



Guide for AGM Delegates

UPDATED

**177th Annual General Meeting
8-10 June 2023
Macdonald Aviemore Resort**

Guide for AGM Delegates

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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 2023 EIS Annual General Meeting here in Aviemore.

This has been an extraordinary year for the EIS. We have delivered on our “Pay Attention” campaign, where we made significant gains on teacher pay thanks to the first sustained strike action taken by Scottish teachers since the 1980s.

During this Conference, we will debate motions on a wide range of educational topics, social justice and teacher wellbeing. We are aware that we are taking our place in a global fight to raise the status of education. We know that education, from nursery to further and higher education, is part of the oxygen that feeds a peaceful and prosperous society. Protecting teachers and lecturers is an important part of that fight.

And so, as we head into our next major campaign to seek to bring the importance of a well funded education system into the national spotlight, we know we do this with 175 years of previous wins behind us, propelling us forwards, with the solidarity of our friends and comrades in Scotland, the UK, Europe and across the world.

I really hope you enjoy listening to and participating in the debates, but I also hope you take some time to visit our stalls and attend one of our fringe meetings to deepen your appreciation for broader trade union issues.

Finally, although we are here for the serious business of setting our goals for the year ahead, it is really important that we take some time to relax, meet members and friends from other organisations. If this is your first AGM, I hope this Conference sets a high standard for you, and if you’re a “well-kent” face, I hope this is the best year so far. In short – I hope that each and every one of you leaves with more friends than you arrived with!



TIMETABLE

Thursday 8 June	1415 – 1515	Opening Session
	1515 – 1600	Interval
	1600 – 1750	Business Session
Friday 9 June	0900 – 1230	Business Session
	1230 – 1400	Lunch Break
	1400 – 1430	Private Session
	1430 – 1620	Business Session
	1620 – 1645	Tea Break
	1645 – 1850	Business Session
Saturday 10 June	0900 – 1200	Business Session
	1300 – 1400	Lunch Break
	1400 – 1600	Business Session & Completion of Business

ORDER OF BUSINESS

THURSDAY 8 JUNE 2023

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 – Annette Dolan (TUI)
4. President’s Address – Andrene Bamford, East Dunbartonshire 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 2023/2024 and Declaration of Election of Council for 2023/2024

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 2023-2024:
 - (1) Standing Orders Committee
 - (2) Disciplinary Committee
 - (3) Appeals Committee
11. Approval of the Minutes of the AGM 2022 and Council 2022/2023
12. Approval of date and place of 2024 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. Rule Change
26. Motions and Amendments on Equality Matters [1700 – 1730]
27. Address by Roz Foyer, General Secretary, STUC [17.30 – 17.50]

Drinks Reception

At the conclusion of business on Thursday, there will be a drinks reception sponsored by EIS Financial Services for delegates in the Food Court.

FRIDAY 9 JUNE 2023

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

Lunch Break [1230 – 1400]

31. Private Session [1400 – 1430]

- (a) Accounts 2021/2022
- (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."

32. Motions and Amendments on Organisation Matters [1430 – 1620]

Tea Break [1620 – 1645]

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

- 35. Motions and Amendments on Education Matters Continued [0900 – 1000]
- 36. Motions and Amendments on Salaries Matters Continued [1000 – 1100]
- 37. Motions and Amendments on Organisation Matters Continued [1100 – 1300]

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

Conference Hall

All sessions of the Annual General Meeting will be held in the Osprey Arena. Delegates should note that all fire regulations and health and safety advice posted in the arena should be observed. Delegates should note also that no leaflets, literature, petitions, collections or other material can be circulated within the arena 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 16-17). 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 8 June and for this session only there will be one row of seats reserved for the new Fellows at the front of the arena. Guests will be seated at the rear of the arena which will be signposted.

Doors

Delegates are asked to ensure that they enter and leave the arena by the main doors.

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 8 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, 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 arena 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.

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 arena.

