



Scotland's largest
and most effective
education trade union



Guide for AGM Delegates

**169th Annual General Meeting
9-11 June 2016, Caird Hall,
Dundee**

Guide for AGM Delegates

Contents

| | Page |
|--|-------|
| Message from the President | 2 |
| Conference Timetable and Order of Business | 3 |
| Notes for Delegates | 7 |
| AGM Procedures | 9 |
| AGM Fringe Meeting: <i>Supporting Transgender Learners</i> | 14 |
| AGM Fringe Meeting: <i>Prevent Duty</i> | 15 |
| AGM Seating Plan | 16/17 |
| AGM Fringe Meeting: <i>Meet the General Secretary</i> | 18 |
| AGM Fringe Meeting: <i>Making a Difference</i> | 19 |
| Roll of Delegates | 20 |
| The Caird Hall - How to get there | 23 |
| Standing Orders for Annual General Meetings | 24 |
| The Caird Hall - Layout plan | 31 |

A Message from the President

A very warm welcome to delegates, friends from kindred organisations and guests to the 169th Annual General Meeting of the Educational Institute of Scotland. It is a welcome return of our AGM to Dundee – The City of Discovery. The three days of our Conference offers delegates the opportunity to engage in debate on motions, attend fringe meetings, visit stalls and enjoy the social activities. It also allows for informal networking with colleagues from different areas and a broadening of understanding and engagement in the EIS.



Scottish Education continue to face an austerity agenda which is very challenging and, although we have had some success in maintaining teacher numbers, Education has suffered in terms of cuts to support staff and budgets. The continuing reduction of teachers in early year education, 29% over the last 10 years, continues to be a major concern. Teacher recruitment, particularly shortage of supply teachers, remains a significant issue.

Since our last AGM we have had the largely positive OECD report, Improving Schools in Scotland. The National Improvement Framework has been launched and, although some of our concerns have been addressed, there are remaining concerns relating to the NIF.

Our Workload Campaign is moving to a phase to make the commitments in “Tackling Bureaucracy” a reality in our schools through inclusion of “Workload and Tackling Bureaucracy” items in all School Improvement Plans. Through our pressure, including an indicative ballot of Secondary members with 93% voting yes to industrial action, a Ministerial led working group was established to address issues related to the National Qualifications. The outcomes from this group have not addressed EIS concerns. At our AGM we will be in the final stages of a statutory ballot on this issue with a campaign of industrial action on the post-AGM horizon.

The motions passed at our AGM will determine the Agenda for Council and its Committees to take forward in the next year.

I trust that you will be engaged and enjoy the AGM and that you will be re-energised to play your part in the EIS to take forward the decisions at a National and a Local level.



TIMETABLE

| | | |
|------------------|---------------|------------------------|
| Thursday 9 June | 1415 – 1515 | Opening Session |
| | 1515 – 1600 | Interval |
| | 1600 – 1830 | Business Session |
| Friday 10 June | 0900 – 1230 | Business Session |
| | 1230 – 1400 | Lunch Break |
| | 1400 – 1600 | Business Session |
| | 1600 – 1630 | Tea Break |
| | 1630 – 1845 | Business Session |
| | (1400 – 1430) | Private Session) |
| Saturday 11 June | 0900 – 1230 | Business Session |
| | 1230 – 1400 | Lunch Break |
| | 1400 – | Completion of Business |

ORDER OF BUSINESS

THURSDAY 9 JUNE 2016

Opening Session [1415 – 1515]

1. Roll of Delegates and Obituaries
2. Civic Welcome from Lord Provost, Bob Duncan (Dundee Council)
3. Welcome to Delegates from Kindred Organisations and Guests
4. Reply on behalf of the Kindred Organisations
5. President's Address - Pat Flanagan, Aberdeenshire 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 2016/2017 and Declaration of Election of Council for 2016/2017

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 2016-2017:
 - (1) Standing Orders Committee
 - (2) Disciplinary Committee
 - (3) Appeals Committee
12. Approval of the Minutes of the AGM 2015 and Council 2015/2016
13. Approval of date and place of 2018 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 10 JUNE 2016

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 2014/2015
 - (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 – 1600]
33. Address by External Speaker (to be confirmed) [1600 – 1615]

Tea Break
[1615 – 1645]

