:

**Briefing for new Delegates:** Thursday 9 June 2022, 1.00pm, Balcony Bar, see page 13 for details.

## Equality Fringe Event: Past, Present, Future - With Equality at Our Core

Friday 10 June 2022, 12.45pm, Committee Room 1, see page 14 for details.

## Organising the Pay Campaign

Friday 10 June 2022, 12.30pm, Balcony Bar, see page 15 for details.

## International Solidarity

Friday 10 June 2022, 12.30pm, Committee Room 2, see page 18 for details.

## Local Association Dance:

On Friday 10 June, a dance has been arranged and will be held in the Apex Hotel at 9.30pm. A ticket for this function has been issued to all Delegates. The ticket entitles the bearer to one free drink at the bar.

### HEALTH & SAFETY INFORMATION

- Toilets are situated off the main corridor near the east and west doors.
- Toilets for special needs and baby change facilities are situated beside the ramp at the west door.
- The fire alarm is tested on the first Wednesday of the month at approximately 10.30am. Should the fire alarm be activated (a constant tone siren) at any other time a full evacuation must take place. Leave the building immediately by the nearest available exit and report to the duty steward at the assembly area Shore Terrace/City Square

## EIS Annual General Meeting Procedures (Notes for guidance of AGM delegates, especially delegates attending their first AGM)

### 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.

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". The Convener gives a special oration on each of the special/honorary category Fellows. One of the new Fellows replies on behalf of himself/herself and his/her colleagues.

The incoming President and Vice-President are then introduced to the meeting and make short speeches. The outgoing President and Vice-President are then presented with badges commemorating their year of office. 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. 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 and Self-Governing Associations. These motions are grouped into the general areas of education, employment relations, equality, salaries and organisation matters. The actual time devoted to each subject depends on a number of factors and is decided by the Standing Orders Committee.

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 enter debate. During debates, one of the two rostra is used by supporters of the motion and the other by opponents of the motion or supporters of the amendment (as the case may be). The President will indicate which is which at the start of the AGM. This enables the President to select speakers in such a way that the debate is balanced. Speakers queuing at a rostrum should use the chairs provided and must avoid any obstruction of delegates or staff. In all circumstances, whether seated or participating in debate, delegates must keep pathways in the hall clear, in compliance with disability policy and fire regulations.

All speakers should begin by giving their name and the body they are representing. Movers of the motions and amendments are restricted to five minutes and other speakers to three minutes. A green light goes on when the speaker begins, and an orange light goes on when a speaker has one minute left. When the red light goes on, the speaker should finish his/her remarks in one grammatical sentence. 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 member believes there is a constitutional, technical or procedural problem affecting the debate. 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 initially by show of hands. Where there is a large majority one way or the other, this will be obvious to the President, who has a good view of the meeting. Where the majority seems to be small, the President will order a count. A delegate may demand a count but must be supported in the demand by 20 members who must immediately indicate their support by rising in their places.

The count is conducted using the book of voting slips. This is issued to each delegate immediately before the first business session, and delegates should ensure that they have collected their slips in good time for the start of business. Delegates should ensure that they have these voting slips with them at all business sessions since replacements will not normally be issued, other than in the case of loss and then only on production of proof of identity.

When a count is called delegates must remain seated in their place. No one may leave or enter the hall until the President declares that all voting slips have been collected. Each voting slip will be numbered and the President will announce which slip is to be used in that particular count. Votes entered on the wrong slip will be treated as spoiled papers and will not be counted. Delegates should mark their slip according to the instructions. The voting slip should then be folded once and held aloft for collection by scrutineers/members of staff. Delegates should only handle their own voting slip, and slips should not be passed to anyone else for collection. Scrutineers are instructed to accept only one slip from each delegate. Points of Order should not be raised during the collection of votes. Any difficulties with the voting procedure should be raised with the Scrutineers. While the vote is being counted, the President may move on to the next business, pending declaration of the result.

The Meeting may continue until 4 pm 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 afternoon, it is important that delegates should not leave the meeting before its conclusion except for pressing reasons.

