



ANNUAL CONFERENCE

2012

T O R Q U A Y

**MEMORANDUM
ANNUAL
CONFERENCE**

6 – 10 APRIL 2012

**Teachers together –
speaking up for education**



MEMORANDUM TO CONFERENCE 2012

ANNUAL CONFERENCE

Report of the Annual Conference Review Working Party

1. INTRODUCTION

1.1 The following Resolution was carried at Conference 2011:

As Conference is the supreme policy making body of the Union, there should be an opportunity for Conference to decide the national strategy for the Union annually.

Conference procedure has not been reviewed for many years and, therefore, a working party consisting of equal numbers of CBC and the Executive chaired by the President should carry out a review of Conference and produce a Memorandum with recommendations for Conference 2012.

The Executive should consider the following points when reviewing Conference procedure:

1. *A word count for motions and amendments;*
2. *The facility for Conference Business Committee to composite motions and amendments;*
3. *A change in Standing Orders for delegates from associations to be able to speak on a composite motion;*
4. *The reduction of Executive motions and amendments in line with associations and divisions;*
5. *Greater participation and involvement of delegates as part of the Union's organising strategy;*
6. *A change in the date for original motions to Conference, so that motions can be more relevant to Conference at Easter;*
7. *The abandonment of fixed dates for prioritisation and amendments, so that deadlines can relate to the date of Conference;*
8. *Representatives at Conference to be on the basis of 250 members or part thereof, with no maximum size of delegation;*
9. *The use of electronic voting for decisions at Conference;*
10. *The arrangements for speakers' cards.*

1.2 Following Conference 2011, the Annual Conference Review Working Party was established to implement the Resolution. It was chaired by the President and consisted of eight Executive members and the eight lay members of the Conference Business Committee (CBC). The membership was as follows:

Executive: Nina Franklin (Chair), Angela Davies, Gill Goodswen, Jerry Glazier, Ian Grayson, Marilyn Harrop, Dave Harvey, John Holmes, Nick Wigmore.

Lay members of CBC: Jane Bassett, Liam Conway, Ken Cridland, Rinaldo Frezzato, Philipa Harvey, Jane Nellist, Louise Regan, Kiri Tunks.

- 1.3 The Working Party concentrated on the ten points in the Resolution during its five meetings, which took place in June, September, October, December 2011 and January 2012.
- 1.4 The Working Party considered information about recent Annual Conferences and the conferences of the Trades Union Congress and other trade unions. It also considered the responses to the surveys of delegates following recent Annual Conferences. Most of the questions concerned the venue and conference centre but some responses were relevant to the work of the Working Party.
- 1.5 In general, and in line with the Union's Rules and core values, the Working Party approached their remit and recommendations with the objective of helping to ensure that Annual Conference is as democratic, accessible and inclusive for delegates as possible. This Memorandum has therefore been prepared for consideration with that overall objective.

2. BACKGROUND

- 2.1 Conference procedures were often changed during the 1960s, 1970s and 1980s. They have, however, changed very little since a Memorandum was approved by Conference in 1994. Conference procedures were again considered in detail by an Annual Conference Review Working Party that was established following Conference 2001. However, none of the Working Party's recommendations were implemented because Conference 2003 voted not to suspend Standing Orders to debate the Priority Motion. In 2007 Conference approved a Memorandum on the time and venue of Annual Conference. The main recommendation of that Memorandum was that Conference should continue to be held at Easter, unless the Executive considers it expedient, for good reason and following consultation with Constituent Associations, to hold it at another time.

3. A WORD COUNT FOR MOTIONS AND AMENDMENTS

- 3.1 The Priority Motion in 2003 included a word limit of 350 words per original motion or amendment, while the Memorandum in 1994 included the following paragraph:

“A frequent criticism is that many Conference motions are too long and there is a view that these should be restricted in length. The view of the Working Party is that there should be a strong recommendation that motions should not exceed 250 words”.
- 3.2 The TUC has a word limit of 250 words for motions to Congress and 50 words for amendments. The word limit for motions does not apply to composited motions and motions submitted from the TUC equality conferences, although it does apply to motions submitted by affiliates to TUC equality conferences. None of the other trade unions approached for information have word count limits for motions or amendments.
- 3.3 Word limits were suggested in responses to the surveys following the Annual Conferences in 2010 and 2011. Respondents had been concerned that the length of some motions and amendments made them difficult to understand. Information about the number of words in motions and amendments at Conference since 2008 is set out in the following tables:

	Average number of words in Conference motions
2008	436
2009	460
2010	421
2011	314

	Average number of words in Conference amendments
2008	186
2009	198
2010	149
2011	131

Number of words in Conference motions	2008	2009	2010	2011
More than 700	2	4	1	2
600-699	3	1	3	0
500-599	4	5	4	2
400-499	4	7	9	7
300-399	6	3	2	11
200-299	6	5	9	12
100-199	1	2	2	6
Less than 100	0	0	0	0
Total	26	27	30	40

Number of words in Conference amendments	2008	2009	2010	2011
More than 700	0	0	0	0
600-699	1	1	0	0
500-599	1	2	2	1
400-499	3	2	1	2
300-399	5	11	4	2
200-299	14	13	10	11
100-199	23	25	21	24
Less than 100	19	16	32	35
Total	66	70	70	75

3.4 The Working Party noted that the trend was for motions to be shorter but there were still motions of more than 600 words, which was thought by some to be excessive. It was agreed, however, that guidance to members would be a better approach than imposing a word limit.

Recommendation 1

Word count limits should not be introduced but secretaries should be advised that original motions should not be more than 350 words and original amendments should not be more than 200 words. Revised guidance should be issued on drafting motions and amendments. The guidance should be put on the Union's website and referred to in The Teacher.

4. COMPOSITE MOTIONS AND AMENDMENTS

- 4.1** The Conference Business Committee (CBC) already has the facility to composite motions and amendments under Appendix II of the Union's Rules:

B - PROCEDURE

I - Conference Motions

- (2) The Committee shall have power to alter Conference motions as submitted in accordance with Rule 30 to achieve factual accuracy and eliminate ambiguity.
- (3) The Committee shall have the power to amalgamate two or more motions to form composite motions. In such cases, the Committee shall take steps to arrange with the proposers of the motion who shall be responsible for moving and seconding the composite motions at Conference.
- (4) The Committee shall have power to delete repetitive motions.

II - Amendments to Conference Motions

- (1) The Committee shall:
 - (a) Arrange the order of priority and grouping of amendments;
 - (b) Delete repetitive amendments;
 - (c) Correct ambiguity and achieve factual accuracy;
 - (d) Composite amendments.