34. Council Emergency Motion [1645 – 1700]
35. Motions and Amendments on Employment Relations Matters [1700 – 1745]
36. Motions and Amendments on Equality Matters Continued [1745 – 1845]

SATURDAY 11 JUNE 2016

37. Motions and Amendments on Education Matters Continued [0900 – 1000]
38. Motions and Amendments on Salaries Matters Continued [1000 – 1100]
39. Motions and Amendments on Organisation Matters Continued [1100 – 1200]
40. Motions and Amendments on Employment Relations Matters Continued [1200 – 1230]
- Lunch Break
[1230 – 1400]
41. Motions and Amendments not overtaken [1400 – end]
- 42.
- . Vote of thanks

Notes for Delegates

Conference Hall

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

Seating

All Delegates will be seated at tables throughout the Conference Sessions according to a seating plan (see pages 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 9 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 9 June. The Registration Card (enclosed in the first mailing to delegates) should be signed as indicated and exchanged at the EIS Registration Desk for an envelope which will contain: Delegate Badge, Voting Papers, Claim Form and any other relevant papers. Please ensure that you arrive in good time to collect these papers in order to avoid delay. Additional or spare papers will be available from the EIS Office which will be well signposted.

Delegate Badge

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

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

Standing Orders Committee

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

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

| | | |
|------------------|-------------|-----------------------------------|
| Thursday 9 June | 1200 - 1830 | |
| Friday 10 June | 0845 - 1230 | 1330 - 1830 |
| Saturday 11 June | 0845 - 1230 | 1345 until completion of business |

Meals: Delegates should make their own arrangements for meals.

Briefing for new AGM Delegates: Thursday 9 June 2016 - 1.00pm, Conference Room 2, see page 13. Buffet lunch available.

Fringe Meetings:

Equality Fringe Event: Supporting Transgender Learners : Friday 10 June 2016, 12.30pm, Conference Room 1, see page 14 for details.

Prevent Duty: Friday 10 June 2016, 12.30pm, Hollins Room, Catering in Conference Room 5, see page 15 for details.

Meet the General Secretary : Friday 10 June 2016, 12.30pm, Conference Room 6, Catering in Conference Room 5, see page 18 for details.

Making a Difference: EIS Reps Showcase: Friday 10 June 2016, 12.30pm, Conference Room 2, Catering in Conference Room 5, see page 19 for details.

Local Association Dance:

On Friday 10 June, Dundee Local Association has arranged a dance which will be held in the Apex 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

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

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

Opening Session

This session embodies the traditions of the Institute which was founded in 1847. 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 have to be from proposing organisation and seconders of motions and amendments are generally drawn from the Local Associations or Self-Governing Associations sponsoring particular propositions but any delegate may enter debate. During debates, one of the two rostra is used by supporters of the motion and the other by opponents of the motion or supporters of the amendment (as the case may be). The President will indicate which is which at the start of the AGM. This enables the President to select speakers in such a way that the debate is balanced. Speakers queuing at a rostrum should use the chairs provided and must avoid any obstruction of delegates or staff. In all circumstances, whether seated or participating in debate, delegates must keep pathways in the hall clear, in compliance with disability policy and fire regulations.

All speakers should begin by giving their name and the body they are representing. Movers of the motions and amendments are restricted to five minutes and other speakers to three minutes. A green light goes on when the speaker begins, and an orange light goes on when a speaker has one minute left. When the red light goes on, the speaker should finish his/her remarks in one grammatical sentence. It is in the interests of the meeting as a whole that all speakers should voluntarily observe these limits and should not prepare speeches which will overrun the allotted time.

Points of Order can be raised where a member believes there is a constitutional, technical or procedural problem affecting the debate. The President will give fair consideration to all points of order which are put to him/her, but his/her ruling on such points is final. Delegates should not raise points for information or otherwise interfere in the debate through points of order. Delegates should note also that points of order should not be raised during votes. The President will often make suggestions about the duration of a debate, but must proceed immediately to the winding-up speeches if the meeting carries a motion "that the question be now put". Such a motion may only be moved by a delegate who has not previously spoken in the debate. The President has complete discretion as to whether or not to accept such a motion. Where such a motion has been accepted by the President and has been seconded, it must be voted upon forthwith.