**The EIS is a democratic organisation of long standing and one of the hallmarks of the EIS is the civil and respectful way in which we treat one another.**

**Please ensure that any contribution you make is respectful of the dignity of all other delegates and participants.**



**FIRST TIME(ISH)  
AGM  
DELEGATE?**

**Come along to the new delegates' briefing on Thursday 9 June 2022 in the Balcony Bar at 1.00 pm.**

**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.**

**175 YEARS  
STRONG**

## ***Drinks Reception***

*At the conclusion of business on Thursday, there will be a 175th Anniversary drinks reception for delegates in the Marryat Hall of the Caird Hall.*



**Past  
Present  
Future**

**EIS EQUALITY  
FRINGE**

*with Equality at our core*

The EIS warmly invites all members to join the EIS AGM Equality Fringe, on Friday 10th June 12.30-2pm.

Marking the 175th Anniversary of the EIS, the Equality Fringe will feature a powerful address on the centrality of equality to the trade union agenda and will engage members in a creative activity celebrating our legacy and imagining our hopes for EIS equality activism in the future, with the help of graphic facilitator Jules Scheele.

Speaker details will be announced closer to the date so keep an eye out for further information on the EIS website.

The artistic activity will be suitable for participants of all creative skill and confidence levels! Just come along and make your mark for equality!



**AGM FRINGE MEETING**

# Organising the Pay Campaign



**Date:** Friday 10 June, 12.30pm

**Venue:** Balcony Bar

**Speakers:** Paul Nowak, Deputy General Secretary, TUC  
**Organisers:** Eilidh Gittus, Amy Moran and Suki Sangha, David Belsey, Assistant Secretary

**Buffet Lunch available from 12.30pm before start of the meeting.**

# SEATING PLAN

# PLATFORM

ROW	SEATS 1 - 8		ROW	SEATS 9 - 16		ROW	SEATS 17 - 24	
A	EAST DUNBARTONSHIRE		A	GLASGOW		A	WEST LoTHIAN	
B	ABERDEEN CITY		B	GLASGOW		B	WEST LoTHIAN	ORKNEY
C	ABERDEEN CITY	SOUTH AYRSHIRE	C	GLASGOW		C	DUMFRIES & GALLOWAY	
D	EAST LoTHIAN	SOUTH AYRSHIRE	D	GLASGOW		D	DUNDEE	
E	EAST RENFREWSHIRE		E	GLASGOW	FALKIRK	E	HIGHLAND	
F	NORTH AYRSHIRE		F	CLACKMANNANSHIRE	FALKIRK	F	HIGHLAND	
G	SOUTH LANARKSHIRE		G	EDINBURGH		G	MIDLoTHIAN	
H	SOUTH LANARKSHIRE		H	EDINBURGH		H	EAST AYRSHIRE	
I	SOUTH LANARKSHIRE	ANGUS	I	EDINBURGH		I	NORTH LANARKSHIRE	
J	ARGYLL & BUTE	ANGUS	J	FIFE		J	NORTH LANARKSHIRE	
K	PERTH & KINROSS		K	FIFE		K	NORTH LANARKSHIRE	
L	RENFREWSHIRE		L	FIFE	INVERCLYDE	L	ABERDEENSHIRE	
M	FELA	RENFREWSHIRE	M	MORAY		M	ABERDEENSHIRE	
N	FELA		N	SHETLAND		N	SCOTTISH BORDERS	
O	FELA		O	WESTERN ISLES		O	STIRLING	
P	FELA		P	ULA		P	WEST DUNBARTONSHIRE	

LOCAL ASSOCIATION	ROW	SEATS
Aberdeen City	B C	1-8 1-3
Aberdeenshire	L M	17-24 17-24
Angus	I J	5-8 6-8
Argyll & Bute	J	1-5
Clackmannan	F	9-13
Dumfries & Galloway	C	17-24
Dundee	D	17-24
East Ayrshire	H	17-24

LOCAL ASSOCIATION	ROW	SEATS
East Dunbartonshire	A	1-8
East Lothian	D	1-6
East Renfrewshire	E	1-8
Edinburgh	G,H,I	9-16
EIS-FELA	M N,O,P	1-5 1-8
EIS-ULA	P	9-16
Falkirk	E F	11-16 14-16
Fife	J,K L	9-16 9-10

LOCAL ASSOCIATION	ROW	SEATS
Glasgow	A,B,C,D, E	9-16 9-10
Highland	E, F	17-24
Inverclyde	L	11-16
Midlothian	G	17-24
Moray	M	9-16
North Ayrshire	F	1-8
North Lanarkshire	I, J, K	17-24
Orkney	B	20-24
Perth & Kinross	K	1-8
Renfrewshire	L M	1-8 6-8