- 4.2** In considering this issue the Working Party noted that the Priority Motion in 2003 that was never taken had included a proposal to extend this by giving CBC more explicit powers to composite and group motions together that had been prioritised by members, subject to the consent of relevant associations. And the 1994 Conference Working Party had in fact decided not to recommend seeking the agreement of associations and divisions to composites due to the logistical problems of contacting secretaries within a very tight timetable. Composite motions at the conferences of ATL, GMB, the Police Federation, the TUC and USDAW are agreed following consultations with affiliates, branches or regions.

- 4.3** The Working Party received the following Information about Conference business at Annual Conference since 2008:

	Motions in Agenda	Carried or Lost	Withdrawn or Fell	Unfinished	Not Started
2008	26	23	0	0	3
2009	27	22	2	0	3
2010	30	23	2	2	3
2011	40	29	0	0	11
Total	123	97	4	2	20

	Amendments in Agenda	Carried or Lost	Withdrawn or Fell	Unfinished	Not Started
2008	66	39	23	0	4
2009	70	30	34	0	6
2010	70	37	26	1	6
2011	75	37	28	0	10
Total	281	143	111	1	26

- 4.4** In 2010 and 2011, several responses to the Annual Conference Survey stated that there should be more composited motions and the number of amendments should be limited. They were concerned about the number of motions that were not debated, which meant that often delegates prepared speeches that were not made. Another concern was that similar motions resulted in long and repetitive debates about motions that were often not controversial.
- 4.5** The Working Party noted that priority voting resolved many issues by deciding the motions that would be in the Final Agenda. Sometimes, however, issues were not included in the Final Agenda because votes during priority voting were split between very similar motions, while some motions were not debated at Conference due to lack of time. It was suggested that debate could be facilitated if very similar motions were more often composited into one motion. Composited motions could be amended if they were included in the Final Agenda and motions could stand alone if agreement on a composite were not possible.
- 4.6** Another issue considered by the Working Party was that the Final Agenda often included many amendments that were very unlikely to be debated, for example, the motion on Academies and Free Schools at Conference 2011 had eleven amendments and only two of them were debated. The Working Party considered a model composite that reduced the eleven amendments to three. The model composite was just one potential way of approaching the process. CBC might in reality have approached the amendments in an alternative manner, but it was clear to the Working Party that it would have been possible in the scenario of the model composite for all of the amendments to be debated. The view of the Working Party was that most of the deleted text was repetition or argumentation that could be mentioned during the debate (see Appendix 1).
- 4.7** The Working Party agreed that more composite motions and amendments would enhance democracy because this should allow more issues to be debated by Conference. It would, however, be necessary to consult associations and divisions, although the final decision to approve composites would remain with CBC. It was stressed that composites should not include opposing views, which should be debated at Conference.
- 4.8** The Working Party discussed the practicality of consulting associations and divisions about composite motions and amendments. It was agreed that the office would contact the relevant local secretaries as soon as possible if a composite was being considered. This could be done before the deadlines to ensure that associations and divisions had as much time as possible but at least five working days to respond. Associations and divisions would need to consider their local rules to facilitate these new arrangements by granting delegated powers to the committee, officers or such group as deemed appropriate. This process should provide for decisions to be reported back to the association or division for information. Email meant that this process could be completed more quickly than was possible in 1994. It would also be possible for the Union's Officers to meet before the office contacts secretaries to approve the suggested grouping of motions or amendments.

Recommendation 2

Conference Business Committee should composite more motions and amendments following consultation by the office with associations and divisions, which would have five working days to respond. The Union's Officers would meet in advance of such consultation to approve any suggested groupings of motions and amendments. Motions could stand alone if agreement on a composite were not possible.

5. SPEAKING ON A COMPOSITE MOTION

- 5.1** The Working Party was concerned that to change Standing Orders to give associations which were part of a composite motion a right to speak would be complex to implement, make it difficult for other delegates to speak in a debate and result in repetitive debates. Following discussion the Working Party agreed not to recommend that Standing Orders be changed to facilitate this proposal.

6 EXECUTIVE MOTIONS AND AMENDMENTS

- 6.1** The Working Party noted the following information about Executive motions and amendments at Conference since 2008:

	Executive Motions Submitted	Executive Motions in the Final Agenda	Executive Amendments
2007	15	8	15
2008	16	5	18
2009	18	7	16
2010	23	5	18
2011	9	4	21

- 6.2** The Working Party was provided with more detail on Executive motions and amendments that were debated during Conference 2010 and 2011:

	Executive Motions in the Final Agenda	Carried	Lost
2010	5	3	0
2011	4	2	0

The five motions carried in 2010 and 2011 were on the following subjects:

2010

License to Practice;
The Future of 14-19 Qualifications;
Workload and Stress.

2011

Defence of National Pay and Conditions;
Women and the Comprehensive Spending Review.

	Executive Amendments	Carried	Lost
2010	18	10	2
2011	21	12	2

6.3 The Working Party considered limiting the Executive to six motions and six amendments, which was the limit for associations and divisions. There was concern, however, that this would make it difficult for all Executive Standing Committees to submit a motion or amendment. Executive motions and amendments performed a useful role, for example, they could be used to update motions, correct factual inaccuracy and include issues not covered elsewhere in the Final Agenda. It was also noted that motions submitted by the Executive were subject to priority voting.

Recommendation 3

Limits should not be introduced for Executive motions and amendments, but the Executive should be advised not to submit excessive numbers of motions and amendments.

6.4 The Working Party also discussed whether CBC should be able to composite Executive motions and amendments following consultation with the Executive. It was suggested that the Chair and Vice-Chairs of the relevant Committee could respond on behalf of the Executive about composited motions and amendments. The Working Party agreed that Recommendation 2 should also apply to motions and amendments submitted by the Executive, although CBC should not be able to include Priority Motions from the Executive in composite motions.

Recommendation 4

Conference Business Committee should composite motions and amendments submitted by the Executive where appropriate. In these circumstances the CBC processes would ensure that the Executive either move or second.

7 PARTICIPATION AND INVOLVEMENT OF DELEGATES

7.1 The Working Party noted that Conference had agreed in 1994 that a Secretary's Grant should be paid towards the cost of accommodation in addition to two rail fares. It was also agreed in 1994 that a 'New Delegates' Guide' should be produced, but at that time it had been decided that it would be difficult to organise an induction for new delegates. However, a successful briefing session for new delegates was organised at Conference in 2010 and again in 2011 when it was attended by 70 delegates. Several responses to the Conference Surveys indicated that the briefing sessions had been helpful.

