

STANDING
ORDERS



ANNUAL²⁴
CONFERENCE

NASUWT
The Teachers' Union

A Preparation of Agenda for Conference

1. Motions may be submitted for the Conference Agenda:
 - (a) by the National Executive; and
 - (b) by each Local Association following adoption at a General Meeting.
2.
 - (a) Motions for Conference shall be submitted to the Standing Orders Committee by no later than noon on the third Monday in November of the year preceding the Conference concerned.
 - (b) Standing Order 2(a) shall not apply to a Motion to consider business in the name of the National Executive which it is impractical to submit by the above date.
 - (c) Standing Order 2(a) shall not apply to a Motion submitted in the name of the National Executive on behalf of the Executive Councils in Northern Ireland, Scotland and Wales/Cymru. National Executive shall determine from time to time the process for which these Motions are submitted to the National Executive for consideration.
3. The Standing Orders Committee shall meet to review all Motions submitted for the Conference Agenda under Standing Order 1 on the Wednesday after the third Monday in November of the year preceding the Conference concerned.
 - (a)
 - (i) The Standing Orders Committee may edit or redraft a Motion submitted by a Local Association if the Standing Orders Committee considers that Motion to be of excessive length or to lack clarity.
 - (ii) Any Motion revised under (i) above shall be returned to the Local Association for further consideration. If the Local Association notifies the Standing Orders Committee of the Local Association's acceptance of the Standing Orders Committee revision within ten days of its receipt of that revision, the revised Motion shall appear on the Preliminary Agenda, failing which the Motion shall not appear on the Agenda.
 - (b)
 - (i) If more than one Motion on the same issue is submitted, the Standing Orders Committee may prepare one or more Composite Motions on that issue drawn from the words of those Motions. Any such Composite Motion shall be returned to the Local Associations which submitted the original Motions by no later than the fourth Monday of November in the year preceding the Conference concerned.
 - (ii) A Local Association's support for the Composite Motion shall only be recorded on the Composite Motion if that Local Association notifies the Standing Orders Committee of the Local Association's support by noon on the second Monday in December of the year preceding the Conference concerned.
 - (iii) If a Local Association does not support the Composite Motion, that Local Association may request its original Motion (subject to Standing Order 3(a)) to appear on the Preliminary Agenda if that Local Association notifies the Standing Orders Committee of its request by noon on the second Monday in December of the year preceding the Conference concerned.
 - (iv) The Standing Orders Committee shall nominate the movers and seconders of Composite Motions.
 - (c) If the Standing Orders Committee consider a Motion to be out of order, the Standing Orders Committee shall refer such Motion to the President. If the President rules the Motion out of order, it shall not appear on the Agenda. If the President rules the Motion in order, it shall appear on the Preliminary Agenda subject to Standing Order 3(a)(i).

4. (a) A Preliminary Agenda shall be prepared by the Standing Orders Committee from the Motions and Composite Motions approved under Standing Order 3 above, which, with information about how to vote in the ballot of Motions for Conference, shall be made available to all full members of the NASUWT by 17:30 on the third Monday in December of the year preceding the Conference.
- (b) Each full member shall be entitled to vote in the manner prescribed by the Standing Orders Committee for twelve (and only twelve) Motions which s/he wishes to be debated at Conference.
- (c) Any vote cast after noon on the last Monday in January of the year of Conference shall not be counted.
5. (a) (i) A provisional Agenda shall be prepared by the Standing Orders Committee which Agenda shall set out the 20 Motions and Composite Motions which received the highest number of votes under Standing Order 4.
- (ii) The provisional Agenda shall be circulated to Local Associations by the first Monday in February of the year of the Conference concerned.
- (b) Amendments to Motions appearing on the provisional Agenda may be proposed:
 - (i) by the National Executive; and
 - (ii) by each Local Association;
 which amendments shall be submitted in writing to the Standing Orders Committee by noon on the fourth Monday in February of the year of the Conference concerned.
- (c) The Standing Orders Committee shall consider amendments submitted under Standing Order 5(b). Such amendments as the Standing Orders Committee considers not to be in order shall be referred to the President. If the President rules the amendment out of order, it shall not appear on the final Agenda. Such amendments as the Standing Orders Committee consider to be in order shall appear on the final Agenda for Conference in such sequence as shall be determined by the President in consultation with the Standing Orders Committee.
6. The Standing Orders Committee shall prepare a final Agenda for Conference which shall include the Motions and Composite Motions referred to in Standing Order 5(a) and such amendments as are approved under Standing Order 5(c) which final Agenda shall be circulated to Local Associations by not later than 14 days prior to the first day of Conference.
7. A Local Association wishing to propose an amendment to the Annual Report or to a National Executive Report to Conference shall submit that amendment in writing to the General Secretary to be received by him/her no later than noon on the seventh day preceding Conference.
Such amendments as the Standing Orders Committee consider to be in order shall appear on a Supplementary Agenda.
8. A Local Association wishing to move an Urgency Motion shall submit that Motion in writing to the Chairperson of Conference no later than the end of the session of Conference preceding the session during which it is proposed the Motion be debated.