LOCAL ASSOCIATION	ROW	SEATS
Scottish Borders	N	17-24
Shetland	N	9-16
South Ayrshire	C D	4-8 7-8
South Lanarkshire	G, H, I	1-8 1-4
Stirling	O	17-24
West Dunbartonshire	P	17-24
West Lothian	A, B	17-24 17-19
Western Isles	O	9-16

# AGM FRINGE MEETING

## International Solidarity

**Date:** Friday 10 June, 12.30pm

**Venue:** Committee Room 2

**Speakers:** Larry Flanagan, General Secretary  
Kevin Courtney, Joint General Secretary NEU  
Susan Quinn, Education Convener

Buffet Lunch available from 12.30pm  
before start of the meeting



Larry Flanagan, in his capacity at President of ETUCE, meeting the Polish Education Minister to hear about support for Ukrainian refugees.

Susan Quinn (EIS Education Convener) Meeting with Colombian communities affected by paramilitary activity.



To all AGM Delegates

## Being Calm and Considerate Costs Nothing!

The trades unions representing staff employed in hotels, restaurants and bars in Dundee have asked us to circulate the following information to AGM delegates and visitors. Many of you will make use of Dundee's hotels, restaurants and bars during the AGM and many of the staff in the industry are extremely busy, in understaffed establishments, during conference weeks and being busy is part of the job. So when you are waiting to check-in to your hotel, to get a meal or to have a drink'

### Remember:

**The staff serving you are doing a difficult job, often under pressure;**

**The staff do not decide the staffing levels and they too would like to have more staff on duty at busy times;**

**The staff do not make the licensing laws and don't take the decision to close the bar.**

Many staff employed in the hotel and catering industry earn little more than the minimum wage, an issue of huge concern to the whole trade union movement;

Respect and consideration is also an important part of their job;



**Please, therefore, show respect and consideration to the staff serving you in Dundee during the AGM.**

## ROLL OF DELEGATES

### OFFICE BEARERS

<b>President</b>	Heather Hughes
<b>Vice-President</b>	Andrene Bamford
<b>Ex-President</b>	Carole Thorpe
<b>Vice-President Elect</b>	Paula McEwan

### MEMBERS OF COUNCIL 2021/2022

Tony Adams	John Girkins	Khadija Mohammed
Thomas Agnew	Louise Glen	David Moore
Isman Ahmad	Colin Glover	Des Morris
Phil Alexander	Donny Gluckstein	Matthew Moss
Neil Anderson	Sandie Gordon	Alison Murphy
Andrene Bamford	Jane Gow	Pauline Nelson
Jodi Barclay	Penny Gower	Jackie Newlands
Teresa Barker	Andy Harvey	Andrew O'Halloran
David Baxter	Jo Hill	Alison Palmer
Alison Beattie	Alan Holligan	Michael Paul
Alistair Bell	Stephen Horne	Phillip Pearce
John Black	Heather Hughes	Andrew Porter
Emma Blake	Julie Hutchinson	Susan Quinn
Mark Bonallo	Eileen Imlah	Steven Rance
Tom Britton	Valerie Inkster	Jacqueline Risk
Catherine Brown	Gillian Innes	Claire Robertson
Eddie Burns	William Insch	Carol Rose
Mike Callaghan	Tom Keegan	Garry Ross
Anna Cheyne	John Kelly	Gillian Ross
Asif Chishti	Lucy Kelly	Tony Russell
Martin Christison	Des Kenny	Margaret Russell
Jacqueline Church	Henry Kilgour	Kevin Scally
Heather Collie	Pauline Laccarini	Ian Scott
Terri Connolly	Gary Laird	Daniel Semple
Ron Constable	Peter Laverie	Ann Skillen
Lindsay Craig	Joan Lennon	Susan Slater
Olivia Crook	Barbara Mackay	David Smith
Allan Crosbie	Lewis Mackenzie	Donald Smith
Nicola Dasgupta	Amanda Mackenzie	Mark Smith
Alexis Davren	Jacqui Mackenzie	Pauline Stewart
Kristine Dempster	Pamela Manley	Alan Stickle
Paula Dixon	Adela Mansur	Adam Sutcliffe
Mick Dolan	Audrey McAuley	John Swinburne
David Farmer	Lorraine McBride	Margaret Thomson
Karen Farrell	Michael McCallion	Shirley Thomson
Kenneth Fella	Kirsty McClelland	Carole Thorpe
Colin Finlay	Caroline McCombie	Dominic Tollan
Nicola Fisher	Jim McCormick	Gabrielle Warburton
Andrew Fullwood	Megan McCrossan	Norman Watt
Jennifer Gaffney	Annmarie McDermott	Carolyn Weston
Colin Gardiner	Paula McEwan	Dawn Wilson
Alan Gardiner	James McIntyre	Nikhat Yusaf
David Gibson	Fiona McKeon	
Gael Gillan	Jane McKeown	
Jillian Gillespie	Peter McNally	
Steven Gilmour-Jack	Anna Meechan	

