

STANDING ORDERS – REGIONAL EQUALITIES CONFERENCES

Regional Women’s, Black, Asian & Ethnic Minority Members, Disabled Members and LGBT Conferences

1) Purpose

The Regional Women’s, Black, Asian & Ethnic Minority Members, Disabled Members and LGBT Conferences shall have two purposes:

- 1.1 strategic – focus on the situation in the Region for the appropriate membership :
 - women
 - black, Asian & ethnic minority members
 - disabled members
 - or LGBT membersand set a local strategic agenda, including an organising strategy within the parameters of national policy
- 1.2 to elect representatives to attend the Regional Women’s, Black, Asian & Ethnic Minority Members, Disabled Members or LGBT Committee

While one of the purposes of the conference will be to focus on the strategic position of the sector in the region, with a view to formulating an action plan and organising strategy for the Regional Women’s, Black, Asian & Ethnic Minority Members, Disabled Members or LGBT Committee, it will not be the purpose of the conference to submit motions to higher bodies of the union. Motions on matters for women, BAEM, disabled or LGBT members to the National Women’s, Black, Asian & Ethnic Minority Members, Disabled Members or LGBT Committee will be allowed.

It will not be the purpose of the conference to decide nominations to other bodies or elect delegations to bodies other than the Regional Women’s, Black, Asian & Ethnic Minority Members, Disabled Members or LGBT Committee. The route for submission of motions to Regional Committees and other higher bodies of the union, including National Women’s, BAEM, Disabled and LGBT Conferences will be dealt with by the Executive Council at a later date.

2) Attendees

- 2.1 The Regional Women’s Conference will be open to all women accountable representatives of workers to attend;
the Regional Black, Asian & Ethnic Minority Members Conference to all BAEM accountable representatives;
the Regional Disabled Members Conference to all disabled accountable representatives; and
the Regional LGBT Conference to all LGBT accountable representatives.
- 2.2 The Executive Council will place a requirement upon Regional Secretaries to ensure that there is the maximum participation of women and BAEM accountable representatives at all Regional Equalities Conferences.

2.3 All accountable representatives of workers who are women, BAEM, disabled or LGBT members will be eligible to stand for election to the Regional Women's, BAEM, Disabled Members or LGBT Committee, as appropriate.

2.4 When the Regional Women's, BAEM, Disabled Members or LGBT Committee is divided into occupational or other constituencies, only those delegates from that constituency may vote at the conference in the election for that section of the Regional Women's, BAEM, Disabled Members or LGBT Committee.

2.5 Regional Equalities Committees will usually consist of not less than 10 delegates and not more than 20.

2.6 The Regional Secretary shall set the date for the Regional Equalities Conferences and ensure that appropriate AGS/National Officials are given sufficient notice of the scheduled dates. The Regional Secretary shall send a calling notice to all appropriate accountable representatives of workers advising of the date, time and venue of their specific Regional Equalities conference.

3. Chair

3.1 The conference shall elect a delegate to Chair the Conference from amongst the delegates in attendance.

3.2 The Chair shall have an ordinary vote on all matters

3.3 The Chair shall not have a casting vote

4. Secretary

4.1 The Regional Secretary (Regional Women's Organiser or other appropriate regional official delegated by the Regional Secretary) shall act as Secretary to the conference – advising the chair as appropriate and recording decisions taken and the outcome of the elections.

5. Order of Business

5.1 The Order of Business for the Conference shall include:

5.1.1 Report of the Secretary on the conduct of the Conference including the elections.

5.1.2 Election of Chair

5.1.3 Apologies for Absence

5.1.4 Election of Tellers

5.1.5 Discussion of Regional Strategy (including organising strategy and bargaining strategy) for Unite Women/BAEM/Disabled/LGBT members to be led off by the AGS/National Officer

5.1.6 Equalities

5.1.7 International

5.1.8 Election of delegates to sit on the Regional Women's, Black, Asian & Ethnic Minority Members, Disabled Members, or LGBT Committee

6. Conduct of election of delegates to sit on the Regional Women's, BAEM, Disabled Members, or LGBT Committee

6.1 The Regional Administration shall provide details of the number of delegates to be elected to the Regional Women's, BAEM, Disabled Members or LGBT Committee and the constituencies they shall be elected from as appropriate.

6.2 The Regional Administration shall also provide details of the proportion of women and/or Black and Asian ethnic minority delegates to achieve proportionality on the committee.

6.3 For the purposes of supervising the election the conference shall elect two tellers who are not candidates in the election.

6.4 Nominations will have been made in advance of the conference.

6.5 Votes shall be cast by a ballot vote from amongst those constituency delegates present at the Conference.

6.6 Any dispute about the conduct of an election should be settled by the Chair. If it is not possible to settle any dispute at the Conference, then an appeal should in the first be lodged with the Regional Secretary who has overall responsibility for the conduct of the elections.

6.7 In the unlikely event that any such dispute cannot be settled in the Region, an appeal against the decision of the Regional Secretary can be forwarded to the Joint General Secretaries, who may delegate handling the appeal to an appropriate senior official.

7. Conduct of Business

7.1 The Chair shall be responsible for the conduct of the meeting. Delegates may only speak when called by the Chair. The Chair shall have discretion on whether to allow a delegate to speak more than once on a subject.

7.2 The Chair shall have the same speaking rights as any other delegate. In addition, the Chair may intervene during or at the conclusion of any discussion, to clarify the issues decided and/or to sum up the discussion.

7.3 A delegate who wishes to raise a point of order (which must be confined to the manner in which the meeting is being conducted) should say "*point of order*" and hold his/her hand aloft until called by the Chair. Subject to that exception, delegates should not interrupt another speaker.

7.4 The ruling of the Chair on any question relating to the conduct of the meeting shall be final unless a challenge to the Chair is supported by at least two thirds of the delegates present.

7.5 Save as provided herein, the business of the Conference shall be conducted in accordance with the normal rules of debate as laid down by Walter Citrine in the ABC of Chairmanship.

7.6 In the event of an equality of votes, the proposition before the conference shall not be carried.

8. Smoking/Alcohol

8.1 There shall be no smoking or consumption of alcohol allowed at the Conference.