When an amendment has been disposed of, that is not the end of the matter. A motion or substantive motion remains before the meeting and must be disposed of. Delegates who wish to contribute on the subject matter of the substantive motion should wait until the motion or substantive motion is before the meeting before they make their contributions.

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

Voting is initially by show of hands. Where there is a large majority one way or the other, this will be obvious to the President, who has a good view of the meeting. Where the majority seems to be small, the President will order a count. A delegate may demand a count but must be supported in the demand by 20 members who must immediately indicate their support by rising in their places.

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

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

The Meeting may continue until 4 pm on Saturday unless all the business has been overtaken before that time or unless a quorum has ceased to exist. Since important decisions may be taken on the Saturday afternoon, it is important that delegates should not leave the meeting before its conclusion except for pressing reasons.

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

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



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

Come along to the new delegates' briefing on Thursday 9 June 2016 in Conference Room 2 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 10th June, see page 18 for details.

The Educational Institute of Scotland
Annual General Meeting 2016

Civic Reception

The Lord Provost and Members of Dundee City Council have pleasure in inviting you to a Civic Reception to be held in the Marryat Hall on Thursday 9 June 2016 at 7.30pm

Wine and Nibbles

Dress Informal



SUPPORTING TRANSGENDER LEARNERS

Between 2013 and 2015 there was a 169% rise in referrals to the Sandyford Children and Adolescent Gender Identity Services in Glasgow. More than 180 children were referred there in 2015.

Come to this meeting to:

- share good practice
- hear from young people and guest speakers from LGBT Youth Scotland and Stonewall Scotland
- hear from the EIS LGBT Network
- learn more about organisations who can support teachers and lecturers to offer LGBT inclusive education
- explore what still needs to be done to promote equality for all.

When? 12:30, Friday 10 June 2016

Where? Conference Room 1, Caird Hall

Refreshments provided

All welcome

Join the discussion on Twitter - #EIStrans

Prevent Duty



Implications and Impact

A panel of experts will provide information and insight into what the implementation of the 'Prevent Duty' could mean for you, your students and your establishment.

The Prevent Duty applies to Schools, Colleges and Universities and may have negative effects on the whole of Scottish Education and society.

- **What is meant by extremism?**
- **What is radicalisation?**
- **How can we take forward our concerns?**
- **Find out more, get involved in the discussion and help shape the EIS response.**



Meeting will begin at 12.30pm in the Hollins Room.

Lunch is provided in Conference Room 5 from 12.30pm onwards.
(Pick-up your lunch and please come along to this important Fringe Event.)

SEATING PLAN

PLATFORM

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

| LOCAL ASSOCIATION | ROW | SEATS |
|---------------------|-----------|----------------|
| Aberdeen City | A B | 3-8 1-8 |
| Aberdeenshire | A, B C | 17-24 17-19 |
| Angus | C | 1-8 |
| Argyll & Bute | H | 1-6 |
| Clackmannan | A | 9-13 |
| Dumfries & Galloway | I J | 9-12 9-13 |
| Dundee | L M | 15-16 9-16 |
| East Ayrshire | J | 17-22 |

| LOCAL ASSOCIATION | ROW | SEATS |
|---------------------|---------------|----------------|
| East Dunbartonshire | H | 9-16 |
| East Lothian | L | 17-24 |
| East Renfrewshire | P | 17-24 |
| Edinburgh | D, E, F, G | 7-8 1-8 |
| EIS-FELA | K L | 9-16 9-14 |
| EIS-ULA | I J | 13-16 14-16 |
| Falkirk | H I | 7-8 1-8 |
| Fife | E, F,G | 13-16 9-16 |

| LOCAL ASSOCIATION | ROW | SEATS |
|-------------------|--------------|----------------|
| Glasgow | J K,L,M,N | 1-2 1-8 |
| Highland | D, E | 17-24 |
| Inverclyde | C | 20-24 |
| Midlothian | K | 17-24 |
| Moray | J | 3-8 |
| North Ayrshire | P | 9-16 |
| North Lanarkshire | F, G, H | 17-24 |
| Orkney | O | 17-24 |
| Parliamentary | A | 1-2 |
| Perth & Kinross | I J | 17-24 23-24 |

| LOCAL ASSOCIATION | ROW | SEATS |
|---------------------|------------|---------------|
| Renfrewshire | A B | 14-16 9-16 |
| Scottish Borders | N | 17-24 |
| Shetland | O | 4-8 |
| South Ayrshire | D | 1-6 |
| South Lanarkshire | C, D, K | 9-16 9-12 |
| Stirling | O | 9-16 |
| West Dunbartonshire | M | 17-24 |
| West Lothian | O, P | 1-3 1-8 |
| Western Isles | N | 9-16 |

