

Scotland's largest
and most effective
education trade union

eis



Guide for AGM Delegates

**171st Annual General Meeting
8-10 June 2017, Concert Hall,
Perth**

Guide for AGM Delegates

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



A Message from the President

A warm welcome to delegates, friends, from kindred organisations and guests to the 171st Annual General Meeting of the Educational Institute of Scotland here in the Fair City of Perth. It doesn't seem like a year ago since we met to debate and set work for each of the committees to take forward. From the committee reports, I'm sure you can see that they have been kept busy. The motions passed at our AGM this year will determine the Agenda for Council and the work of its committees for next session.

The AGM offers delegates the opportunity to participate in debate and hopefully, if you have a contribution to make, however small, you will come to the rostra to have your say on the variety of motions presented this year.

I would urge all delegates to attend the fringe meetings on offer, visit stalls, enjoy the social activities and networking opportunities on offer.

I hope that you will enjoy the AGM, meet up with colleagues from across the country, make lasting friendships and that you will leave here confident and inspired to play your part in decision making both at local and national level.

Best wishes

Margaret Smith

TIMETABLE

Thursday 8 June	1415 – 1515	Opening Session
	1515 – 1600	Interval
	1600 – 1830	Business Session
Friday 9 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 10 June	0900 – 1230	Business Session
	1230 – 1400	Lunch Break
	1400 –	Completion of Business

ORDER OF BUSINESS

THURSDAY 8 JUNE 2017

Opening Session [1415 – 1515]

1. Roll of Delegates and Obituaries
2. Civic Welcome from Lord Provost, (Perth Council)
3. Welcome to Delegates from Kindred Organisations and Guests
4. Reply on behalf of the Kindred Organisations (Susan Flocken, ETUCE)
5. President's Address Margaret Smith, Falkirk 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 2017/2018 and Declaration of Election of Council for 2017/2018

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 2017-2018:
 - (1) Standing Orders Committee
 - (2) Disciplinary Committee
 - (3) Appeals Committee
12. Approval of the Minutes of the AGM 2016 and Council 2016/2017
13. Approval of date and place of 2019 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]

Drinks Reception

At the conclusion of business on Thursday there will be a drinks reception for delegates in the Foyer of the Concert Hall. The reception has been sponsored by Maclay, Murray & Spens (Employment Lawyers)

FRIDAY 9 JUNE 2017

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 2015/2016
 - (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 Dan Montgomery, Vice-President, AFT [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 10 JUNE 2017

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

-  Short Stay
-  Short/Long Stay
-  Park Mark® car park
-  Safer Parking
-  Disabled Parking
-  Pedestrianised Area
-  One-way Traffic
-  Toilets
-  Shopmobility



Perth Concert Hall



Royal George Hotel (Equality Fringe Event venue)



FIRST TIME(ISH) AGM DELEGATE?

Come along to the new delegates' briefing on Thursday 8 June 2017 in Earn Room 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 9th June, see page 18 for details.

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

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 8 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 8 June. The Registration Card (enclosed in the first mailing to delegates) should be signed as indicated and exchanged at the EIS Registration Desk for an envelope which will contain: Delegate Badge, Voting Papers, 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 8 June	1200 - 1830	
Friday 9 June	0845 - 1230	1330 - 1830
Saturday 10 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 8 June 2017 - 1.00pm - 2.00pm, The Earn Room, Perth Concert Hall.

See advert on page 7 for further details.

EIS Fringe Meeting: Organising Strategy – Campaigning Towards a More Effective Trade Union.

Friday 9th June 2017 - 12.30pm - 1.30pm, Tilt Room, Perth Concert Hall

See advert on page 15 for further details.

EIS Fringe Meeting: Meet the General Secretary.

Friday 9th June 2017 12.30pm - 1.30pm Earn Room, Perth Concert Hall

See advert on page 18 for further details.

Equality Fringe Event: The Equality Impact of the Trump Administration on USA Education.

Friday 9 June 2017 - 12.30pm - 1.30pm, Ballroom, Royal George Hotel, Perth.

See advert on page 10 for further details.

Local Association Dance:

On Friday 9 June, a dance has been arranged and 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.

AGM FRINGE MEETING



Photo Credit: Gage Skidmore

How does having a known misogynist, racist and Islamophobe in the White House affect discourses about sexism, racism and intolerance of religion at school level and beyond? What's the impact on LGBT+ issues and poverty?