7.2 Participation in Conference has varied since 1994, but there is evidence of increased participation since 2001. The Memorandum in 1994 included figures on Conference participation. For the Conferences from 1990 to 1993, an average of 62 associations submitted motions, an average of 44 associations submitted amendments and an average of 275 associations participated in priority voting. For Conference 2002, 41 associations submitted motions and 648 members attended those meetings. Amendments were submitted by 20 associations, with 382 members attending those meetings, and 66 associations and 994 members participated in priority voting (plus members in two associations were balloted).

7.3 For the Conferences from 2007 to 2010, an average of 737 members attended meetings that submitted motions, an average of 461 members attended meetings that submitted amendments and an average of 1,180 members attended meetings that agreed to vote for motions in priority voting. The figures for Conference 2011 were as follows:

56 associations submitted motions (944 members);
27 associations submitted amendments (544 members);
98 associations participated in priority voting (1633 members).

7.4 In 1994, there were 1,037 delegates at Conference but by 2004 the number of delegates had fallen to 955. Since 2005, the number of delegates at Conference has gradually increased to 1,044 delegates in 2011. This represented about 75% of the possible representation.

7.5 An important issue is increasing participation by members that are under-represented at Conference. In 2011 the equality monitoring form was returned by 638 delegates out of 1044. The main findings were as follows:

9% of delegates were aged 22-35 or under, while 41% of the Union's members are aged 22-35;

53% of delegates were aged 56 plus, while 18% of the Union's members are aged 56 plus;

9.2% of delegates described themselves as disabled, while 0.3% of the Union's members have informed the Union that they are disabled;

6.8% of delegates described themselves as lesbian, gay or bisexual (LGB), while 2.4% of the Union's members have informed the Union that they are LGB;

5.3% of delegates described their ethnic origin as Asian, black or mixed (black), while 5.3% of the Union's members have informed the Union that they are black;

49% of delegates were women, while 77% of the Union's members are women.

7.6 The Working Party agreed that these results suggested that women and young teachers are under-represented at Conference. It was pointed out that Asian teachers are also under-represented at Conference and it was important to encourage participation by black, disabled and LGBT teachers.

7.7 The Working Party discussed a suggestion that a new grant could be used to encourage associations to elect young teachers as delegates. Members of the Working Party were concerned that a financial grant would not change attitudes in some associations and it might not increase representation by members such as part-time women teachers with childcare responsibilities.

7.8 The Working Party received a report from the Organising & Membership Department. It was suggested that encouraging participation at local level through measures taken by associations and divisions directly might be a better starting point initially than new members attending Conference as a delegate, although participation at Conference could be increased through fringe meetings, the Union's exhibition stand, briefings for delegates from a Region or Wales, and an additional new delegates' briefing on Sunday afternoon. This second briefing could then help clarify procedural issues and address any

questions with the benefit of new delegates' having experienced the actual progress of Conference debates and proceedings as at that point.

Recommendation 5

Associations should be reminded of good practice regarding nomination and election of delegates with a view to increasing representation of women, younger members and diverse strands within the Union at Conference. New delegates' briefings should be held on the Friday and Sunday afternoons of Conference.

8. DEADLINES FOR ORIGINAL MOTIONS, PRIORITISATION AND AMENDMENTS

- 8.1** In 1994 Conference agreed to retain the fixed date of 15 November for the submission of motions. Following submission of motions, the Conference Business Committee meets in late November to consider the motions and the Conference Motions Booklet is despatched to associations in mid December. In 2011, some respondents to the Conference Survey expressed concern that this deadline meant that motions were often out of date, although another argued that the provision for Priority Motions allowed issues to be considered that were not known when motions and amendments were submitted.
- 8.2** The Working Party agreed that the current deadline of 15 November was too early, but it was felt that a deadline in January would be too late because of the Christmas holiday. Following discussion the Working Party agreed that the deadline for the submission of motions should be fixed at 3 December.
- 8.3** In 1994 Conference agreed that most deadlines should be fixed. The deadline of 31 January for prioritisation was retained and the deadline for amendments was fixed at 3 March. Fixed deadlines are easier for secretaries to remember but Annual Conference could be held in a five-week period between late March and late April depending on the date of Easter. In 2008 the deadline for amendments was less than three weeks before the Opening Session on 21 March, while in 2011 the deadline was seven weeks before the Opening Session on 22 April.
- 8.4** The Working Party noted that associations and divisions are increasingly using email to submit motions and amendments. This option was introduced for Conference 2002 when 27% of motions were submitted by email. This has increased to 72% for Conference 2011, while 82% of the amendments were submitted by email. It should also be noted that at least 60% of motions and 80% of amendments are usually submitted in the last two weeks before the deadlines.
- 8.5** Following discussion the Working Party agreed to abandon fixed deadlines for priority voting and amendments. A deadline for amendments of three weeks before Conference is clearly possible because this was the position before 1994. This would have resulted in a deadline of 29 February in 2008, although the dates of the Easter weekends mean that the earliest possible deadline in the next twenty years would be 4 March. This would be a little more than four weeks after the current deadline for prioritisation of 31 January, which suggests that a sensible fixed deadline for priority voting would be seven weeks before Conference. Later deadlines for priority voting between early February and early March would be helpful for associations if they are receiving the Conference Motions Booklet in early January rather than late December. The timetable for Conference 2013 would be as follows:

Deadline for submission of motions - 3 December 2012

Conference Motions Booklet despatched in early January

Deadline for priority voting - 8 February 2013 (7 weeks before Annual Conference)

Deadline for amendments - 8 March 2013 (3 weeks before Annual Conference)

Opening Session of Conference - 29 March 2013

8.6 The deadlines for priority voting and amendments would be as follows up to 2018

	Deadline for Priority Voting	Deadline for Amendments	Opening Session of Conference
2014	28 February	28 March	18 April
2015	13 February	13 March	3 April
2016	5 February	4 March	25 March
2017	24 February	24 March	14 April
2018	9 February	9 March	30 March

Recommendation 6

The deadlines for:

Submission of motions should be 3 December;

Priority voting should be 7 weeks before Annual Conference;

Amendments should be 3 weeks before Annual Conference.