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 10 JUNE 2016

12.30PM - CONFERENCE ROOM 6
SANDWICH LUNCH AND REFRESHMENTS PROVIDED

Making a Difference: EIS Representatives' Showcase

A meeting designed to showcase the positive impact that all EIS Representatives' have on their workplace and to other EIS members. Come along to hear from a wide range of EIS Representatives' as they share good examples of EIS organising in the workplace.

Speakers include School, College and University Reps plus Equality, Learning and Health and Safety Reps.



FRIDAY 10th JUNE 2016
12.30 - Conference Room 2
Lunch and Refreshments provided



ROLL OF DELEGATES

OFFICE BEARERS

| | |
|----------------------|----------------|
| President | Pat Flanagan |
| Vice-President | Margaret Smith |
| Ex-President | Tommy Castles |
| Vice-President Elect | Nicola Fisher |

MEMBERS OF COUNCIL 2016/2017

| | | |
|-------------------------|--------------------|------------------|
| Michael Aiton | Penny Gower | Alison Palmer |
| Neil Anderson | Cathy Grant | Michael Paul |
| Aileen Barrie | Adrienne Guy | Phill Pearce |
| David Baxter | William Hamilton | Scott Peter |
| Martin Bayliss | Andy Harvey | Wilma Pirie |
| Alistair Bell | Jo Hill | Eilidh Porrelli |
| Melanie Bell | Angela Howie | Kate Porter |
| Kenneth Brown | Heather Hughes | Sue Porter |
| Sue Burns | Valerie Hughson | Susan Quinn |
| Mike Callaghan | Gavin Hunter | Mairi Raeburn |
| Steven Caniffi | Lindsay Hunter | Bill Ramsay |
| Frances Carey | Julie Hutchinson | Margaret Rideout |
| Gillian Carlin-Kulwicki | Carles Ibanez | Carol Rose |
| Alison Carr | Gillian Jamieson | Ian Ross |
| Nicholas Cimini | Graham Jarvie | Jayne Rowe |
| Bob Colman | Paul Jeffrey | Margaret Russell |
| Celia Connolly | Jean Jowers | Claire Scott |
| Terri Connolly | Marian Kelly | Ian Scott |
| Helen Connor | Sonia Kordiak | Helen Sedgwick |
| Ronald Constable | Joan Lennon | Ann Skillen |
| Mike Cowley | David Liddell | Susan Slater |
| Ricky Cullen | Jean Liddell | David Smith |
| Pam Currie | John Mackinnon | Donald Smith |
| Nicola Dasgupta | Pamela Manley | Gordon Smith |
| Steve Davidson | Mary Matheson | Kate Smith |
| John Dennis | Audrey McAuley | Mike Smith |
| Paula Dixon | Lorraine McBride | Susan Smith |
| Michael Dolan | Kirsty McCalman | Diane Smithyman |
| Mary Duncan | Caroline McCombie | Aileen Stoddart |
| Patricia Duncan | Angela McCormick | Louise Storrar |
| Michael Dunn | Megan McCrossan | Adam Sutcliffe |
| David Farmer | Derek McDonough | John Swinburne |
| Kenny Fella | Jane McSherry | Edith Swinley |
| Colin Finlay | Jean Miller | Susan Talboys |
| Elaine Fleming | Kenny Mitchell | Alison Thornton |
| Robin Fyfe | Charlie Montgomery | Carole Thorpe |
| Alan Gardiner | Des Morris | Tom Tracey |
| Gael Gillan | Scott Mowat | Martin Turnbull |
| Stephen Gillespie | Alan Munro | Norman Watt |
| Louise Glen | Alison Murphy | Caroline Yates |
| Donny Gluckstein | Kevin O'Brien | Innes Young |
| Jane Gow | Jim O'Donovan | |