## DELEGATES

### Aberdeen City

Zemeta Chefeke  
Michael Daniels  
Douglas Haywood  
Jacqueline Munro  
Helen Reilly  
Clare Russell  
Pamela Scott

### Aberdeenshire

Billy Bilsland  
Frances Cameron  
Graeme Cowie  
Donna-Marie Crawford  
Claire Eade  
Caroline Gibson

### Angus

Gillian Lawrence  
Gareth Leith  
Julie Smith  
Anna Young

### Argyll and Bute

Aisling Clark  
Helen Hope  
Lorna Stewart

### Clackmannanshire

Wendy Cowan  
Donal Hurley  
Gordon Joyce

### Dumfries and Galloway

Elaine Dennis  
Amy Graham  
Julie Irving  
Pamela Livingstone  
Sarajane Moffat

### Dundee

Gordon Black  
Andrew Brown  
Alexander Hope  
Diane Melvin  
Jennifer Morrow

### East Ayrshire

Heather McTaggart  
Antonia Perez Coughlan

### East Lothian

Christopher Bishop  
Donna Pentony  
Kirsty Robertson  
Helen Whiteley-McPhee

### East Renfrewshire

Jennifer Nisbet  
Marion Roy

### Edinburgh

Louise Bishop  
Maria Devoy  
Clare Kelly  
Sonia Kordiak  
Craig Macdonald  
Irene Megaw  
James Pringle  
Dominic Shaikh

### Falkirk

Louise Amos  
Irene Campbell  
John Chalmers  
Fiona Craig  
Valerie Kiddie  
Lorna Tilley

### Fife

Julie Chrystal  
Paddy Flannery  
Audrey Grieve  
Peter Haggerty  
Sharon Iddir  
Paul Jeffrey  
Graeme Keir  
Sara Kyle  
Andrew McNeil  
Michael Ryan

### Glasgow

Farhat Ali  
Damien Donnelly  
Aisling Gallagher  
Amy Gallagher  
David Giles  
Matthew Hodgman  
Aidan Ingram  
Murdo Macdonald  
Kathleen McCabe  
Jennifer McGeehan  
Ellen Morton  
Andrew Murray  
Jim O'Neill  
Chiara Piacentini  
Shauna Richardson  
Kevin Stevenson  
Claudia Tucker  
Ella Van Look  
Ruba Wakkaf

### Highland

Robin Fyfe  
Patricia McQueen  
Sandra Reid  
Steven Tillman  
Irene Walker  
Allan Whiteford  
Clare Whiteford

### Inverclyde

Kirsty McCafferty  
Derek McDonald  
Colin Nicol

### Midlothian

Fiona Gray  
Ross Lyall  
Alice Mackenzie  
Mike Smith

### Moray

Shiobhan Evans  
Debbie McDonald  
Shelley Morrison  
Angela Stuart

**North Ayrshire**

John Carr  
Pam Currie  
Moira Gibson  
Ian McLaughlan  
Marie O'Neill

**North Lanarkshire**

Stephen Agnew  
Ronnie Mathieson  
Gavin Roberts  
James Slaven  
Stuart Winning

**Orkney**

Marianne Costello  
Mary Maley  
Amy Smith

**Perth and Kinross**

Laura-Jane Grant  
Scott Peddie  
Teresa Summers  
Maureen Taylor

**Renfrewshire**

Craig Carson  
Angela Howie  
Tracey Millar  
Yasmin Murray  
John Tonner  
John Welsh

**Shetland**

Alison Martin  
Rognvald Martin  
Irvine Tait

**South Ayrshire**

Iain Aitken  
Thomas Robertson

**South Lanarkshire**

Nicolas Boisson  
Derek Brown  
Gavin Cunningham  
Christopher Devlin  
Mark Fleming  
Linda Knighton  
Steven McGill  
Bill Ramsay  
Stephen Russell