9. REPRESENTATION AT CONFERENCE

9.1 The current representation formula for Constituent Associations was approved by Conference in 1964. It is as follows:

Two Representatives	1 to 350 members
Three Representatives	351 to 650
Four Representatives	651 to 950
Five Representatives	951 to 1,250
Six Representatives	1,251 to 1,550
Seven Representatives	1,551 to 1,850
Eight Representatives	1,851 to 2,150
Nine Representatives	2,151 to 2,450
Ten Representatives	2,451 to 2,750
Eleven Representatives	2,751 to 3,050
Twelve Representatives	3,051 & upwards
(which shall be the maximum)	

9.2 In addition, 'Each Division (other than a Division which is also a Local Association) may appoint two representatives'. Nearly all Constituent Associations were affiliated to the equivalent of a Multi-Association Division in 1964. Significant numbers of Constituent Associations started to form Single Association Divisions in the mid 1970s.

9.3 It has been clear for some time that there is a clear difference in representation between counties that retain Multi-Association Divisions and those that have Single Association Divisions. This difference has become more significant as the trend towards Single Association Divisions has continued.

9.4 Single Association Divisions with memberships of more than 5,000 have recently been established in Surrey and Hertfordshire. They are both entitled to 12 representatives (delegates), while a county with a Multi-Association Division and several Associations could be entitled to much more than 12 delegates, for example, the six Associations in the Hampshire Multi-Association Division had 5,632 members in September 2010, which entitled them to a total of 30 delegates at Conference in 2011.

9.5 The difference in representation between Multi-Association and Single Association Divisions would be reduced if representation was on the basis of 250 members with no maximum as proposed in the Conference motion adopted in 2011. The new basis of representation would be as follows:

One Representative	1 to 250 members
Two Representatives	251 to 500 members
Three Representatives	501 to 750
Four Representatives	751 to 1,000
Five Representatives	1,001 to 1,250
Six Representatives	1,251 to 1,500
Seven Representatives	1,501 to 1,750
Eight Representatives	1,751 to 2,000
Nine Representatives	2,001 to 2,250
Ten Representatives	2,251 to 2,500
Eleven Representatives	2,501 to 2,750
Twelve Representatives	2,751 to 3,000
Thirteen Representatives	3,001 to 3,250
Fourteen Representatives	3,251 to 3,500
Fifteen Representatives	3,501 to 3,750
Sixteen Representatives	3,751 to 4,000
Seventeen Representatives	4,001 to 4,250
Eighteen Representatives	4,251 to 4,500
Nineteen Representatives	4,501 to 4,750
Twenty Representatives	4,751 to 5,000
Twenty One Representatives	5,001 to 5,250
Twenty Two Representatives	5,251 to 5,500
Twenty Three Representatives	5,501 to 5,750
Twenty Four Representatives	5,751 to 6,000

The highest membership in September 2011 was 5,936.

9.6 The Working Party noted that the effect of this change would be that some associations with less than 1,000 members would lose a delegate, including those with up to 250 members that would only have one delegate, while some associations with more than 1,500 members would gain one delegate. Significant increases could result for associations with more than 3,000 members but only six associations had that many members in September 2010. Their possible representation at Conference in 2011 would have been as follows:

Birmingham - 23 delegates;
Devon - 14 delegates;
Hertfordshire - 23 delegates;
Staffordshire - 13 delegates;
Surrey - 21 delegates;
West Sussex - 17 delegates.

- 9.7 The Working Party agreed not to change the basis of representation but to remove the maximum size of delegation. This would alleviate the under-representation of large associations, while not reducing participation for smaller associations.

Recommendation 7

The basis of representation should not be changed but there should be no maximum size of delegation.

10. ELECTRONIC VOTING

- 10.1 Electronic voting was not covered in the Memorandum approved by Conference in 1994. The Priority Motion in 2003 recommended that electronic voting should be used at Conference and that voting would be on the basis of one-representative-one-vote. Following that Conference, the Executive considered electronic voting in detail, including presentations by two companies that provided electronic voting systems. In November 2004 it was estimated that the cost of electronic voting would be about £38,000. Following debate the Executive decided not to proceed with electronic voting for Conference 2005 due to the cost and the limited number of companies who could offer electronic voting.
- 10.2 Electronic voting was suggested by several responses to the Conference Survey in 2011. It would avoid the uncertainty of a show of hands and the delays caused by divisions. Reducing delays may become increasingly important as the three Equality Conferences can now submit a motion to Conference, although there have been fewer divisions at recent Conferences. There were three divisions in 2010 but there was only one division in 2011 and in the three Conferences before 2010. This is less than the average of five divisions at Conference between 1997 and 2001, which does not include three divisions at a Special Conference in 1998.
- 10.3 The Working Party received a demonstration of electronic voting. It included voting on motions, the CBC election, equality monitoring and questions from the survey of delegates. A proposal to provide electronic voting at Conferences 2013 to 2015 was considered at the following meeting.
- 10.4 The Working Party agreed that the cost of £64,000 for a three year lease could not be justified at present, particularly as there had been fewer divisions during recent Conferences. Some members of the Working Party stressed that they supported electronic voting in principle but the proposal was too expensive. It was also pointed out that the facility to survey Conference delegates quickly and effectively could be useful for campaigning and organising purposes, so that the survey and other similar technology available for potential use at conferences and events should be kept under review as it developed.

Recommendation 8

Electronic voting will not be introduced for the time being, but relevant technology should be kept under review for the future, including whether its use at Conference might assist with the Union's campaigning and organising priorities.

11. THE ARRANGEMENTS FOR SPEAKERS' CARDS

11.1 The arrangements for speakers' cards are covered by Standing Order 8. This Standing Order was clarified in 2010 but its meaning has not been changed for at least 20 years. Since 2008 respondents to the Conference Survey have suggested that the arrangements should be changed. Specific suggestions included opening the card table on Friday afternoon, choosing speakers randomly, cards should only be accepted for the current session, a limit of two speakers FOR and AGAINST and seconding formally should be encouraged. The Working Party noted that speakers were chosen by the chair at most other trade union conferences.

11.2 Concerns have been raised that speakers at Conference are predominantly male, despite the fact that around half of all delegates are female, which is why the Executive agreed that the gender of delegates speaking at Conference 2011 should be monitored and the wallet for delegates in 2011 included a flyer that encouraged women delegates to speak during Conference debates. The results were as follows:

Movers and Seconders

Male	106
Female	83

Other Speakers

Male	41
Female	28

11.3 Members of the Working Party were concerned that the current arrangements for speakers' cards involved delegates queuing from early on Saturday morning. This raised equality issues, particularly for delegates with childcare responsibilities. It was suggested that randomising speakers' cards would alleviate some of the equality issues by removing the incentive to queue on a Saturday morning. Another concern was that it was difficult to speak spontaneously during a debate.