DELEGATES

Aberdeen City

Lynda Carnie
Helen Celnik
Heather Collie
Lindsay Duncan
Neil Duncan
Stewart Duncan
Sandra McGuire

Aberdeenshire

David Bilsland
John Black
Donna-Marie Cooper
Graeme Cowie
Alan Morrison
Cheryl Robertson
Derek Ross
Alan Stickle
Derek Thompson

Angus

Anna Cheyne
Katrina Johnston
Mary Kiddie
Gillian Lawrence
Lisa Nairi

Argyll and Bute

Alasdair Allan
William Marshall
Gwen McCrossan
Lorna Stewart

Clackmannanshire

Wendy Cowan
Karen Farrell
Donal Hurley

Dumfries and Galloway

Elaine Dennis
Robert Fritchley-Simpson
Carolyn Johnston
Kirsty McClelland
Alan McClure
Andrew O'Halloran

Dundee

Gordon Black
Albert Gallacher
David Gibson
Sandy Hope
Julia Kennedy
Patricia McGlone

East Ayrshire

Graham Boyd
Gillian Cochrane
Heather McTaggart
Louise Wright

East Dunbartonshire

Alan Janeczko
James McIntyre

East Lothian

Lesley Gillies
Jay Glacken
Thomas Munro
Martin Whitfield

East Renfrewshire

Olivia Crook
Jennifer Gourley
Sharon Kelly
John McIntosh
Marion Roy

Edinburgh

Aoife Aylward
Sheila Bain
Tom Britton
Maria Devoy
Bill Harris
Richard Knowles
Lucy Lukacz
Eileen Macdonald
Nicky MacDonald
Lorna Malarky
Jim Pringle
Margherita Still
Pamela Swinburne

Falkirk

Irene Campbell
John Chalmers
Fiona Craig
Keith Jenner
Margo Sharkey
John Walker

Fife

James Armstrong
Colin Davidson
Jim Dyer
Brian Gallagher
Jillian Gillespie
Audrey Grieve
Margaret Johnston
Jane McKeown
Pauline Stewart
Peter Wishart

Glasgow

Charlotte Ahmed
Louise Carey
Patrick Carroll
Lesley Corlett
Alexis Davren
Anne Gillespie
Tommy Hynes
Jacqueline Kelly
Kevin Kelly
Des Kenny
Moir Macdonald
Jim McCormick
Jim O'Neill
Mary Pattison
Carolyn Ritchie
Margot Sagan
Melodie Schaschke
Samreen Shah
Bryony Small

Highland

Willina Colman
Alison MacDonald
Georgina Scott
Allan Whiteford
Clare Whiteford

Inverclyde

John Girkins
Paula McEwan
David Munro

Midlothian

James Glen
Fiona Gray
Elspeth Hood
Mark Ireland

Moray

Gillian Bissett
Ian Davidson
Debbie McDonald
Angela Stuart

North Ayrshire

Emma Blake
Iain Carr
Ian McLaughlan
Mark Smith

North Lanarkshire

Andrew Duffy
Colin Glover
Des Jakusz
Ronnie Mathieson
Isaac McCleary
Catherine McDonald
Martin McMahon
John Mullen
Gavin Roberts
Jim Slaven

Orkney

Julie Ferguson
Susan Graves
Jim Lawson

Perth and Kinross

Bereket Berhane
Ewan Campbell
James Cook
Sandra Mackinnon
Scott Peddie

Renfrewshire

Robert Craig
Nigel Macdonald
Joan McCusker
David Thomson
John Tonner
Colin Vettes
John Welsh

Shetland

Cameron Mackenzie
Matthew Moss
Irvine Tait

South Ayrshire

Gary Laird
Jacqueline McNair
Tom Robinson
Ruth Shanta

South Lanarkshire

Derek Brown
Eddie Burns
Gavin Cunningham
Christopher Devlin
Mark Fleming
Jennifer Gaffney
Sharlene Kelly
Linda Knighton
Caroline Lynagh
Susan O'Brien

Stirling

Daniel Auldjo
Louise Ferns
Roy Pearson

The Scottish Borders

Morag Crawford
Angela Cumming
Terry McColm
Robert Young

West Dunbartonshire

Gavin Corrigan
Jim Halfpenny
Elizabeth McEachen
Claire Waddell

West Lothian

Elsie Aitken
Martyn Delargy
Michael Donnelly
Mairi Green
Rachael McCann
Mark Traynor
Sophie Warner