**Stirling**

Yvonne Abraham  
Daniel Auldjo  
Louise Ferns  
Elaine Leitch

**The Scottish Borders**

Kyra Tweddle

**West Dunbartonshire**

Gavin Corrigan  
James Halfpenny  
Rebecca McCulloch  
Agnes Wilson

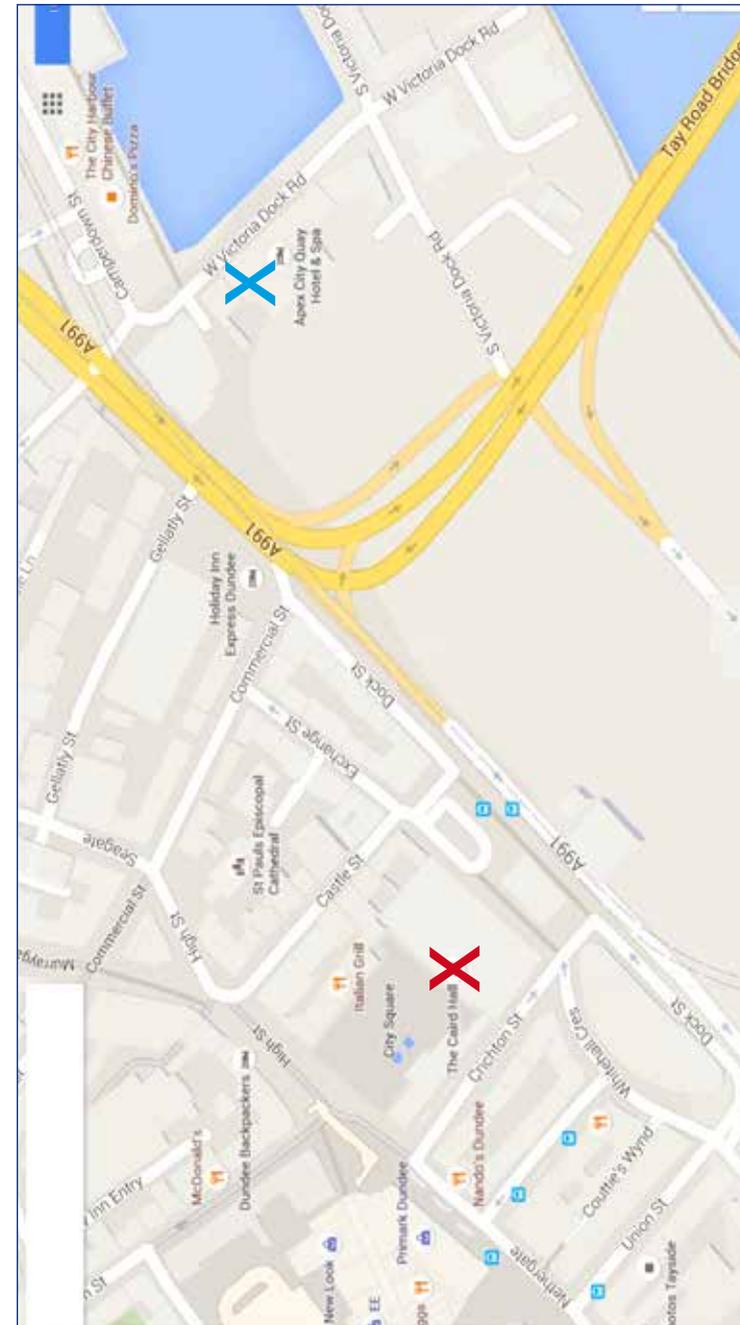
**West Lothian**

Caroline Aitken  
Michael Donnelly  
Mairi Green  
Mark Houston  
Lorna Sneddon  
Shona Walker  
Darren Young

**Western Isles**

Karen Graham  
Donna MacKay  
Feonna Mackenzie

**THE CAIRD HALL, DUNDEE  
HOW TO GET THERE**



The Caird Hall complex is situated in the very centre of the City overlooking the impressive City Chambers and City Square. Dundee Railway and Bus Stations are only five minutes walk away. Parking is available in the surrounding streets or at any of the City's major car parks which are less than ten minutes walk from the complex. Dundee airport is approximately one mile outside the City.

**X CAIRD HALL X APEX HOTEL**

## **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 self-governing 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**

1. 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.

