



Scotland's largest  
and most effective  
education trade union

eis

## Guide for AGM Delegates

# AGM

2015 | Perth  
4-6 June

**169th Annual General Meeting  
4-6 June 2015, Concert Hall,  
Perth**

**Guide for AGM Delegates**

Contents

	Page Number
Message from the President	2
Conference Timetable and Order of Business	3-5
The Perth Concert Hall - How to get there	6
Notes for Delegates	8-9
AGM Procedures	11-14
AGM Seating Plan	16-17
List of exhibitors	19
Roll of Delegates	20-22
Standing Orders for Annual General Meetings	24-30
Guide to this year's AGM venue	31

The EIS would like to acknowledge the support of Aviva in the supply of delegates' bags for this years AGM.

## A Message from the President



May I take this opportunity to offer a warm welcome to delegates, guests and friends from kindred organisations to the city of Perth for the 169th Annual General Meeting of the Educational Institute of Scotland.

I hope you will participate in and enjoy the events of Conference from the formal debates, to the fringe meetings and the social activities the AGM provides.

Over the last five years we have seen attacks on the very Education Service we provide, on our conditions of service, on pensions and on our standard of living. These will be subject to debate as will other important issues over the next three days.

We will be faced with another very difficult five years where there will be further budget cuts to face. The EIS will continue to defend the conditions of our members and defend and promote an Education system that is in the best interests of our pupils and students.

The decisions made in this AGM will inform the policies that will lead us into that first year ahead.

I hope you have an interesting, enjoyable and informative conference.

*Thomas Leate*

## **TIMETABLE**

<b>Thursday 4 June</b>	1415 – 1515	Opening Session
	1515 – 1600	Interval
	1600 – 1830	Business Session
<b>Friday 5 June</b>	0900 – 1230	Business Session
	1230 – 1400	Lunch Break
	1400 – 1430	Private Session
	1430 – 1615	Business Session
	1615 – 1645	Tea Break
	1645 – 1830	Business Session
<b>Saturday 6 June</b>	0900 – 1230	Business Session
	1230 – 1400	Lunch Break
	1400 – Completion of Business	

## **ORDER OF BUSINESS**

### **THURSDAY 4 JUNE 2015**

#### **Opening Session [1415 – 1515]**

1. Roll of Delegates and Obituaries
2. Civic Welcome from Lord Provost Liz Grant (Perth & Kinross Council)
3. Welcome to Delegates from Kindred Organisations and Guests
4. Reply on behalf of the Kindred Organisations (Pat King, General Secretary, ASTI)
5. President's Address Tommy Castles, South Lanarkshire Local Association
6. Procession and Presentation of the Degree of Fellowship of the Institute to New Fellows
7. Declaration of Election and Introduction of President and Vice-President for 2015/2016 and Declaration of Election of Council for 2015/2016

#### **Interval [1515 – 1600]**

#### **Business Matters [1600 – 1615]**

8. Appointment of Scrutineers
9. Standing Orders Committee Report
10. Approval of Order of Business
11. Elections for 2015-2016:
  - (1) Standing Orders Committee
  - (2) Disciplinary Committee
  - (3) Appeals Committee

12. Approval of the Minutes of the AGM 2014 and Council 2014/2015
13. Approval of date and place of 2017 Annual General Meeting

### **Reports [1615 – 1645]**

14. Council – Vice-President
15. Executive Committee – Vice-President
16. Education Committee – Susan Quinn, Convener
17. Employment Relations Committee – Mairi Raeburn, Convener
18. Equality Committee – Bill Ramsay, Convener
19. Salaries Committee – Tom Tracey, Convener

### **Approval of Decisions of Council [1645 – 1715]**

20. Executive Matters
  21. Education Matters
  22. Employment Relations Matters
  23. Equality Matters
  24. Salaries Matters
  25. Other Decisions of Council (including ad hoc arrangements)
- 
26. Proposals for changes to the Rules and Regulations [1715 – 1745]
  27. Motions and Amendments (Equality Matters) [1745 – 1830]

### **FRIDAY 5 JUNE 2015**

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

### **Lunch Break [1230 – 1400]**

31. Private Session [1400 – 1430]

- (a) Accounts 2013/2014
- (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.”
- (c) Appointment of Auditors for the ensuing year
- (d) Consideration of Motions 68, 69 & 70