The Equality Impact of the Trump Administration in the USA

Speakers:

Dan Montgomery

Vice President of the American Federation of Teachers (AFT)

Bill Ramsay

EIS Equality Convener

Friday 9 June / 12.30pm – 1.30pm

Royal George Hotel, Ballroom

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

Lunch 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 p.m. 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.

AGM FRINGE MEETING



Organising Strategy!

Campaigning towards a more effective trade union

Speakers:

David Belsey, EIS Assistant Secretary
Dee Matthew, EIS Organiser

Friday 9 June
12.30pm – 1.30pm

Tilt Room,
Perth Concert Hall

Lunch provided

HALL SEATING PLAN - PERTH AGM 2017

PLATFORM

<h1 style="margin: 0;">A</h1> <p style="margin: 5px 0;">North Lanarkshire</p> <p style="margin: 5px 0;">South Ayrshire</p>	<h1 style="margin: 0;">B</h1> <p style="margin: 5px 0;">North Lanarkshire</p> <p style="margin: 5px 0;">West Lothian</p>	<h1 style="margin: 0;">C</h1> <p style="margin: 5px 0;">East Lothian</p> <p style="margin: 5px 0;">Orkney</p> <p style="margin: 5px 0;">West Lothian</p> <p style="margin: 5px 0;">Parliamentary</p>	<h1 style="margin: 0;">D</h1> <p style="margin: 5px 0;">Edinburgh</p>	<h1 style="margin: 0;">E</h1> <p style="margin: 5px 0;">Edinburgh</p> <p style="margin: 5px 0;">Renfrewshire</p>	<h1 style="margin: 0;">F</h1> <p style="margin: 5px 0;">Argyll & Bute</p> <p style="margin: 5px 0;">East Ayrshire</p> <p style="margin: 5px 0;">Moray</p>
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<h1 style="margin: 0;">G</h1> <p style="margin: 5px 0;">Aberdeenshire</p> <p style="margin: 5px 0;">Angus</p>	<h1 style="margin: 0;">H</h1> <p style="margin: 5px 0;">Aberdeenshire</p> <p style="margin: 5px 0;">Dundee</p>	<h1 style="margin: 0;">I</h1> <p style="margin: 5px 0;">Falkirk</p> <p style="margin: 5px 0;">North Ayrshire</p>	<h1 style="margin: 0;">J</h1> <p style="margin: 5px 0;">South Lanarkshire</p> <p style="margin: 5px 0;">Highland</p>	<h1 style="margin: 0;">K</h1> <p style="margin: 5px 0;">South Lanarkshire</p> <p style="margin: 5px 0;">Highland</p>	<h1 style="margin: 0;">L</h1> <p style="margin: 5px 0;">West Dunbartonshire</p> <p style="margin: 5px 0;">Stirling</p> <p style="margin: 5px 0;">Midlothian</p>	<h1 style="margin: 0;">M</h1> <p style="margin: 5px 0;">Dumfries & Galloway</p> <p style="margin: 5px 0;">Perth & Kinross</p>
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<h1 style="margin: 0;">N</h1> <p style="margin: 5px 0;">Glasgow</p>	<h1 style="margin: 0;">O</h1> <p style="margin: 5px 0;">Glasgow</p> <p style="margin: 5px 0;">Aberdeen City</p>	<h1 style="margin: 0;">P</h1> <p style="margin: 5px 0;">East Dunbartonshire</p> <p style="margin: 5px 0;">Aberdeen City</p>	<h1 style="margin: 0;">Q</h1> <p style="margin: 5px 0;">Fife</p> <p style="margin: 5px 0;">East Renfrewshire</p>	<h1 style="margin: 0;">R</h1> <p style="margin: 5px 0;">Fife</p> <p style="margin: 5px 0;">Shetland</p> <p style="margin: 5px 0;">EIS-ULA</p>	<h1 style="margin: 0;">S</h1> <p style="margin: 5px 0;">Scottish Borders</p> <p style="margin: 5px 0;">Western Isles</p> <p style="margin: 5px 0;">Clackmannanshire</p> <p style="margin: 5px 0;">EIS-ULA</p>	<h1 style="margin: 0;">T</h1> <p style="margin: 5px 0;">Inverclyde</p> <p style="margin: 5px 0;">EIS-FELA</p>
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BALCONY