EIS Office: The EIS Office in the main foyer will open at the following times:

Thursday 8 June	1200 - 1745	
Friday 9 June	0845 - 1230	1330 - 1850
Saturday 10 June	0845 - 1230	1300 until completion of business

Meals: Delegates should make their own arrangements for meals. Giovanni's and Aspects Restaurants will be open for dining throughout the duration of our Conference. Visit www.macdonaldhotels.co.uk/aviemore/food-and-drink to make your reservation:

Fringe Meetings:

Briefing for new Delegates: Thursday 8 June 2023, 1.00pm, Alvie, Morlich and Glenmore suite, see page 13 for details.

Equality Fringe Event: Work, Rest and Play - Friday 9 June 2023, 12.30pm
Alvie, Morlich and Glenmore suite, see page 14 for details.

Fringe Meeting: Staying Campaign Strong - Friday 9th June 2023, 12.30pm,
Peregrine Suite, see page 15 for details.

Local Association Dance:

On Friday 9 June, a dance has been arranged and will be held in the Peregrine Suite 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.

Covid Testing

We signed up to the "Covid Safety Pledge" and request that delegates test themselves before coming to AGM, and before Friday and Saturday sessions commence.

Covid test costs will be reimbursed as set out on the AGM claim form.

A small number of tests will be available at the EIS office.

HEALTH & SAFETY INFORMATION

- Toilets, including disabled and baby changing, are situated as you walk in the main front door of the Conference Centre to the left.
- The fire alarm sound is a siren. The emergency exits are clearly sign posted.
- If you discover a fire, operate a manual call point and leave the building by the nearest available exit.
- On hearing the fire alarm, leave the building immediately by the nearest available exit and report to fire assembly point which is 50 metres from the front of the main entrance.

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 8 June 2023 in the Alvie, Morlich & Glenmore Suite 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.

Drinks Reception

At the conclusion of business on Thursday, there will be a drinks reception for delegates in the Food Court



EIS EQUALITY FRINGE

Wellbeing is a central part of the equality agenda - caring for ourselves and our community can be a radical act!



This will be an opportunity to reflect on the importance of rest and play for workers' and activists' wellbeing and to put both into practice, in a positive and uplifting shared space.

WORK



REST



PLAY



FRIDAY 9TH JUNE, 12.30 - 1.45PM
ALVIE, MORLICH AND GLENMORE ROOMS



AGM Fringe Meeting

STAYING CAMPAIGN-STRONG

with Andrea Bradley, General Secretary

When: Friday 9th June 12.30pm – 1.45pm

Where: Peregrine Suite

eis

Scotland's largest
education trade union

SEATING PLAN

PLATFORM

ROW	SEATS 1 - 15		
A	WEST LOTHIAN	INVERCLYDE	EAST DUNBARTONSHIRE

SEATS 16-30		ROW
EDINBURGH		A

	SEATS 1 - 18			
B	WEST LOTHIAN		NORTH LANARKSHIRE	
C	STIRLING	EAST AYRSHIRE	EAST RENFREWSHIRE	
D	ABERDEEN CITY		ARGYLL & BUTE	
E	DUMFRIES & GALLOWAY		ANGUS	
F	HIGHLAND		CLACKMANNANSHIRE	
G	EAST LOTHIAN	MIDLOTHIAN	MORAY	
H	SCOTTISH BORDERS	SHETLAND	ORKNEY	WESTERN ISLES

	SEATS 19-36			
	NORTH LANARKSHIRE	ABERDEENSHIRE	B	
	SOUTH AYRSHIRE	RENFREWESHIRE	C	
	GLASGOW		D	
	GLASGOW	WEST DUNBARTONSHIRE	E	
	FIFE		F	
	FALKIRK	DUNDEE	G	
	WESTERN ISLES	NORTH AYRSHIRE	PERTH & KINROSS	H

	SEATS 1 - 15	
I	SOUTH LANARKSHIRE	

	SEATS 16-30		
	ULA	FELA	I

LOCAL ASSOCIATION	ROW	SEATS
Aberdeen City	D	1-10
Aberdeenshire	B	25-36
Angus	E	9-15
Argyll & Bute	D	11-15
Clackmannanshire	F	14-18
Dumfries & Galloway	E	1-8
Dundee	G	28-36
East Ayrshire	C	7-12