32. Motions and Amendments on Organisation Matters [1430 – 1600]

33. Address by Christine Blower, ETUCE President & NUT General Secretary [1600 – 1615]

**Tea Break [1615 – 1645]**

34. Motions and Amendments on Employment Relations Matters [1645 – 1745]

35. Motions and Amendments on Equality Matters Continued [1745 – 1845]

**SATURDAY 6 JUNE 2015**

36. Motions and Amendments on Education Matters Continued [0900 – 1000]

37. Motions and Amendments on Salaries Matters Continued [1000 – 1100]

38. Motions and Amendments on Organisation Matters Continued [1100 – 1200]

39. Motions and Amendments on Employment Relations Matters Continued [1200 – 1230]

**Lunch Break [1230 – 1400]**

40. Motions and Amendments not overtaken [1400 – end]

41. Vote of thanks

# THE CONCERT HALL, PERTH

## HOW TO GET THERE



**Perth Concert Hall**



**Royal George Hotel** (Equality Fringe Event venue)

# FIRST TIME(ISH) AGM DELEGATE?

Come along to the new delegates' briefing on Thursday 4 June 2015 in the Earn Room (Perth Concert Hall) 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.

You are also invited to meet the General Secretary at a fringe meeting on Friday 5th June, see page 18 for details.



## **Notes for Delegates**

### **Conference Hall**

All sessions of the Annual General Meeting will be held in Perth Concert 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 Concert 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 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 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 Perth Concert Hall will open at the following times:

Thursday 4 June	1200 - 1830	
Friday 5 June	0845 - 1230	1330 - 1830
Saturday 6 June	0845 - 1230	1345 until completion of business

## Meals

Delegates should make their own arrangements for meals. Snacks and refreshments will be on sale in the Concert Hall at the Threshold Café Bar.

## Fringe Meetings:

### Briefing For New AGM Delegates

Thursday 4 June 2015 - 1.00pm (The Earn Room, Perth Concert Hall)

See advert on page 7 for further details.

**Equality Fringe Event: The Glasgow Girls - Celebrating the 10th Anniversary of the Glasgow Girls Campaign.** Friday 5th June, 12.45pm - Royal George Hotel, Tay Street, Perth. See page 15 for further information.

## EIS Fringe Meetings:

**Pensions Panel** - Friday 5 June, 12.45pm, Perth Concert Hall (Earn Room).

See page 10 for further information.

**Meet the General Secretary** - Friday 5 June, 1pm, Perth Concert Hall (Tilt Room). See page 18 for further information.

## Local Association Dance:

On Friday 5 June, Perth & Kinross Local Association has arranged a dance which will be held in the Salutation Hotel. 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

1. Toilets are situated at the east and west side of the Auditorium.
2. Toilets for special needs are situated on either side of the Auditorium. Baby changing facilities are situated on the east side of the Auditorium.
3. The fire alarm is tested once a week on Monday.
4. Should the fire alarm be activated (a siren with an announcement) 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 muster point outside the Concert Hall

# **Pensions panel**

**Are you up-to-date with the recent changes to pension provision?**

**Come along and hear  
a panel of eis pensions  
experts explain the  
current provisions of the  
teachers' scheme**



**Drew Morrice**  
**EIS assistant secretary**

**Ian Macaskill**  
**EIS pensions administrator**

**Chris Bain**  
**EIS financial services**

**FRIDAY 5 JUNE 2015**

**12.45PM THE EARN ROOM – PERTH CONCERT HALL  
SANDWICH LUNCH AND REFRESHMENTS PROVIDED**

## **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. After the Civic Welcome, 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 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.**

# **EIS Equality Fringe Meeting**

## **ASYLUM AND IMMIGRATION**

---

# **Glasgow Girls**



---

### **Celebrating the 10th Anniversary of the Glasgow Girls Campaign**

In 2005, a group of girls at Drumchapel High School, with the help of their bilingual support teacher, took on the Home Office and the UK Border Agency, campaigning against dawn raids and child detention.

Their campaign was successful in bringing the issue of asylum to the forefront of Scottish politics and, ultimately, in securing changes to immigration practices in Scotland.

Now the subjects of a widely acclaimed musical theatre production and both BBC film and documentary, some of the girls and their teacher, Euan Girvan, will talk about the 2005 campaign and the struggles that remain to be fought in relation to asylum and immigration in 2015.