11.4 Some members of the Working Party suggested that reducing the time that delegates were allowed to speak should allow more delegates to speak during debates. It was felt, however, that four minutes was sometimes needed to develop an argument. Following discussion the Working Party agreed that movers and seconders should continue to be allowed to speak for four minutes but other speakers, including those exercising a right of reply, should only be allowed to speak for three minutes.

11.5 Following discussion the Working Party agreed to suggest the following new arrangements:

- (i) Delegates may hand in cards for all debates 45 minutes prior to the Opening Session.
- (ii) Thereafter cards may be handed in 15 minutes prior to the commencement of any subsequent session and at any time during a session of Conference.
- (iii) At the close of each day of Conference, cards for the following day's debate will be processed. Firstly cards will be randomised and secondly put in female/male order.

- (iv) Cards submitted after (iii) above will be taken in order of receipt regardless of gender, except that where a delegate has already spoken three times during Conference (moving or seconding a motion/amendment or exercising the right of reply will not be counted), their card will be placed at the end of the list.
- (v) There is no restriction on the number of cards that may be handed in at one time.
- (vi) Delegates may only hand in cards to speak on a Priority Motion or suspension of Standing Orders following the distribution of the relevant report of the Conference Business Committee.
- (vii) Movers and seconders are asked to complete speakers' cards (yellow) and to hand these in at any time before the commencement of the relevant debate.

11.6 The Working Party also agreed that it would ask the Executive if it could consider proposing to Conference 2012 that the Standing Orders be adopted (as amended) on Friday at Conference in order to trial the suggested new arrangements for speakers' cards and assist in the consideration of the Memorandum.

Recommendation 9

Cards for all debates can be handed to the Speakers' Card Table 45 minutes prior to and during the Opening Session. The Speakers' Card Table will be open throughout Conference. Delegates will only be able to hand in cards to speak on a Priority Motion or suspension of Standing Orders following the distribution of the relevant report of the Conference Business Committee.

Recommendation 10

At the close of each day of Conference, speakers' cards for the following day's debate will be randomised and then put in a female/male order. Delegates will continue to be able to hand in cards during debates and these will be taken in order of receipt. The proposed speaking order in a debate should be made available to Conference delegates.

Recommendation 11

Members of Conference that have spoken three times or more during Conference, excluding moving and seconding of motions and amendments and exercising the right of reply, should be put at the end of the speaking order.

Recommendation 12

Movers and seconders should continue to be allowed to speak for four minutes but other speakers, including those exercising a right of reply, should only be allowed to speak for three minutes.

12. MOTIONS THAT ARE ALREADY UNION POLICY

- 12.1** The Working Party noted that in recent decades the Conference Business Committee has not carried out the requirement to mark with an asterisk motions which were already accepted as Union policy and had been debated in the previous two Annual Conferences. Associations would only be able to vote for two asterisked motions during priority voting.
- 12.2** This procedure was approved by Conference in 1964 and was recommended in a Memorandum because, 'A criticism of the Conference agenda in recent years has been that year by year the same or similar motions reach a high place on the agenda, motions which command general agreement and upon which there is no real debate'. This point is still made by some delegates, although motions are often submitted to remind Conference about Union policy and it might be difficult to decide whether all of a motion is already accepted as Union policy. Following discussion the Working Party agreed that the requirement should be carried out.

Recommendation 13

The requirement for Conference Business Committee to mark with an asterisk motions which are already accepted as Union policy and have been debated in the previous two Annual Conferences should be adhered to by the Conference Business Committee.

13. REVIEW OF RECOMMENDATIONS

- 13.** The Working Party agreed that the recommendations that are approved by Conference 2012 should be reviewed following Conference 2013 by a Working Party with eight Executive members, the eight lay members of the Conference Business Committee and chaired by the President. A report of the review should be provided to Conference 2014.

Recommendation 14

The recommendations of the Memorandum, if approved by Conference, should be reviewed following Conference 2013 and a report of the review should be provided to Conference 2014.

SUMMARY OF RECOMMENDATIONS

- 1. Word count limits should not be introduced but secretaries should be advised that original motions should not be more than 350 words and original amendments should not be more than 200 words. Revised guidance should be issued on drafting motions and amendments. The guidance should be put on the Union's website and referred to in The Teacher.**
- 2. Conference Business Committee should composite more motions and amendments following consultation by the office with associations and divisions, which would have five working days to respond. The Union's Officers would meet in advance of such consultation to approve any suggested groupings of motions and amendments. Motions could stand alone if agreement on a composite were not possible.**
- 3. Limits should not be introduced for Executive motions and amendments, but the Executive should be advised not to submit excessive numbers of motions and amendments.**
- 4. Conference Business Committee should composite motions and amendments submitted by the Executive where appropriate. In these circumstances the CBC processes would ensure that the Executive either move or second.**
- 5. Associations should be reminded of good practice regarding nomination and election of delegates with a view to increasing representation of women, younger members and diverse strands within the Union at Conference. New delegates' briefings should be held on the Friday and Sunday afternoons of Conference.**
- 6. The deadlines for:**
Submission of motions should be 3 December;
Priority voting should be 7 weeks before Annual Conference;
Amendments should be 3 weeks before Annual Conference.
- 7. The basis of representation should not be changed but there should be no maximum size of delegation.**
- 8. Electronic voting will not be introduced for the time being, but relevant technology should be kept under review for the future, including whether its use at Conference might assist with the Union's campaigning and organising priorities.**
- 9. Cards for all debates can be handed to the Speakers' Card Table 45 minutes prior to and during the Opening Session. The Speakers' Card Table will be open throughout Conference. Delegates will only be able to hand in cards to speak on a Priority Motion or suspension of Standing Orders following the distribution of the relevant report of the Conference Business Committee.**
- 10. At the close of each day of Conference, speakers' cards for the following day's debate will be randomised and then put in a female/male order. Delegates will continue to be able to hand in cards during debates and these will be taken in order of receipt. The proposed speaking order in a debate should be made available to Conference delegates.**

- 11. Members of Conference that have spoken three times or more during Conference, excluding moving and seconding of motions and amendments and exercising the right of reply, should be put at the end of the speaking order.**
- 12. Movers and seconders should continue to be allowed to speak for four minutes but other speakers, including those exercising a right of reply, should only be allowed to speak for three minutes.**
- 13. The requirement for Conference Business Committee to mark with an asterisk motions which are already accepted as Union policy and have been debated in the previous two Annual Conferences should be adhered to by the Conference Business Committee.**
- 14. The recommendations of the Memorandum, if approved by Conference, should be reviewed following Conference 2013 and a report of the review should be provided to Conference 2014.**