LOCAL ASSOCIATION	ROW	SEATS
East Dunbartonshire	A	11-15
East Lothian	G	1-6
East Renfrewshire	C	13-18
Edinburgh	A	16-30
EIS-FELA	I	19-30
EIS-ULA	I	16-18
Falkirk	G	19-27
Fife	F	19-36

LOCAL ASSOCIATION	ROW	SEATS
Glasgow	D E	19-36 19-30
Highland	F	1-13
Inverclyde	A	6-10
Midlothian	G	7-12
Moray	G	13-18
North Ayrshire	H	21-28
North Lanarkshire	B	7-18 19-24
Orkney	H	11-15
Perth & Kinross	H	29-36
Renfrewshire	C	26-36

LOCAL ASSOCIATION	ROW	SEATS
Scottish Borders	H	1-5
Shetland	H	6-10
South Ayrshire	C	19-25
South Lanarkshire	I	1-15
Stirling	C	1-6
West Dunbartonshire	E	31-36
West Lothian	A B	1-5 1-6
Western Isles	H	16-18 19-20

RESORT LAYOUT

- | | |
|---------------------------------|-------------------------------------|
| 1 Conference Centre Entrance | 12 Woodland Lodges |
| 2 Osprey Arena | 13 Osprey Pond |
| 3 Peregrine Suite | 14 Loch Pulladern |
| 4 Spey Valley Cinema/Auditorium | 15 Aviemore Activity Centre |
| 5 Spey Valley Food Court | 16 Indoor Pool Complex |
| 6 Macdonald Morlich Hotel | 17 Macdonald Highlands Hotel |
| 7 Giovanni's Italian Ristorante | 18 Beauty Treatment Rooms |
| 8 Macdonald Aviemore Hotel | 19 Aspects Restaurant |
| 9 Spey Burger | 20 The Laggan Whisky & Cocktail Bar |
| 10 Aviemore Train Station | P Car Park |
| 11 Strathspey Hotel | |



To all AGM Delegates

Being Calm and Considerate Costs Nothing!

The trades unions representing staff employed in hotels, restaurants and bars in Aviemore have asked us to circulate the following information to AGM delegates and visitors. Many of you will make use of Aviemore'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 Aviemore during the AGM.

ROLL OF DELEGATES

OFFICE BEARERS

President	Andrene Bamford
Vice-President	Paula McEwan
Ex-President	Heather Hughes
Vice-President Elect	Allan Crosbie