**FRIDAY 5 JUNE 2015 12.45PM**  
**ROYAL GEORGE HOTEL, TAY STREET, PERTH**

(one minute from Concert Hall across Bridge Lane and turn right at Caffè Canto)



HALL SEATING PLAN - PERTH AGM 2015

PLATFORM

<b>A</b> Fife Highland	<b>B</b> Fife Highland	<b>C</b> Glasgow	<b>D</b> Glasgow Midlothian	<b>E</b> Inverclyde Falkirk Midlothian	<b>F</b> Aberdeen City Clackmannan
------------------------------	------------------------------	---------------------	-----------------------------------	---	--

<b>G</b> Edinburgh West Dunbartonshire	<b>H</b> Edinburgh Western Isles	<b>I</b> Argyll & Bute East Ayrshire East Lothian	<b>J</b> West Lothian East Renfrewshire Perth & Kinross	<b>K</b> West Lothian East Renfrewshire North Ayrshire	<b>L</b> Dumfries & Galloway Dundee	<b>M</b> Aberdeenshire
---	--	--	--	---	--	---------------------------

<b>N</b> North Lanarkshire South Ayrshire	<b>O</b> North Lanarkshire Parliament Orkney	<b>P</b> EIS-FELA EIS-ULA Shetland	<b>Q</b> EIS-FELA Renfrewshire	<b>R</b> Stirling Scottish Borders Moray	<b>S</b> South Lanarkshire East Dunbartonshire	<b>T</b> South Lanarkshire Angus
---	--	---	--------------------------------------	--	--	---

BALCONY

## HALL SEATING PLAN - PERTH AGM 2015

LOCAL ASSOCIATION	TABLE	SEATS
Aberdeen City	F	1-13
Aberdeenshire	M	1-18
Angus	T	11-18
Argyll & Bute	I	1-6
Clackmannan	F	14-18
Dumfries & Galloway	L	1-9
Dundee	L	10-18
East Ayrshire	I	7-12
East Dunbartonshire	S	11-18
East Lothian	I	13-18
East Renfrewshire	J K	6-9 7-10
Edinburgh	G H	1-12 1-13
EIS-FELA	P Q	1-7 1-7
EIS-ULA	P	8-13
Falkirk	E	6-15
Fife	A B	1-10 1-10
Glasgow	C D	1-18 1-15
Highland	A B	11-18 11-18

LOCAL ASSOCIATION	TABLE	SEATS
Inverclyde	E	1-5
Midlothian	D E	16-18 16-18
Moray	R	13-18
North Ayrshire	K	11-18
North Lanarkshire	N O	1-11 1-11
Orkney	O	14-18
Parliamentary	O	12-13
Perth & Kinross	J	10-18
Renfrewshire	Q	8-18
Scottish Borders	R	7-12
Shetland	P	14-18
South Ayrshire	N	12-18
South Lanarkshire	S T	1-10 1-10
Stirling	R	1-6
West Dunbartonshire	G	13-18
West Lothian	J K	1-5 1-6
Western Isles	H	14-18

# **Meet the General Secretary**



**A meeting  
specifically aimed  
at newer AGM  
delegates but  
all delegates are  
welcome. Come  
along, meet the  
General Secretary  
and discuss the  
priorities for the EIS  
in the coming year.**

**FRIDAY 5 JUNE 2015**

**1.00PM (THE TILT ROOM) – PERTH CONCERT HALL  
SANDWICH LUNCH AND REFRESHMENTS PROVIDED**

## LIST OF EXHIBITORS



1. EIS STALL
2. EIS STALL
3. EIS STALL
4. EIS STALL
5. EIS FINANCIAL SERVICES
6. SCOTTISH CND
7. BALFOUR & MANSON LLP, SOLICITORS
8. MARY'S MEALS
9. STUC - ONE WORKPLACE EQUAL RIGHTS
10. STUC - UNIONS INTO SCHOOLS PROJECT
11. MACLAY MURRAY & SPENS
12. AMNESTY INTERNATIONAL UK SECTION
13. BIG ISSUE
14. RRED (Energy Drinks)
15. CHILDREN IN SCOTLAND
16. SCOTTISH COUNCIL ON DEAFNESS
17. SHOW RACISM THE RED CARD
18. UNITY TRUST BANK
19. IBMT (INTERNATIONAL BRIGADE MEMORIAL TRUST)
20. BOOKMARKS SCOTLAND
21. OLIVE TREE (MIDDLE EAST- PALESTINE)
22. SCOTTISH FRIENDS OF PALESTINE
23. SCOTTISH UNION LEARNING
24. WEA SCOTLAND
25. UNITE THE RESISTANCE
26. SCOTTISH HAZARDS CAMPAIGN GROUP
27. DYSLEXIA SCOTLAND
28. COUNTDOWN
29. MORNING STAR
30. OUTWARD BOUND TRUST
31. SCOTTISH LEFT REVIEW
32. SCOTTISH OUTDOOR EDUCATION CENTRES
33. RNIB SCOTLAND
34. SCOTTISH PENSIONERS FORUM
35. EIS STALL
36. STOP THE WAR, SCOTLAND
37. SCOTTISH VENEZUELA SOLIDARITY CAMPAIGN
38. UAF (UNITE AGAINST FASCISM)