HALL SEATING PLAN - PERTH AGM 2017

LOCAL ASSOCIATION	TABLE	SEATS
Aberdeen City	O P	16-18 9-18
Aberdeenshire	G H	1-10 1-9
Angus	G	11-18
Argyll & Bute	F	1-6
Clackmannan	S	12-16
Dumfries & Galloway	M	1-9
Dundee	H	10-18
East Ayrshire	F	7-12
East Dunbartonshire	P	1-8
East Lothian	C	1-6
East Renfrewshire	Q	11-18
Edinburgh	D E	1-18 1-7
EIS-FELA	T	6-18
EIS-ULA	R S	16-18 17-18
Falkirk	I	1-10
Fife	Q R	1-10 1-10
Glasgow	N O	1-18 1-15
Highland	J K	11-18 11-18

LOCAL ASSOCIATION	TABLE	SEATS
Inverclyde	T	1-5
Midlothian	L	13-18
Moray	F	13-18
North Ayrshire	I	11-18
North Lanarkshire	A B	1-11 1-11
Orkney	C	7-11
Parliamentary	C	17-18
Perth & Kinross	M	10-18
Renfrewshire	E	8-18
Scottish Borders	S	1-6
Shetland	R	11-15
South Ayrshire	A	12-18
South Lanarkshire	J K	1-10 1-10
Stirling	L	7-12
West Dunbartonshire	L	1-6
West Lothian	B C	12-18 12-16
Western Isles	S	7-11

AGM FRINGE MEETING

Meet the General Secretary

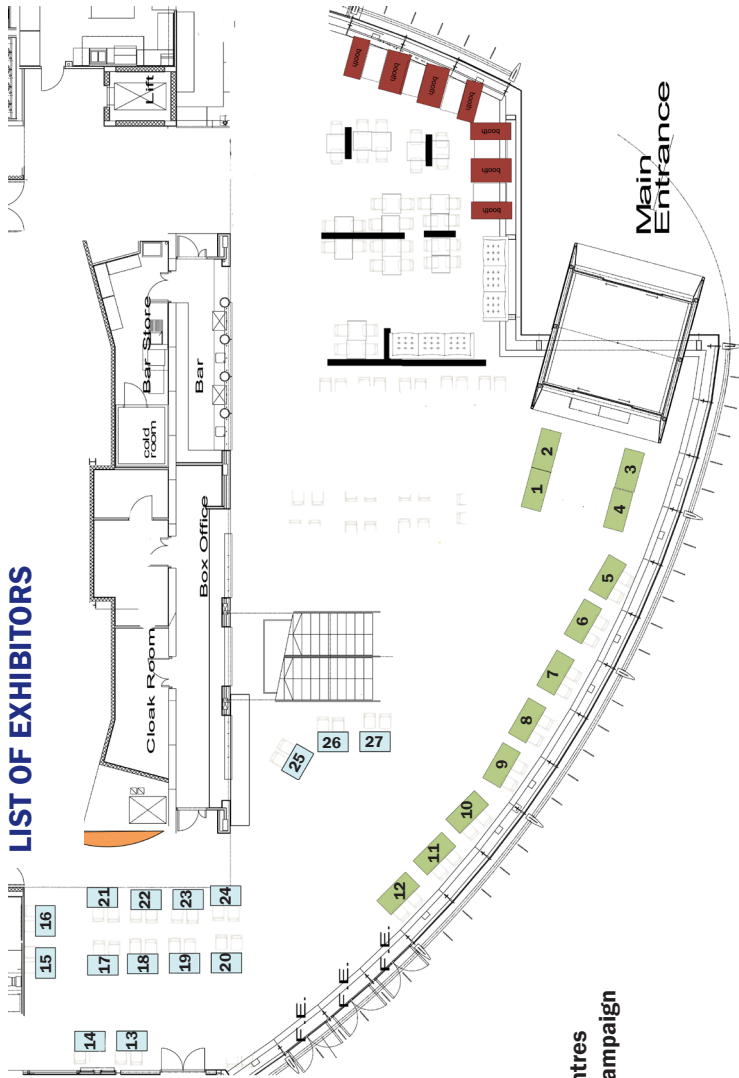
A meeting specifically aimed at newer AGM delegates but all delegates are welcome. Come along, meet the General Secretary and discuss the priorities for the EIS in the coming year.