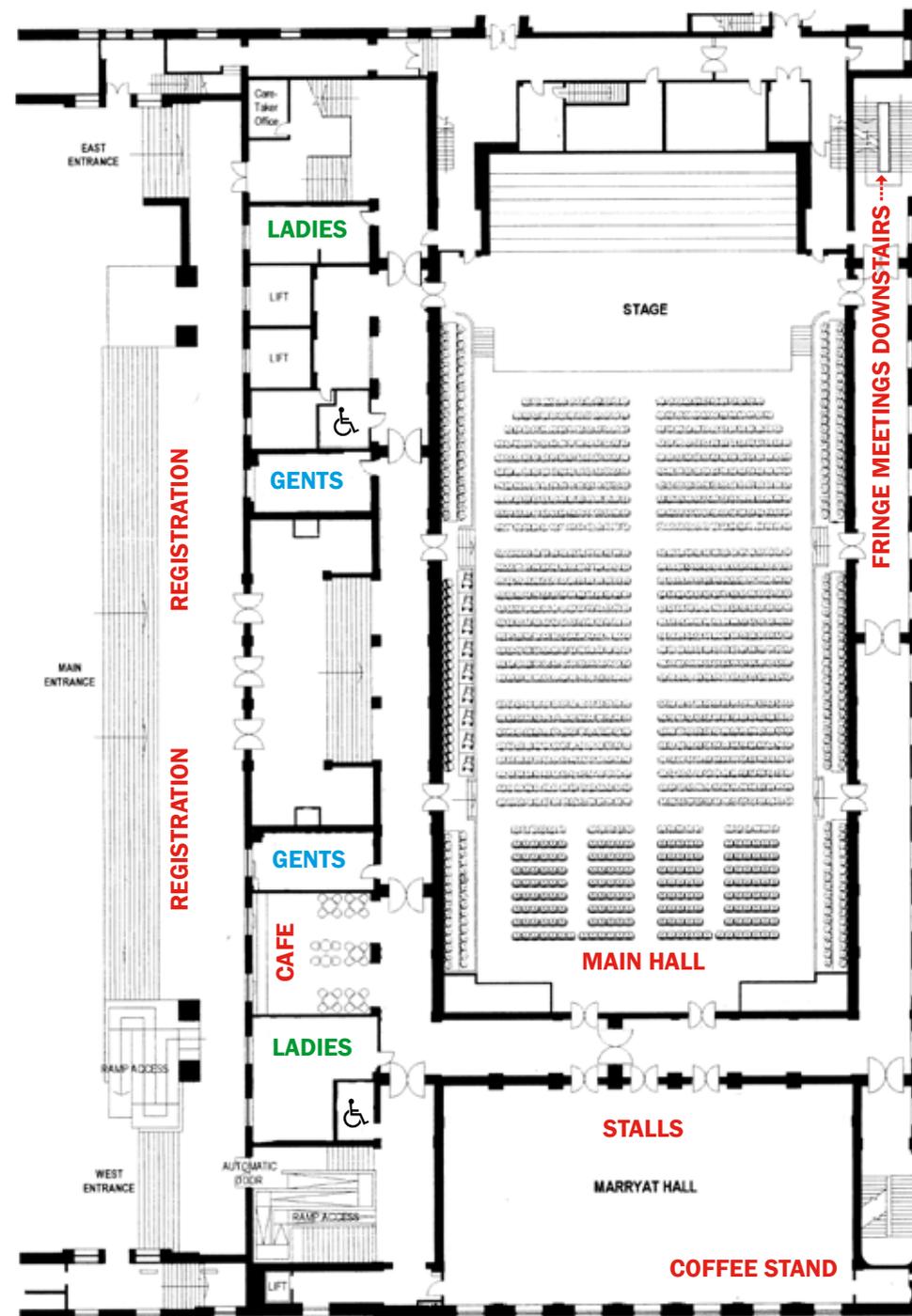
1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.

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 officio.

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.



## TEA & COFFEE

- 1 2 3 4 5 6 7 8

## LIST OF EXHIBITORS

- 15 EIS  
 16 EIS Equality  
 17 EIS Professional Learning  
 12 EIS Financial Services  
 9 Balfour & Manson LLP, Solicitors  
 1 STUC Unions into Schools  
 2 Bookmarks (Scotland)  
 3 Peace Education Scotland  
 4 Scottish CND  
 5 Scottish Friends of Palestine  
 6 Scottish Hazards Campaign  
 14 Scottish Union Learning  
 7 SfBooks  
 13 Show Racism the Red Card  
 8 Stand up to Racism Scotland  
 10 Middle East & North Africa  
 Solidarity Campaign TBC  
 11 Connectus Tech

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15	16	17	

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