## ROLL OF DELEGATES

### OFFICE BEARERS

President	Tommy Castles
Vice-President	Pat Flanagan
Ex-President	Phil Jackson
Vice-President Elect	Margaret Smith

### MEMBERS OF COUNCIL 2014/2015

Elsie Aitken	Stephen Gillespie	Stewart Paterson
Michael Aiton	Louise Glen	Michael Paul
Neil Anderson	Donny Gluckstein	Phillip Pearce
Aileen Barrie	Penny Gower	Eilidh Porrelli
Alistair Bell	Cathy Grant	Kate Porter
Melanie Bell	Ross Hannah	Susan Quinn
Ken Brown	Andy Harvey	Mairi Raeburn
Stuart Brown	Jo Hill	Bill Ramsay
Grant Bruce	Angela Howie	Margaret Rideout
Sue Burns	Heather Hughes	Carolyn Ritchie
Elaine Burt	Valerie Hughson	Gavin Roberts
Mike Callaghan	Gavin Hunter	Tom Robinson
Irene Campbell	Lindsay Hunter	Carol Rose
Steven Caniffi	Carles Ibanez	Ian Ross
Frances Carey	John Inglis	Jayne Rowe
Gillian Carlin-Kulwicki	Gillian Jamieson	Maggie Russell
Alison Carr	Graham Jarvie	Claire Scott
Nick Cimini	Paul Jeffrey	Ian Scott
Bob Colman	Marian Kelly	Fiona Shannon
Celia Connolly	Sonia Kordiak	Ann Skillen
Terri Connolly	Jim Lawson	Susan Slater
Helen Connor	Joan Lennon	David Smith
Ron Constable	David Liddell	Donald Smith
Eileen Cook	Rory Mackay	Gordon Smith
Mike Cowley	John Mackinnon	Susan Smith
Allan Crosbie	Pamela Manley	Victoria Smith
Ricky Cullen	Billy Marshall	Diane Smithyman
Nicola Dasgupta	Mary Matheson	Aileen Stoddart
Colin Davidson	Audrey McAuley	Louise Storrar
Steve Davidson	Lorraine McBride	Adam Sutcliffe
John Dennis	Kirsty McCalman	John Swinburne
Paula Dixon	Caroline McCombie	Edith Swinley
Hugh Donnelly	Megan McCrossan	Susan Talboys
Patricia Duncan	Pippa McKean	Alison Thornton
Vaughan Ellis	Jane McSherry	Tom Tracey
David Farmer	Jean Miller	Norman Watt
Colin Finlay	Kenny Mitchell	Caroline Yates
Nicola Fisher	Alan Munro	Innes Young
Elaine Fleming	Alison Murphy	
Arthur Forrest	Kevin Nolan	
Andrew Fullwood	Dr Andrew Nyondo	
Robin Fyfe	Kevin O'Brien	
Gael Gillan	Alison Palmer	

## DELEGATES

### Aberdeen City

Lynda Carnie  
Heather Collie  
Neil Duncan  
Stewart Duncan  
Sandra McGuire  
Phil McIntosh  
Alan Smith  
Carole Thorpe

### Aberdeenshire

Martin Bayliss  
John Black  
Donna-Marie Cooper  
Graeme Cowie  
Adrienne Guy  
Gregor Merson  
Alan Morrison  
Cheryl Robertson  
Derek Ross  
Alan Stickle  
Derek Thompson

### Angus

Fiona Boyle  
Karen Henderson  
Morag Hornsted  
Katrina Johnston  
Diane Robertson