**Friday 9 June
12.30pm – 1.30pm**

**Earn Room,
Perth Concert Hall**

LIST OF EXHIBITORS



1. EIS Press Clippings
2. EIS Merchandise
3. EIS Education and Equalities
4. EIS Education and Equalities
5. Financial Services
6. Balfour & Manson
7. Child Bereavement UK
8. Countdown Card
9. Enquire
10. Mary's Meals
11. Maclay Murray & Spens LLP
12. Show Racism the red Card
13. Scottish CND
14. Scottish Outdoor Education Centres
15. Scottish Venezuela Solidarity Campaign
16. SfBooks
17. Stop the War, Scotland
18. Bookmarks (Scotland)
19. Dyslexia Scotland
20. STUC: Scottish Union Learning
21. STUC: Unions into Schools
22. Unite the Resistance
23. Olive Tree
24. Scottish Pensioners' Forum
25. Scottish Friends of Palestine
26. Stand up to Racism, Scotland
27. Adoption UK

ROLL OF DELEGATES

OFFICE BEARERS

President		Margaret Smith
Vice-President	Nicola Fisher	
Vice-President Elect		Alison Thornton

MEMBERS OF COUNCIL 2016/2017

Neil Anderson	Adrienne Guy	Thomas Munro
Andrene Bamford	William Hamilton	Alison Murphy
David Baxter	Andrew Harvey	Andrew O'Halloran
Alistair Bell	Jo Hill	Alison Palmer
Melanie Bell	Alan Holligan	Michael Paul
John Black	Angela Howie	Phillip Pearce
Thomas Britton	Heather Hughes	Scott Peter
Sue Burns	Valerie Hughson	Eilidh Porrelli
Michael Callaghan	Gavin Hunter	Catharine Porter
Steven Caniffi	Linsay Hunter	James Pringle
Frances Carey	Julie Hutchinson	Susan Quinn
Gillian Carlin-Kulwicki	James Jarvie	William Ramsay
Alison Carr	Paul Jeffrey	Margaret Rideout
Anna Cheyne	Jean Jowers	Gavin Roberts
Teresa Connolly	John Kelly	Carol Rose
Helen Connor	Marian Kelly	Derek Ross
Ronald Constable	Desmond Kenny	Ian Ross
Patrick Cullen	Henry Kilgour	Jayne Rowe
Pamela Currie	Sonia Kordiak	Claire Scott
Nicola Dasgupta	Gary Laird	Ian Scott
Steven Davidson	Joan Lennon	Helen Sedgwick
Louise Delargy	Alison MacDonald	Samreen Shah
Martyn Delargy	Barbara Mackay	Ann Skillen
John Dennis	Pamela Manley	Susan Slater
Paula Dixon	Mary Matheson	David Smith
Michael Dolan	Audrey McAuley	Gordon Smith
Patricia Duncan	Lorraine McBride	Diane Smithyman
Michael Dunn	Kirsty McCalman	Pauline Stewart
Jim Dyer	Kirsty McClelland	Adam Sutcliffe
David Farmer	Caroline McCombie	John Swinburne
Kenny Fella	Megan McCrossan	Edith Swinley
Colin Finlay	Joan McCusker	Susan Talboys
Robin Fyfe	Derek McDonough	Derek Thompson
Alan Gardiner	James McIntyre	Carole Thorpe
Gael Gillan	Jean Miller	Thomas Tracey
Stephen Gillespie	Kenny Mitchell	Norman Watt
Louise Glen	Khadija Mohammed	John Welsh
Donny Gluckstein	Desmond Morris	Caroline Yates
Jane Gow	Alan Morrison	Innes Young
Penny Gower	Jean Mullen	
Catherine Grant	Alan Munro	

DELEGATES

Aberdeen City

Isman Ahmad
Helen Celnik
Heather Collie
Neil Duncan
Douglas Haywood
David Innes
Sandra McGuire
Clare Russell

Aberdeenshire

Martin Bayliss
Donna-Marie Cooper
Greg Merson
Cheryl Robertson
Alan Stickle

Angus

Elaine Fleming
Chris Jukes
Colin Kerr
Mary Kiddie
Gillian Lawrence

Argyll and Bute

Alasdair Allan
Gwen McCrossan
Daniel Semple
Lorna Stewart

Clackmannanshire

Karen Farrell
Donal Hurley
Gordon Joyce

Dumfries and Galloway

Elaine Dennis
Billy Dewar-Riddick
Robert Fritchley-Simpson
Carolyn Johnston
Alan McClure
Jane McSherry

Dundee

Gordon Black
Albert Gallacher
David Gibson
Julia Grant
Alexander Hope
Patricia McGlone