MEMBERS OF COUNCIL 2022/2023

Philip Alexander	Louise Glen	Peter McNally
Neil Anderson	Colin Glover	Anna Meechan
Andrene Bamford	Donny Gluckstein	Khadija Mohammed
Jodi Barclay	Alexandra Gordon	David Moore
Teresa Barker	Jane Gow	Des Morris
David Baxter	Penny Gower	Matthew Moss
Alison Beattie	Jane Gray	Alison Murphy
Alistair Bell	William Henderson	Andrew O'Halloran
John Black	Jo Hill	Alison Palmer
Emma Blake	Alan Holligan	Michael Paul
Mark Bonallo	Stephen Horne	Phillip Pearce
Thomas Britton	Heather Hughes	Andrew Porter
Catherine Brown	Julie Hutchinson	Susan Quinn
Eddie Burns	Eileen Imlah	Steven Rance
Mike Callaghan	Valerie Inkster	Jacqueline Risk
Anna Cheyne	William Insch	Claire Robertson
Martin Christison	John Kelly	Carol Rose
Julie Chrystal	Lucy Kelly	Gillian Ross
Jacqueline Church	Desmond Kenny	Anthony Russell
Heather Collie	Henry Kilgour	Margaret Russell
Teresa Connolly	Pauline Laccarini	Stephen Russell
Lindsay Craig	Gary Laird	Michael Sanderson
Donna-Marie Crawford	Peter Laverie	Kevin Scally
Olivia Crook	Elaine Leitch	Ian Scott
Allan Crosbie	Joan Lennon	Daniel Semple
Nicola Dasgupta	Feonna Mackenzie	Ann Skillen
Alexis Davren	Lewis Mackenzie	Susan Slater
Kristine Dempster	Amanda Mackenzie	David Smith
Christopher Devlin	Jacqui MacKenzie	Donald Smith
Paula Dixon	Pamela Manley	Mark Smith
Michael Dolan	Adela Mansur	Pauline Stewart
Damien Donnelly	Audrey McAuley	Alan Stickle
David Farmer	Lorraine McBride	Adam Sutcliffe
Karen Farrell	Kirsty McCafferty	Margaret Thomson
Kenny Fella	Michael McCallion	Shirley Thomson
Colin Finlay	Kirsty McClelland	Carole Thorpe
Nicola Fisher	Caroline McCombie	Steven Tillman
Andrew Fullwood	James McCormick	Dominic Tollan
Jennifer Gaffney	Megan McCrossan	Gabrielle Warburton
Alan Gardiner	Annmarie McDermott	Norman Watt
David Gibson	Paula McEwan	Carolyn Weston
Gael Gillan	James McIntyre	Gerard Wilkie
Jillian Gillespie	Fiona McKeon	Darren Young
Steven Gilmour-Jack	Jane McKeown	Nikhat Yusaf
John Girkins	Grace McLellan	

DELEGATES

Aberdeen City

Zemeta Chefeke
Ronald Constable
Douglas Haywood
Jacqueline Munro
Helen Reilly
Clare Russell
Pamela Scott

Aberdeenshire

David Bilsland
Frances Cameron
Graeme Cowie
Claire Eade
Gillian Innes
Tracy McBeath

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
Julie Irving
Alan McClure
Sarajane Moffat
Shameen Syed

Dundee

Gordon Black
Amy Bremner
Andrew Brown
Alexander Hope
Jennifer Morrow

East Ayrshire

Linda Grant
Heather McTaggart
Sonia Perez Coughlan

East Dunbartonshire

Jiovanna Davidson
Richard Lees

East Lothian

Neil Gill
Donna Pentony
Kirsty Robertson
Morag Sutherland

East Renfrewshire

Shabana Hussain
Matthew Lawless
Marion Roy

Edinburgh

Jehan Al-Azzawi
Louise Bishop
Martyn Cheung
Maria Devoy
Clare Kelly
Thomas MacColl
Andrew McPake
Irene Megaw

Falkirk

Louise Amos
Irene Campbell
John Chalmers
Valerie Kiddie
Charlene McIntosh

FELA

Anthony Adams
Lynn Davis
Anne-Marie Harley
Peter Woods

Fife

Tracey Clark
Audrey Grieve
Peter Haggerty
Jennifer Harvey
Nicola Henderson
Sharon Iddir
Fiona Jarrett
Paul Jeffrey
Graeme Keir
Helen Knowles-Venters
Michael Ryan

Glasgow

Farhat Ali
Foster Douglas
Aisling Gallagher
Amy Gallagher
David Giles
Matthew Hodgman
Murdo Macdonald
Kathleen McCabe
Jennifer McGeehan
Ellen Morton
James O'Neill
Chiara Piacentini
Shauna Richardson
Kevin Stevenson
Allison Stewart
Nuzhat Uthmani
Ella Van Look

Highland

Thomas Coles
Shaun Foster
Robin Fyfe
Jacqueline-Ann Hume
Mhairi Martin
Kirsteen Mathie
Sofie O'Brien
Sandra Reid

Inverclyde

Derek McDonald
Myra Nellany
Colin Nicol

Midlothian

Fiona Gray
Ross Lyall
Alice Mackenzie
Michael Smith

Moray

Mark Baker
Rachel Gillies
Jillian MacKellar
Deborah McDonald

North Ayrshire

John Carr
Lorraine Clifford
Mary Gibson
Moira Gibson
Marie O'Neill

North Lanarkshire

Stephen Agnew
Elsbeth Green
Daniel Henderson
Rebecca Hughes
Ronald Mathieson
Sean McNamara
Sandra O'Donnell-Meechan
Gavin Roberts
James Slaven
Stuart Winning