### Argyll and Bute

Jane Catlin  
William Hamilton  
Gwen McCrossan  
Lorna Stewart

### Clackmannanshire

Wendy Cowan  
Karen Farrell  
Gordon Joyce

### Dumfries and Galloway

Timothy Birrell  
Elaine Dennis  
Robert Fritchley-Simpson  
Kirsty McClelland

### Dundee

David Baxter  
Dave Ewing  
Albert Gallacher  
Sandy Hope  
Derek McDonough  
Jan Smith

### East Ayrshire

David Anderson  
Graham Boyd  
Heather McTaggart  
Louise Wright

### East Dunbartonshire

Jason Boyle  
Alan Janeczko  
James McIntyre  
Lynne Robertson

### East Lothian

Lesley Gillies  
Janice Glacken  
Thomas Munro  
Martin Whitfield

### East Renfrewshire

Jennifer Gourley  
Sharon Kelly  
John McIntosh  
Des Morris  
Marion Roy

### Edinburgh

Tom Britton  
Graham Dane  
William Harris  
Pam McIlwain  
Martin Moonie  
James Pringle  
Mike Smith

### Falkirk

John Chalmers  
Margaret Chalmers  
Fiona Craig  
Helen Sedgwick  
Margo Sharkey  
John Walker

### Fife

Peter Donaldson  
Jim Dyer  
John Howard  
Gordon Kirkpatrick  
Jane McKeown  
Wilma Pirie  
Peter Quigley  
Pauline Stewart  
Martin Turnbull  
Peter Wishart

### Glasgow

Charlotte Ahmed  
Louise Carey  
Patrick Carroll  
Alexis Davren  
Sharon Downie  
Jean Jowers  
Kevin Kelly  
Des Kenny  
Carol Kinloch  
Moir Macdonald  
Annmarie McDermott  
Scott Mowat  
Jim O'Neill  
Mary Pattison  
Shauna Richardson  
Neil Scott  
Samreen Shah  
Alison Stewart  
Kaukab Stewart  
Lauren Towing

### Highland

Willina Colman  
Alison MacDonald  
Judith Moran  
Allan Whiteford  
Clare Whiteford

### Inverclyde

Martin Craig  
Paula McEwan  
David Munro

### **Midlothian**

Fiona Gray  
Mark Ireland  
Emma Johnston  
Ian Keith

### **Moray**

Gillian Bissett  
Katherine Imlah  
Eleanor Pirie  
Angela Stuart

### **North Ayrshire**

Iain Carr  
Ian McLaughlan  
Mark Smith

### **North Lanarkshire**

Andrew Duffy  
Keith Edwards  
Bernadette Gallagher  
Alan Gardiner  
Margaret Harper  
Des Jakusz  
Ronnie Mathieson  
Isaac McCleary  
Martin McMahon  
John Mullen  
Steven Rance  
Lucy Rangeley  
Jim Slaven  
Teresa Verrecchia

### **Orkney**

Julie Ferguson  
Sue Graves  
Julie Hutchinson

### **Perth and Kinross**

Bereket Berhane  
Lynsey Imlay  
Marie Laurie  
Sandra Mackinnon  
Scott Peddie  
Paul Philippou

### **Renfrewshire**

Robert Craig  
Kenny Fella  
Mark Fulton  
Nigel Macdonald  
John Tonner  
Colin Vettors  
John Welsh

### **Shetland**

Andrea Henderson  
Cameron Mackenzie  
Matthew Moss

### **South Ayrshire**

Erin Grace  
Scott Keir  
Gary Laird  
Jacqueline McNair  
Sarah Youd

### **South Lanarkshire**

Eddie Burns  
Gavin Cunningham  
Chris Devlin  
Mike Dunn  
Mark Fleming  
Angela Harper  
Harry Kilgour  
Linda Knighton  
Susan O'Brien

### **Stirling**

Daniel Auldjo

### **The Scottish Borders**

Morag Crawford  
Angela Cumming  
Keith Dodds  
Robert Young

### **West Dunbartonshire**

Gavin Corrigan  
Michael Dolan  
James Halfpenny  
Liz McEachen

### **West Lothian**

Martyn Delargy  
Michael Donnelly  
Doris Green  
Mairi Green  
Mark Traynor  
Sophie Warner

### **Western Isles**

Sineag Blane  
Kenneth Coulter  
Katherine MacDonald

### **SGAs and Parliamentary Group**

EIS-FELA Daniel Holland  
EIS-FELA Alan Holligan  
EIS-FELA Jim O'Donovan  
EIS-ULA Maggie Chapman  
EIS-ULA Kate Smith

To all AGM Delegates

# Being Calm and Considerate Costs Nothing!

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



## **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 prior to the March meeting of the Council, or in the case of Council for consideration at its March meeting.
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 first Tuesday in May, 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.