East Ayrshire

Graham Boyd
Heather McTaggart
Sonia Perez Couglan
Louise Wright

East Dunbartonshire

Josephine O'Brien

East Lothian

Christopher Bishop
Lesley Gillies
Janice Glacken
Martin Whitfield

East Renfrewshire

Olivia Crook
Jennifer Gourley
Sharon Kelly
John McIntosh
Marion Roy

Edinburgh

Sheila Bain
Michael Bracewell
Allan Crosbie
Maria Devoy
Bill Harris
Clare Kelly
Richard Knowles
Eileen Macdonald
Nicky MacDonald
Scott Macdonald
Lorna Malarky
Adela Mansur
Martin Moonie
Sandra Scott
Mike Smith

Falkirk

Irene Campbell
John Chalmers
Keith Jenner
Margo Sharkey
John Walker

Fife

Jim Armstrong
Julie Chrystal
Colin Davidson
Mary Flannery
Brian Gallagher
Jillian Gillespie
Audrey Grieve
Margaret Johnston
Jane McKeown
Wilma Pirie
Joyce Soutar
Murray Swan
Peter Wishart

Glasgow

Charlotte Ahmed
Louise Carey
Patrick Carroll
Lesley Corlett
Andrew Fullwood
Anne Gillespie
Kevin Kelly
Clare Kerr
Moira Macdonald
Murdo Macdonald
Jim McCormick
Annmarie McDermott
Isabella Montgomery
Jim O'Neill
Mary Pattison
Victoria Pope
Shauna Richardson
Carolyn Ritchie
Margot Sagan
Melodie Schaschke

Highland

Lewis Mackenzie
Judith Moran
Georgina Scott
Kirsty Scott
Steven Tillman
Allan Whiteford
Clare Whiteford

Inverclyde

John Girkins
Paula McEwan
Colin Nicol

Midlothian

Philip Alexander
 Jim Glen
 Mark Ireland

Moray

Gillian Bissett
 Debbie McDonald
 Gillian Ross
 Angela Stuart

North Ayrshire

Emma Blake
 Iain Carr
 Jacqueline Mackenzie
 Ian McLaughlan
 Mark Smith

North Lanarkshire

Andrew Duffy
 Colin Glover
 Ronald Mathieson
 Isaac McCleary
 Martin McMahan
 Anna Meechan
 Jim Slaven

Orkney

Julie Ferguson
 Mary Maley
 Saffron Thain

Perth and Kinross

Bereket Berhane
 Ewan Campbell
 Marie Laurie
 Scott Peddie
 Teresa Summers
 Carolyn Weston

Renfrewshire

Robert Craig
 Nigel Macdonald
 Greg Morris
 Maggie Russell
 David Thomson
 Dominic Tollan
 John Tonner

Shetland

Cameron Mackenzie
 Matthew Moss
 Irvine Tait

South Ayrshire

Andrew Carruthers
 Barry Kerr
 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
 Aileen Lynch
 Paul Meehan
 Susan O'Brien
 Fiona Trainer

Stirling

Daniel Auldjo
 Louise Ferns
 Elaine Leitch
 Roy Pearson

The Scottish Borders

Lewis Bertram
 Angela Cumming
 Terry McColm
 Joanne Thomson

West Dunbartonshire

Gavin Corrigan
 James Halfpenny
 Elizabeth McEachen
 Dawn Wilson

West Lothian

Elsie Aitken
 Michael Donnelly
 Rachel Glover
 Mairi Green
 John Mackinnon
 Rachael McCann
 Mark Traynor
 Sophie Warner

Western Isles

Sineag Blane
 Katherine MacDonald
 David Murray

SGAs and Parliamentary Group

EIS-FELA Alan Holligan
 EIS-FELA Pamela Currie
 EIS-FELA Paula Dixon
 EIS-FELA John Kelly
 EIS-FELA Donny Gluckstein
 EIS-FELA Penny Gower
 EIS-ULA Drew McEwan
 EIS-ULA Eileen Cook
 EIS-ULA Khadija Mohammed

To all AGM Delegates

TAKING ABUSE IS NOT PART OF THE JOB

The trade unions representing hotel, restaurant and bar staff have asked us to circulate the following points to delegates and visitors. During your stay at the Annual General Meeting we are sure that you will be taking advantage of Perth's hotels, restaurants and bars.

Many staff employed in the sector dread conference weeks. Most of them are rushed off their feet in understaffed establishments.

Being busy is part of the job: suffering abuse is not.