B Order of Business

9. The National Executive shall determine the dates, place and timetable of Conference.
10. The following shall be known as 'Set Motions' for the purpose of these Standing Orders:

- (a) The Motions and/or Composite Motions in each of the following categories which received the highest number of votes cast under Standing Order 4:
 - (i) Education;
 - (ii) Equality;
 - (iii) Health, Safety and Wellbeing;
 - (iv) Pay, Pensions and Conditions of Service;
 - (v) Social, Economic and International; and
 - (vi) Training, Recruitment and Union Organising.
 - (b) Motions submitted in the name of the National Executive pursuant to Standing Order 2(b).
 - (c) Motions submitted in the name of the National Executive pursuant to Standing Order 2(c).
 - (d) Reports submitted to Conference in the name of the National Executive.
11. (a) Excluding the first and last sessions of Conference, each Public Session of Conference shall commence with debate on Set Motion(s) as allocated to that session by the Standing Orders Committee.
- (b) Motions and Composite Motions which are not selected as Set Motions shall be debated in order of ballot upon conclusion of debate on the Set Motion(s) in each session.
- (c) The order of business for Private Session of Conference shall be:
- (i) such business as is required by the Rules of the Union;
 - (ii) proposed amendments to the Rules of the Union;
 - (iii) proposed amendments to the Standing Orders of Conference;
 - (iv) such other business as is proposed by the National Executive;
 - (v) Set Motions allocated by the Standing Orders Committee to Private Session;
 - (vi) other Motions and Composite Motions allocated by the Standing Orders Committee to Private Session.

For the purpose of these Standing Orders business under (i) to (vi) above shall be known as Set Business.

C Conduct of Business

12. Conference shall be chaired by the President or failing him/her the Ex-President, or failing him/her the Senior Vice-President, or failing him/her such other person as may be elected by Conference.
13. There shall be circulated, by no later than the second Monday in January of the year of the Conference concerned, to each Local Association the number of members of that Association for the previous year.
14. (a) After a Motion ('the substantive Motion') has been moved and seconded, subject to (d) below the Chairperson shall call amendments to the Motion accepted under Standing Orders 5(c) or 7 in turn. After all amendments accepted under Standing Orders 5(c) or 7 have been called the Chairperson shall call in turn any amendment or amendments, notice of which was not given pursuant to Standing Orders 5(b) or 7 save that any amendment previously deemed not to be in order pursuant to Standing Orders 5(c) or 7 shall not be called. Only one amendment shall be called for debate at any one time.
- (b) After an amendment has been moved and seconded, the mover of the substantive Motion shall be invited formally to inform Conference of his/her acceptance or rejection of the amendment. Thereafter, the Chairperson shall call for further speakers on the amendment. At the conclusion of debate on the amendment, the mover of the substantive Motion shall have a right of

reply to the amendment, after which the amendment shall be put to the vote forthwith. If the amendment is carried, the amended Motion shall become the substantive Motion.

- (c) Upon the conclusion of a vote on an amendment subject to (e) below any further amendments shall be called in turn by the Chairperson.
 - (d) To provide a balanced debate the Chairperson may call speakers not wishing to speak to an amendment before an amendment is called or between the calling of amendments.
 - (e) Upon conclusion of the vote on amendments the Chairperson shall call for other speakers on the substantive Motion.
 - (f) Upon conclusion of debate the mover of the substantive Motion shall have the right of reply to that debate after which the Motion shall be put to the vote forthwith.
 - (g) There shall be no right of reply other than as provided for in this Standing Order.
 - (h) No speaker shall be permitted to speak more than once in the debate on any one Motion including amendments to that Motion save for any right of reply provided by this Standing Order.
15. The proposer and seconder of a Motion shall be permitted to speak for up to eight minutes and five minutes respectively, save that the proposers and seconders of Motions to adopt the Annual Report and Financial Statements shall be permitted to speak for up to twenty minutes and five minutes respectively. All other speakers shall be permitted to speak for up to four minutes, save as otherwise provided in these Standing Orders.