Model Composite Based on Motion 38

Academies and Free Schools

MOTION 38 (Camden) to move,
(Stoke on Trent) to second:

Conference notes that:

1. The Academies Act was rushed through Parliament in July 2010 in order to stifle full and proper public debate;
2. The coalition government is seeking to make Academies the 'norm' by the end of the parliament;
3. The consultation, financial and political processes that allow 'outstanding' schools to convert to Academy status undermine local democracy and the family of schools;
4. The coalition government's aim is to create a 'domino' effect that will see thousand more schools become Academies;
5. Free Schools are essentially new schools set up as Academies

Conference believes that:

- (i) Further development of Academies and Free Schools will increasingly undermine comprehensive, state education;
- (ii) The real motive for Academies and Free Schools is not 'raising standards' but privatisation and deregulation of state education;
- (iii) The coalition government intends to undermine the role of Local Authorities;
- (iv) As cuts proceed, headteachers are being bribed to take the Academy route in order to protect their own school at the expense of other local schools and central services often provided for the most vulnerable children;
- (v) Every Free School created threatens other local schools and raises the spectre of declining rolls and possible closure.

Conference agrees to:

- a. Continue to oppose all Academies and Free Schools;
- b. Campaign with other organisations, including the Anti Academies Alliance (AAA), both across cities and towns, and on a school by school basis where headteachers initiate an 'expression of interest' to convert;
- c. Continue to support the AAA, parents and other stakeholder groups with financial, legal and political resources to enable effective campaigns;
- d. Encourage and support Union members to take strike action, where possible with other unions, against proposals to convert to academy status;
- e. Seek to develop closer links with Local Authorities, headteachers and governors to protect and promote the local family of schools to ensure a fairer school system for all.

Amendments

New 38.1 **Composite of amendments from Bristol, Lambeth, Birmingham, Coventry, Lewisham, Islington, City of Leicester, South Nottinghamshire, Calderdale, Leeds, Kirklees, Bradford, Hammersmith and Fulham, Oldham, Waltham Forest, Southwark, Leicestershire (38.1, 38.2, 38.4, 38.5, 38.6, 38.7, 38.9, 38.10, 38.11).** *Text in italics was carried and included in the resolution (Amendments 38.1 and 38.2).*

After "Conference notes" add at the end of point 2:

", not least in the provision in the Education White Paper that all new schools must be established as academies."

Add at end of point 4 "At the same time, this piecemeal approach is designed to force the opposition into piecemeal responses."

Delete point 5, substitute new point 5:

"Free schools are new schools similar to academies, however Conference is concerned that they have the right to employ teachers without qualified teacher status and automatically set their own pay and conditions for staff and will not have the same facilities as other state schools such as outdoor play space. Conference is also concerned that a great number of free school applications are coming from religious sponsors and that the Catholic Church has decided to remove its opposition to Academies. We also note with concern powers being conferred on the Secretary of state to acquire sites for free school."

Add new points:

6. *Working conditions in many Academies are particularly affecting members with family commitments as the 'freedom' to innovate often leads to changing holiday patterns, a longer working day and an increased workload.*
7. *As Academies come outside local authority conditions many family friendly policies, including maternity leave, are at risk of being worsened.*
8. *The publication of Lord Hill's letter of December 2010 illustrates that the purpose of academies is to undermine national pay and conditions.*
9. *The Free schools programme will undermine the role of local authorities in planning future provision.*
10. *Many school groups and divisions have successfully opposed conversion to academy status."*

After 'Conference believes that':

- (i) Add at end, "and community cohesion and the role of democratically-accountable local authorities".
- (ii) Insert after "raising standards", "or providing opportunities for the less advantaged"
- (ii) *add: "and national pay & conditions"*
- (v) *insert after 'created...': "diverts capital and revenue funding away from other local schools and..."*

Add new points:

- (vi) Academies and Free Schools pose a real threat to trade unions and their capacity to represent and organise members;
- (vii) *Policies that aim to improve work-life balance, and to give rights to those with childcare and caring responsibilities are essential and are being seriously undermined in Academies. This will reverse any gains made in Equality work and make it much harder to negotiate collectively on these policies.*
- (viii) *The consultation process set out in the Academies Act is effectively meaningless and possibly unlawful as it can be conducted after the decision is made to convert to academy status;*

- (ix) *That TUPE arrangements do not constitute effective protection when converting to academy status as employers can re-organise staffing structures immediately after conversion.*

Amend "Conference agrees to" to "Conference instructs the Executive to".

Amend (a) to read "Continue to oppose the creation of Academies and Free Schools"

Add new point b and re-letter:

- "b. Urge all school unions groups to meet and pass the Union's model motion opposing conversion to academy status;"*
- c. Add "significant, additional" before "financial..." and add at the end "and to encourage local divisions to make significant annual donations to the AAA;"*
- d. Add at end "seek to co-ordinate any action where groups of schools are seeking conversion."*

New point e. add at end:

"to explore ways in which members in schools affected by the opening of free schools can take industrial action to protect their jobs."

Add new points:

- "g. Commission research into the impact of Academy status on all equality issues including those affecting pupils;*
- h. Issue guidance for members on how to use Equality Impact Assessments to further campaigns to stop Academies and to improve conditions for members working in Academies.*
- i. Use current TUC research and conduct our own to investigate the limitations of TUPE in protecting working conditions, lead to a two-tier workforce and the erosion of gains made in family friendly policies."*
- j. Write to the government seeking (i) a withdrawal of Lord Hill's letter (ii) a change in the consultation process set out in the Academies act, so consultation must happen before any decision and (iii) substantive guarantees that national pay and conditions will be retained for all teachers;*
- k. Declare a dispute with the government if no satisfactory response is forthcoming;*
- l. Develop campaigning initiatives aimed at highlighting the threat to pay and conditions to our members seeking to involve them in the campaign;*
- m. Consider a ballot for strike action in defence of national pay and conditions as part of this campaign;*
- n. Consider legal challenges to the process of academy conversion over issues such as the timing, breadth and scope of consultation; accuracy of information provided and the failure to do adequate Equality Impact Assessments prior to conversion;*
- o. Seek the broadest possible support from other unions for these initiatives.*
- p. Instruct the Executive to urgently undertake a review of current Union structures at national, regional, division and association levels to assess whether they are currently suitable for representing members effectively in the face of greater numbers of Academies and the potential weakening of local authorities and to report their findings and any recommendations to Conference in 2012;*
- q. Seek local support from sympathetic councillors and MPs and political parties.*
- r. Seek talks with national opposition shadow education spokespersons to try to obtain their support;*
- s. Raise at every opportunity, in the press, the Teacher magazine, at Government Level and at National Conference, the failure of the Academies programme;*

- t. Encourage divisions and school groups in Catholic Schools to make representations to their Bishop and to their diocesan board of education opposing any move to convert existing Catholic VA schools into Academies;
- u. Initiate a project to develop a more strategic approach to the campaign against the effects of neo-liberalism and in support of an expansive and human vision of education for all, working both within the Union (including considering nationally co-ordinated action) and, wherever possible, in alliance with other organisations and individuals who share our position.”