So when you are waiting for your meal or when you want a drink after hours,

remember . . .

. . . the waiting and bar staff are trying to do a job, under pressure.

The staff do not decide the staffing levels - they too would like more staff on duty at busy times.

The staff did not make the licensing laws or take the decisions to close the bar.

The average hourly rate for the hotel and catering industry is little more than the minimum wage.

These are the people we are talking about when we call, as a movement, for improvements in the minimum wage.

But respect is also an important part of the job.

If you support our union's policies, but then give the bar or waiting staff a hard time, you are giving with one hand and taking with the other.

**So please, show respect for the people
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.

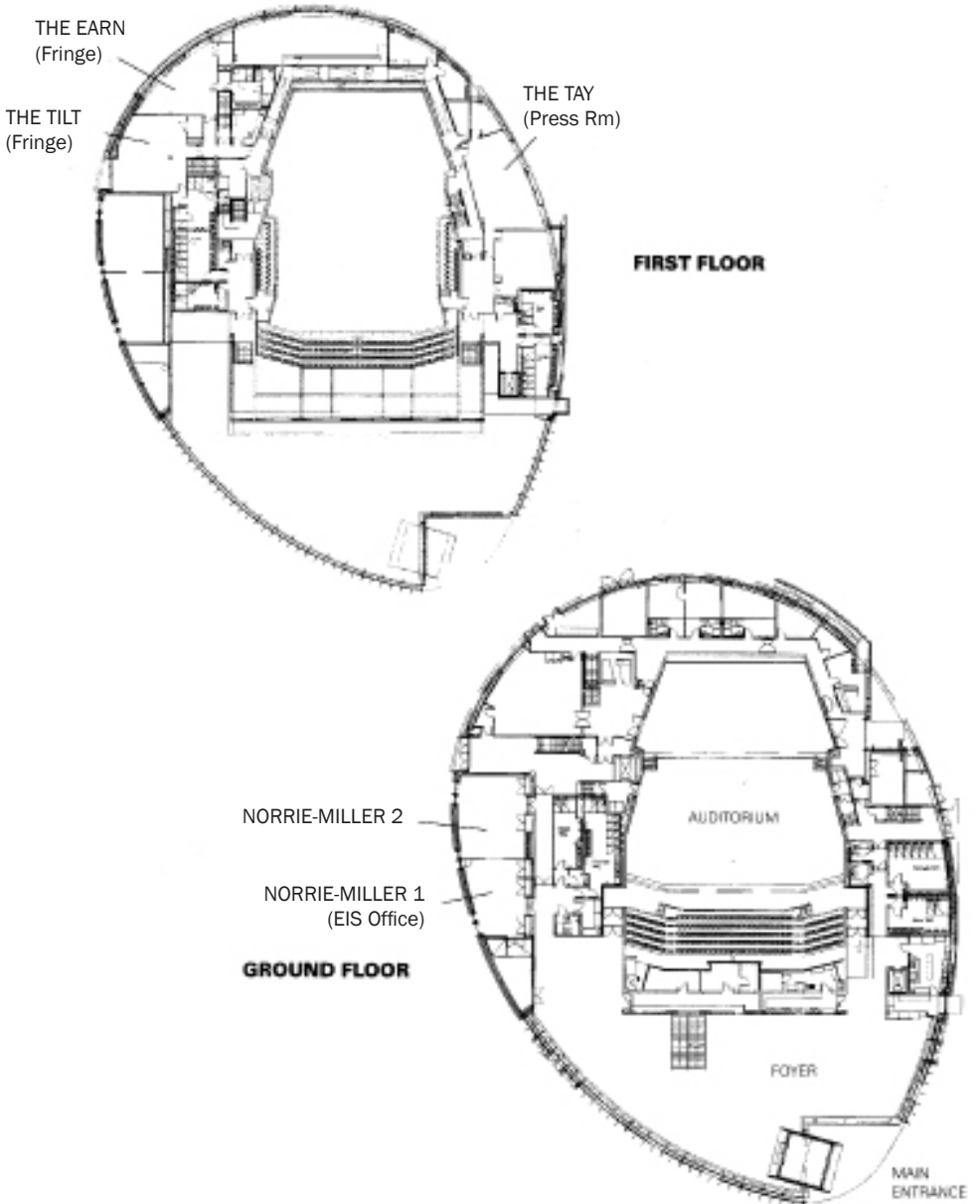
1 member employed in the area covered by City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, Stirling and West Lothian Councils.

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



NOTES