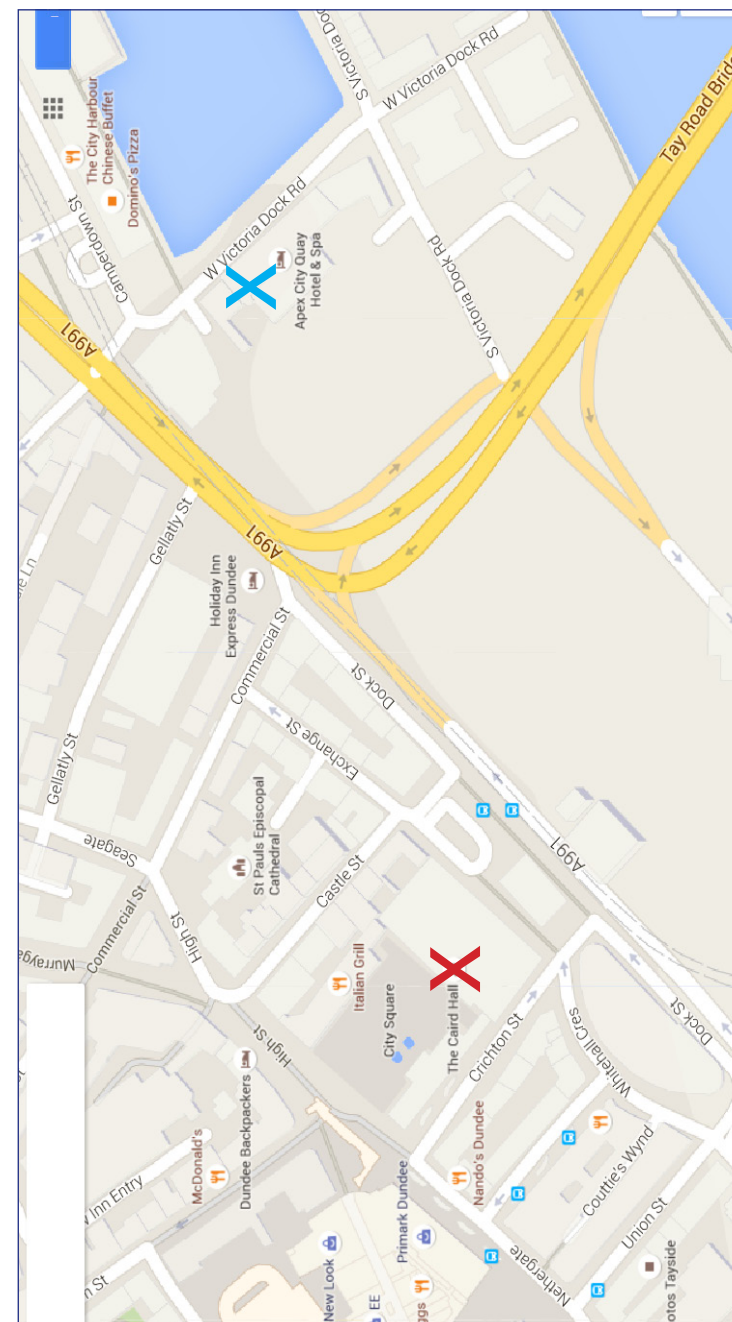
Western Isles

Sineag Blane
Katherine MacDonald

SGAs and Parliamentary Group

EIS-FELA Yvonne Cargill
EIS-ULA Eileen Cook

THE CAIRD HALL, DUNDEE HOW TO GET THERE



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

CAIRD HALL **APEX HOTEL**

STANDING ORDERS FOR ANNUAL GENERAL MEETING

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

I. Annual General Meeting

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

II. Order of Business

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

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

III. Reports of Council and of its Committees

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

IV. Motions to the Annual General Meeting

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

V. Amendments to Competent Motions

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

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

VI. Minutes of the Council

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

VII. Emergency Motions

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

VIII. Conduct of Debate

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

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

IX. Competent Amendments

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

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

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

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

time and date or dates determined by the Council.