Orkney

Marianne Costello
Mary Maley
Amy Smith

Perth and Kinross

Carys Boyle
Laura-Jane Grant
Lucy Hunter
Scott Peddie
Maureen Taylor

Renfrewshire

Angela Howie
Yasmin Murray
Cassandra Niven
Elaine Smith
Sharon Thomas
John Tonner
John Welsh

Shetland

Karen Osborn
Irvine Tait
Joanne Thomson

South Ayrshire

Iain Aitken
Elizabeth Cairns
Thomas Robinson
Julie Wilcox

South Lanarkshire

Derek Brown
Pauline Cassie
David Dick
Mark Fleming
Sunita Nayer
William Ramsay

Stirling

Yvonne Abraham
Daniel Auldjo
Gordon MacKay
Greig Stevenson

The Scottish Borders

Sarah Gulliver
Kyra Tweddle
Natasha York

ULA

Nicholas Cimini

West Dunbartonshire

Gavin Corrigan
James Halfpenny
Rebecca McCulloch
Laura Minto

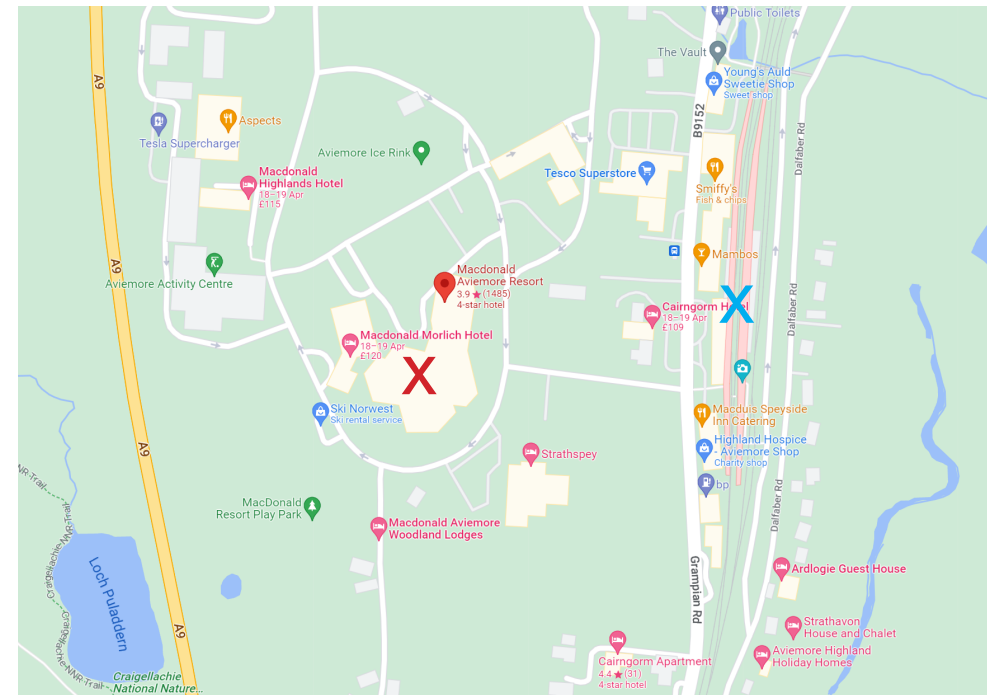
West Lothian

Caroline Aitken
Michael Donnelly
Laura Gordon
Mairi Green
Mark Houston
Shona Walker
Alison Watson

Western Isles

Catriona Campbell
Karen Graham
Samuel Jones

MACDONALD AVIEMORE RESORT HOW TO GET THERE



X MACDONALD AVIEMORE RESORT

X RAILWAY STATION

Macdonald Aviemore Resort is just off the A9.