New 38.2 (Old 38.3) (Executive) to move,
(Executive) to second:

Under point 3, delete “outstanding”.

Delete point 5 and replace with:

“Free Schools are new schools set up as Academies that do not even have to employ qualified teachers.”

Delete point a. and replace with:

“Continue to oppose all new Academies and all Free Schools whilst building strong union groups in Academies and continuing to support all members including those in Academies.”

Add new point b. and renumber:

“Encourage associations and divisions to call meetings of school groups in all schools asking them to pass the Union’s motion opposing Academy conversion (or a similar motion) and to call on their governing body to reject Academy status.”

Insert at beginning of new point c. (formerly point b.):

“Encourage Associations and Divisions to”

Delete new point d. (formerly point c.) and replace with:

“Encourage associations and divisions to campaign with organisations, including the Anti Academies Alliance, wherever a school is intending to convert to Academy status.”

Add new points g. and h. as follows:

“Continue to work to secure continuing trade union recognition in operational academies and maintain members' pay and conditions in line with those for LA maintained schools;

“Continue to work to build a strong union group and ensure an NUT representative in every operational Academy in order to provide effective support for members in Academies”

New 38.3 (Old 38.8)(Central Nottinghamshire) to move,
(Central Nottinghamshire) to second:

Add new point e and re-number accordingly:

- e. Organise indicative strike ballots, in consultation with the appropriate local associations and divisions, in every school where academy status is being considered by the governing body. Send anti-academy material to reps and members in these schools to home and school addresses urging a yes vote in the indicative ballot.

Amendments 38.4, 38.5, 38.6, 38.7, 38.9, 38.10 and 38.11 in the Final Agenda 2011 (included in the model composite – text in bold was not included).

38.4 (City of Leicester) to move,
(City of Leicester) to second:

Add new point 5 and re-number accordingly.:

- "5. The decision of the Catholic Church to remove its opposition to Academies, **thereby contributing to this ‘domino’ effect.**"

Add new point (iii) : and re-number accordingly.

"(iii). The decision of the Catholic Church to remove its opposition to Academies is in conflict with its long-standing ‘social mission’ to promote equality, social cohesion and combat social deprivation."

Add new point e and re-letter accordingly.

- "e. Encourage divisions and school groups in Catholic Schools to make representations to their Bishop and to their diocesan board of education opposing any move to convert existing Catholic VA schools into Academies."

38.5 (South Nottinghamshire) to move,
(Calderdale) to second:

Add additional point after ‘Conference believes that:’

"(vi) Academies and Free Schools pose a real threat to trade unions and their **members.**"

Add point additional point after ‘Conference agrees to:’

- "f. Instruct the Executive to undertake a review of current Union structures at national, regional, division and association levels to assess whether they are currently suitable for representing members effectively **in Academies and Free Schools** and to report their findings and any recommendations to Conference in 2012."

38.6 (Leeds) to move,
(Kirklees) to second:

Add new (vi) **"The spread of Academies and Free Schools presents new challenges to the Union’s capacity to represent and organise members that are greater in scale than any we have seen in our lifetimes."**

At the beginning of the third paragraph, amend “Conference agrees to” to “Conference instructs the Executive to”.

Amend (a) to read “Continue to oppose the creation of Academies and Free Schools”

Add new (f) **“Consider urgently how the Union can develop its capacity to support local associations and divisions** in the face of greater numbers of Academies and the potential weakening of local authorities.”

38.7 (Waltham Forest) to move,
(Waltham Forest) to second:

Delete point 5, substitute new point 5:

“Free schools are new schools similar to academies, however Conference is concerned that they have the right to employ teachers without qualified teacher status and automatically set their own pay and conditions for staff and will not have the same facilities as other state schools such as outdoor play space. Conference is also concerned that a great number of free school applications are coming from religious sponsors. We also note with concern powers being conferred on the Secretary of state to acquire sites for free school.”

Delete Point (v), substitute new point (v):

“Free schools not only pose a massive threat to other local schools and may force the closure of many, to community cohesion, and to comprehensive education and to democratically accountable local authorities.”

Point d. add at end:

"to explore ways in which members in schools affected by the opening of free schools can take industrial action to protect their jobs."

38.9 (Oldham) to move,
(Oldham) to second:

Add new point f:

“Seek local support from sympathetic councillors and MPs and political parties.”

Add new point g:

“The Executive to seek talks with national opposition shadow education spokespersons to try to obtain their support.”

38.10 (Southwark) to move,
(Southwark) to second:

"Conference instructs the Executive to:

Raise at every opportunity, in the press, the Teacher magazine, at Government Level and at National Conference, the failure of the Academies programme.

"This has been demonstrated locally, through the impending closure of an Academy church school in Southwark, which previously under the local Authority, was not a failing school and the subsequent takeover by another academy sponsor, as a glaring example that turning Local Authority Community schools into Academies to make them better is not the way forward."

38.11 (Leicestershire) to move,
(Leicestershire) to second:

Under "Conference notes that", add at the end of point 2:

", not least in the provision in the Education White Paper that all new schools must be established as academies."

Add at end of point 4 "At the same time, this piecemeal approach is designed to force the opposition into piecemeal responses."

Under "Conference believes that", in point (i). Insert "democratically-accountable" between "comprehensive" and "state".

Add at end, "and the role of local authorities".

In point (ii). Insert after "raising standards", "or providing opportunities for the less advantaged"

Delete point (iii) and replace by, "The main reason for the government's piecemeal approach to these policies is to force its opponents into piecemeal responses."