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

XI. Procedural Motions.

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

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

XII. Voting

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

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

XIII. Dissent

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

XIV. Suspension of Standing Orders

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

XV. Quorum

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

XVI. Alteration of Standing Orders

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

XVII. Standing Orders Committee

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

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

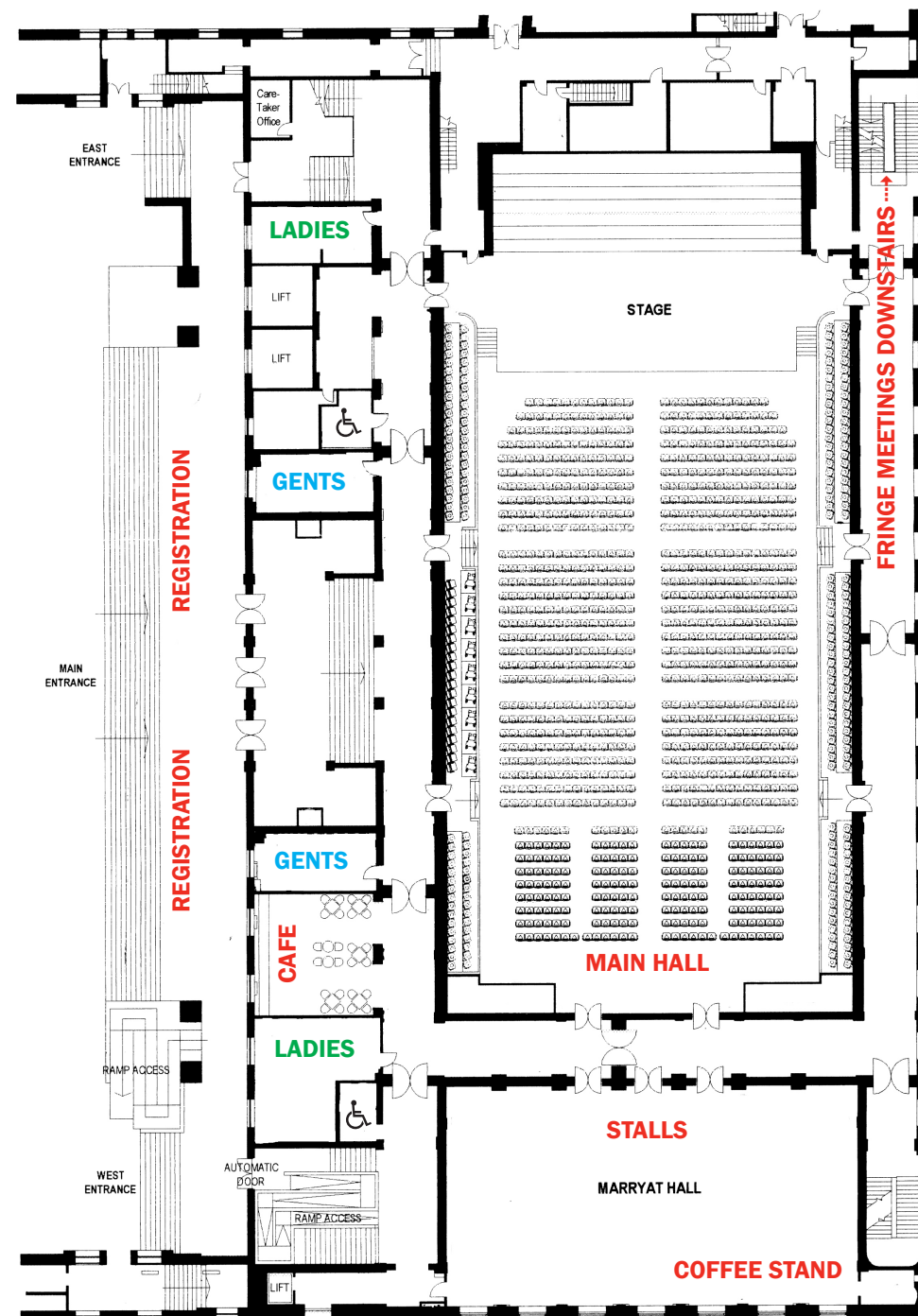
1 member employed in the area covered by Dumfries & Galloway, East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and South Lanarkshire Councils.

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

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

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

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



To all AGM Delegates

Being Calm and Considerate Costs Nothing!

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

Remember:

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

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

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

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

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



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