TRAVELLING BY ROAD

Situated off Grampian Road, for satellite navigation systems our postcode is PH22 1PN.

Journey Times: Inverness - 45 minutes, Perth - 1 hour 30 minutes,
Edinburgh - 2 hours 30 minutes, Glasgow - 2 hours 30 minutes, Aberdeen - 2 hours

TRAVELLING BY TRAIN

Macdonald Aviemore Resort is situated directly opposite Aviemore Station

TRAVELLING BY AIR

Inverness airport is the nearest to Aviemore.

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.

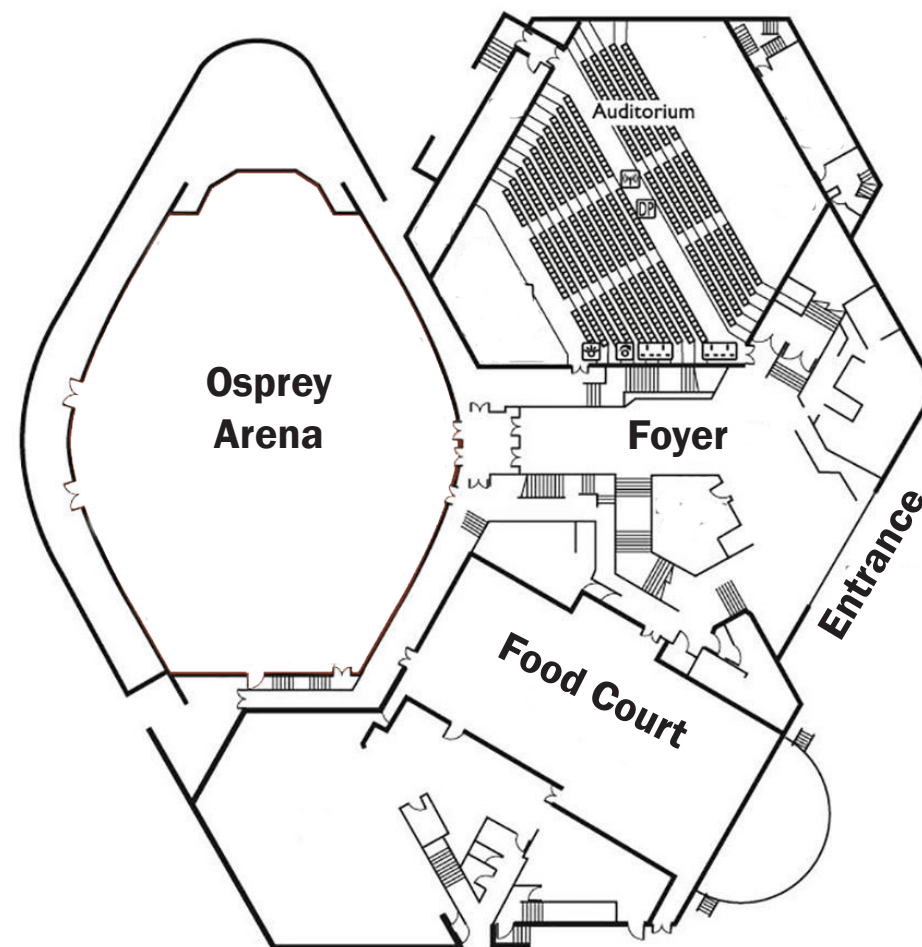
1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.

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.

Arena Layout



EXHIBITORS AT THE AGM

STALL	ORGANISATION
1	EIS
2	EIS Equality
3	EIS Professional Learning
4	EIS Financial Services
5	TIE Campaign
6	Peace Education Scotland & Scottish CND
7	Balfour and Manson LLP, Solicitors
8	SfB Books
9	Olive Tree
10	Scottish Friends of Palestine
11	Stand up to Racism
12	STUC Unions into School
13	Bookmarks (Scotland)
14	Mary's Meals
15	Justice for Columbia
16	Scottish Hazards Campaign
17	Quakers