Under "Conference agrees to", insert at end new point (f):

"Initiate a project to develop a more strategic approach to the campaign against the effects of neo-liberalism and in support of an expansive and human vision of education for all, working both within the Union (including considering nationally co-ordinated action) and, wherever possible, in alliance with other organisations and individuals who share our position."

1. Rule Changes to Implement the Recommendations of the Annual Conference Review Working Party

27. (a) Each Constituent Association may send to Conference representatives according to the following scale. This scale shall be made up of the number of those members, other than student members, of the Constituent Association in the previous year.

	1 to 350	Two Representatives
	351 to 650	Three Representatives
	651 to 950	Four Representatives
	951 to 1,250	Five Representatives
Membership (other than Student Membership as defined in Rule 37(f))	1,251 to 1,550	Six Representatives
	1,551 to 1,850	Seven Representatives
	1,851 to 2,150	Eight Representatives
	2,151 to 2,450	Nine Representatives
	2,451 to 2,750	Ten Representatives
	2,751 to 3,050	Eleven Representatives
	3,051 to 3,350	Twelve Representatives
		(which there shall be the no maximum and thereafter one Representative for every extra 300 members)

- (b) A Constituent Association may appoint, from amongst its officers, ex-officio representatives to Conference and shall elect by ballot all other Conference representatives.
- (c) Each Division (other than a Division which is also a Local Association) may appoint two representatives to attend Annual and Special Conferences of the Union.

Agenda of Annual Conference

30. (a) Original motions for discussion for Annual Conference may be submitted by the Executive, Constituent Associations and Divisions. No Constituent Association or Division shall submit more than six original motions for discussion at the Annual Conference and no notice of motion shall be placed upon the Agenda of such a Conference except such as may have been proposed by the Executive, Constituent Associations or Divisions subject to the powers of the Conference Business Committee (see Appendix II) and subject also to the provisions of Rule 30(f) and Rule 30(g).
- (b) Notices of original motion for the Annual Conference must be submitted, in writing, to the General Secretary during the six-week period terminating November 15 and shall be considered by the Conference Business Committee and placed under subject headings and allocated to the appropriate sections based on the Report of Committees in the Annual Report of the Executive.
- (c) In addition to motions submitted under Rules 30(a) and (b), original motions for discussion at Annual Conference may be submitted, before ~~November 15~~ **3 December** in the year prior to the Conference at which they may be considered, by a body constituted and approved by Conference as a body having as its purpose to contribute to the development of Union policies against discrimination and inequality and representative of a section of the membership of the Union having a common interest which is distinct from that of the generality of members. Any such motion or motions shall be limited to matters which are directly relevant to that interest for which the body by which they are submitted was established. Subject to the Conference Business Committee being satisfied that the motion or motions concerned are properly submitted in accordance with this rule, the Conference Business Committee shall then allocate such a motion or motions to a section of the Agenda of Conference established for their consideration.
- (d)(i) The list of original motions for the Annual Conference, as arranged, classified and approved by the Conference Business Committee, with those motions which are already accepted as Union policy and have been debated in the previous two Annual Conferences of the Union marked with an

asterisk shall be printed in January and forwarded to Constituent Associations and each Association shall be asked to select

- (a) from amongst the motions submitted under Rules 30(a) and (b) the six original motions, of which only two shall be asterisk motions, it considers most important, and
- (b) from amongst the motions submitted under Rule 30(c) the one motion it considers most important.

The closing date for priority voting shall be ~~January 31~~ **seven weeks before the start of Conference**. The result of the voting shall determine the order of the subjects and the particular motions for discussion, except as provided in Rule 30(f) and 30(g). Original motions in the order of voting shall be included in the appropriate section of the Agenda of Conference.

- (ii) A Constituent Association or Division may submit up to six amendments to motions submitted under Rules 30(a) and (b) and ordered under Rule 30(d)(i) and may, in addition, submit up to two amendments to motions submitted under Rule 30(c) and ordered under Rule 30(d)(i).
- (e) (i) Only memoranda which have been requested by a previous Conference shall be placed on the Agenda for discussion at Conference.
(ii) Amendments to (i) motions, or (ii) The Report of the Executive, or (iii) Any Special Report or Memorandum submitted by the Executive, or (iiii) Standing Orders of Conference, shall be submitted, in writing, to the General Secretary of the Union by ~~3 March in each year~~ **three weeks before the start of Conference**. These amendments shall be included in the Final Agenda, which is circulated to Conference representatives prior to Conference.
- (f) Any of the following items of business shall take precedence over considerations of motions in accordance with Rule 30(d).
 - (i) The necessary formal business of any Public Session;
 - (ii) The Annual and any Special Reports or Memoranda of the Executive which shall be taken at such sessions as indicated in the Standing Orders of Conference.
- (g) The Executive shall be empowered to place on the Conference Agenda a motion or motions involving subject matter of urgency or priority. However no urgency or priority motion of the Executive shall be debated unless Conference so decides by a majority vote after the suspension of Standing Orders has been moved. Suspension of Standing Orders shall allow only one speaker for and against.
- (h) All Sessions of Conference shall be Public Sessions with the exception of one Private Session, to be provided for as indicated in the Standing Orders of Conference, which shall be a Session devoted to the Accounts provided always that Conference can sanction such further Private Sessions as may be deemed necessary.

Conference Documents

- 32. (a) The General Secretary shall forward to the Secretary of each affiliated Constituent Association by 10 February in each year the number of copies as shall have been previously ascertained of the Report of the Executive together with such Memoranda or Reports which may be submitted to Conference for discussion.
- (b) The General Secretary shall forward to each duly recognised member of Conference by ~~24 February~~ **five weeks before the start of Conference** a copy of the Report of the Executive to Conference, a copy of the Conference Agenda together with such Memoranda or Reports which may be submitted to Conference for discussion, and a voting paper for the elections to the Conference Business Committee.

APPENDIX II - CONFERENCE BUSINESS COMMITTEE

B - PROCEDURE

I - Conference Motions

- (1) The Committee shall only consider such motions as have been submitted to the General Secretary during the six week period terminating ~~15 November~~ **3 December**.
- (7) The Conference Business Committee shall place any original motions submitted by the Executive in the appropriate section for submission to Constituent Associations for voting on the order of the Conference agenda. ~~Such motions shall not be amalgamated with any other motion(s) to form composite motions.~~ **Urgency or priority motions shall not be amalgamated with any other motion(s) to form composite motions.**

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Published by the National Union of Teachers, Hamilton House, Mabledon Place, London WC1H 9BD
Printed by The College Hill Press Ltd (TU), London and Worthing