D Points of Order and Procedural Motions

16. A point of order or question of procedure may be raised at the discretion of the Chairperson whose ruling on such question of procedure or point of order shall be final.
17. (a) The following and only the following Procedural Motions may be moved and only at the discretion of the Chairperson:
- (i) that the speaker be further heard;
 - (ii) that the speaker be not further heard;
 - (iii) that the question be now put;
 - (iv) that the question be not put;
 - (v) that the Motion be referred to the National Executive for further consideration;
 - (vi) that the time for speakers provided by Standing Order 15 be reduced to a specified time for the remainder of the session or for the remainder of Conference;
 - (vii) that a Motion allocated to Private Session be debated in public;
 - (viii) that a Motion allocated to Public Session be debated in private;
 - (ix) that an Urgency Motion submitted in accordance with Standing Order 8 be called for debate;
 - (x) that a Standing Order be suspended for a specified purpose.
- (b) A Procedural Motion shall be moved and formally seconded. The mover of a Procedural Motion may speak for up to one minute, save for the mover of a Motion under 17(a)(v) above who may speak for up to four minutes.
- (c) Once moved and seconded a Procedural Motion shall be put to the vote forthwith save that if the Motion is moved and seconded under 17(a)(v) the Representative entitled to reply to the debate in accordance with Standing

Order 14(f) shall be called after which the Motion shall be put to the vote forthwith. No Card Vote shall be permitted on a Procedural Motion save on a Motion under 17(a)(v) above.

- (d) (i) If a Motion under 17(a)(iii) is carried, the Representative entitled to reply to the debate in accordance with Standing Order 14(f) shall be called after which the Motion shall be put to the vote.
- (ii) If a Motion under 17(a)(iv) is carried, the Motion or amendment as the case may be shall be deemed withdrawn and the Chairperson shall call the next item for debate.

E Voting

- 18. (a) At the commencement of Conference, the Chairperson shall propose to Conference the appointment of a Chief Scrutineer and such other Scrutineers as s/he considers necessary to ensure the efficient counting of votes held during Conference.
- (b) A notice identifying the Scrutineers shall be placed in the Conference office.
- 19. When a vote is called by the Chairperson, Representative, who for this purpose shall have one vote each, shall indicate their assent or dissent in the manner determined by the Chairperson for or against as appropriate. The Chairperson with such assistance from the Scrutineers as s/he deems necessary shall ascertain the result of the vote by making a judgement as to the number for and against and shall declare the result of the vote accordingly, which result shall be final unless representatives of not less than 40 Local Associations, whose combined membership is 8,000 or more, rise from their places and claim a Card Vote.
- 20. (a) For the purposes of a Card Vote, each Local Association shall be entitled to one vote for each member of that Local Association certified under Standing Order 13 above. These votes may be divided amongst a Local Association's representatives by agreement of those representatives.
- (b) In the event of a Card Vote, the Scrutineers shall collect voting cards only from representatives in the Conference Hall until the Chairperson announces the close of the Vote.
- (c) In the event of a Local Association's representative wishing to divide the number of votes allocated to that Local Association between 'for' and 'against', those representatives shall indicate in writing on the voting card the number of votes to be counted 'for' and 'against'. In the event of the total number of votes so allocated being greater than the number of votes available to that Local Association, the voting card shall be declared spoiled.
- (d) On the close of a Card Vote, the Chief Scrutineer shall oversee the votes cast. On completion of the count, the Chief Scrutineer shall sign and hand to the Chairperson a certificate stating the total votes cast, and votes cast for and against, which certificate shall be conclusive as to the result of the Card Vote.
- (e) During the count of a Card Vote, Conference may proceed with other business at the discretion of the Chairperson.
- (f) In the event of a tie on a Card Vote, the Chairperson shall have the casting vote.

F Conclusion and Adjournment of Debate

- 21. Upon the expiry of one hour from the commencement of the debate on a Motion (with the exception of Motions to adopt the Annual Report and Financial Statements when the hour for debate shall commence from the end of the seconder's speech) the Chairperson shall move that the question be now put.
- 22. (a) At the conclusion of time allocated to a session of Conference, any Set Motion, Set Business or amendment thereto under debate which has been proposed

and seconded shall be put to the vote without further debate save that if there are any outstanding amendments to the Motion which have not been called, the mover of the Motion shall be invited to accept those amendments and any amendments so accepted by the mover shall also be put to the vote without further debate. Any amendments opposed by the mover shall be deemed to have fallen.

- (b) Any Set Business scheduled for a session of Conference and not taken during that session shall be put to the vote at the conclusion of that session without debate.
- (c) Subject to (d) below any Set Motion scheduled for a session of Conference and not called for debate during that session shall be carried over to the next Public or Private Session of Conference, as the case may be, and shall be called for debate or for the continuation of debate immediately after any Set Motions or Set Business scheduled for that session of Conference.
- (d) At the conclusion of the penultimate Public Session and at the conclusion of the last Private Session the Chairperson shall put to the vote forthwith all remaining business not previously called for debate or upon which debate is not otherwise concluded as the case may be.
- (e) For the purpose of this Standing Order, whenever a vote is required after a shortened debate or after no debate in accordance with (d) above, that vote shall not be called if 75 Representatives rise from their places to oppose the taking of the vote, in which event the Motion that was the subject of the proposed vote shall be deemed withdrawn.

23. The decision of the Chairperson on any question concerning Conference business and/or the interpretation of these Standing Orders shall be final.