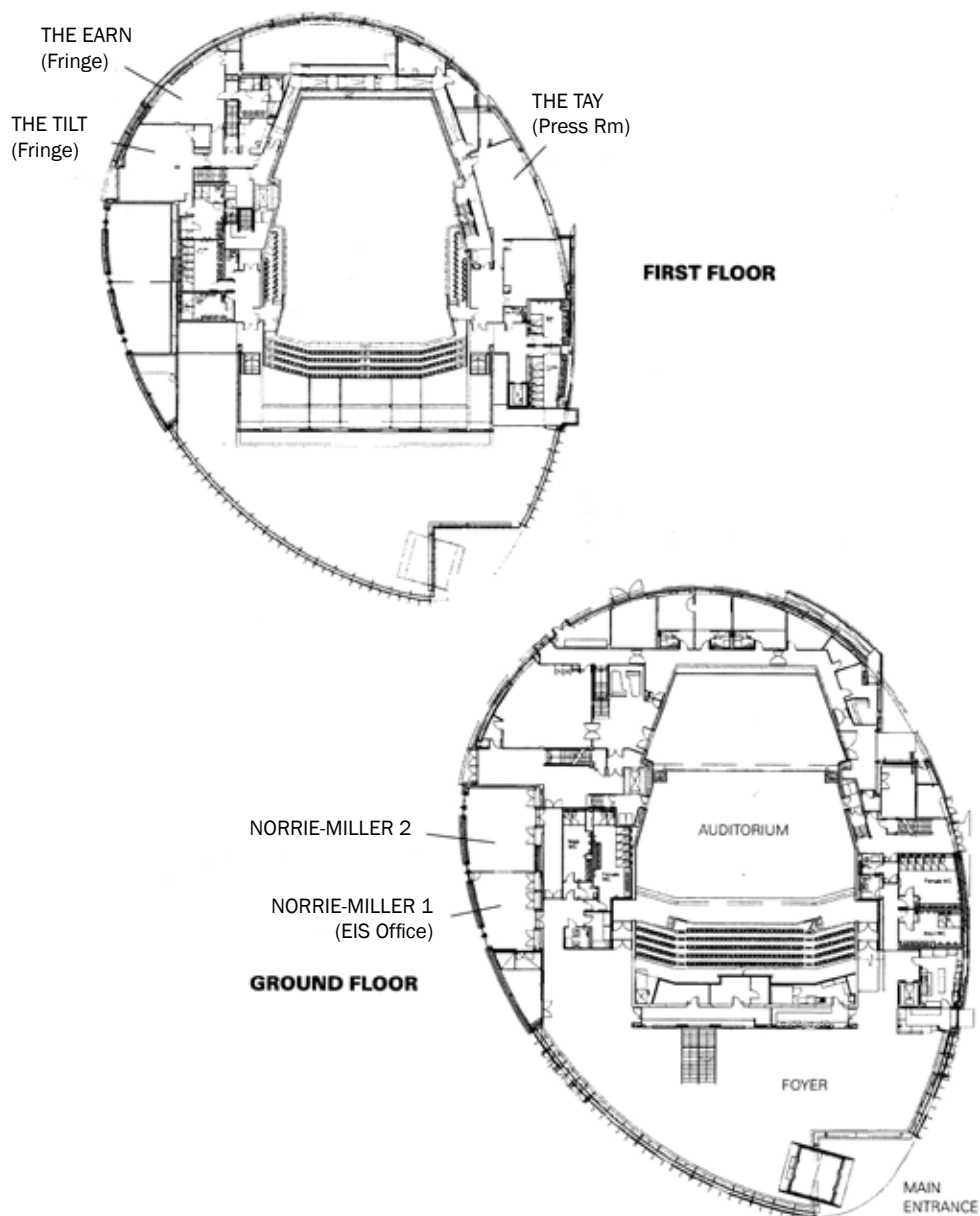
1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.

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.

## Guide to this year's AGM Venue







46 Moray Place, Edinburgh EH3 6BH,  
[www.eis.org.uk](http://www.eis.org.uk), June 2015

[www.eis.org.uk](http://www.eis.org.uk)