

National Sector Conferences 2011

Civil Air Transport

Hilton Brighton Metropole Hotel

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**CIVIL AIR TRANSPORT
National Industrial Sector Conference
Balmoral Suite, Hilton Brighton Metropole Hotel
Monday 28 November 2011**

A G E N D A

Plenary session.

This will take place in the Oxford Suite, Hilton Brighton Metropole Hotel at 9 a.m. (see enclosed plan) and will be chaired by Tony Woodhouse, Chair Unite Executive Council. The business for this session will include:

1. General Secretary's Report
2. Assistant General Secretary's Report
3. Contributions from the mothers of the Miami 5.
4. Nominations for the SOC for the 2013 National Industrial Sector

Conference will also be taken at this session.

Following the plenary session each conference will adjourn to its own room and follow the agenda set out below:

**Civil Air Transport
National Industrial Sector Conference
Buckingham Suite, Hilton Brighton Metropole Hotel
The conference will be chaired by the
National Industrial Sector Committee Chair**

5. Apologies, Introductions and National Officers welcome
6. National Reports by Brendan Gold, National Officer
7. 100% Campaign
8. Consideration of Sector Motions
9. Guest Speakers
10. Elections
 - (a) Unite delegation to the 2012 TUC (Brighton)
 - (b) Unite delegation to the 2013 TUC

Delegate List 2011

REGION	FORENAME	SURNAME	Delegate no.
East Midlands	John	Tandy	1
London & Eastern	H	Atwal	2
London & Eastern	Atwar	Bolina	3
London & Eastern	Lisa	Carr	4
London & Eastern	Emma	Denmark	5
London & Eastern	Bruce	Donaldson	6
London & Eastern	Patrice	Due	7
London & Eastern	Jasvinder	Gill	8
London & Eastern	Peter	Harvey	9
London & Eastern	Lesley	Humphrey	10
London & Eastern	Mark	Ive	11
London & Eastern	Chris	Jackson	12
London & Eastern	Ian	Kemp	13
London & Eastern	Sharoon	Khan	14
London & Eastern	Roy	Khan	15
London & Eastern	Lee	Ly	16
London & Eastern	Nicky	Marcus	17
London & Eastern	John	Mason	18
London & Eastern	Peter	McGinn	19
London & Eastern	Liam	O'Gara	20
London & Eastern	Janet	Ola	21
London & Eastern	James	Peters	22
London & Eastern	Paul	Schroder	23
London & Eastern	Linda	Sendall	24
London & Eastern	Denise	Smith	25
London & Eastern	John	Sterne	26
NEY&H	Craig	Singleton	27
North West	Steve	Barnes	28
North West	Brian	Norbury	29
North West	Collette	Parsons	30
South East	Laura	Gray	31
South East	Steve	Guy	32
South East	David	Smith	33
South East	Christina	Wheeler	34
South West	Martin	Pearce	35
Wales	Tony	Mullett	36
West Midlands	Christine	Doman	37

CIVIL AIR TRANSPORT

SECTOR MOTIONS

1 Shift Work Cancer

Proposes that we encourage and increase awareness of the possible link between Night Shift Workers and Breast Cancer.

Norway has now classed this as an Industrial Injury. Once an EU Country agrees this is an Industrial Injury then the UK may take notice.

1. Companies that employ shift workers should encourage work place breast screening.
2. Push that once a link is established then it is classed as in Industrial Injury

Moved by: Tina Wheeler
Seconded by: Dave Smith
South East

2 Dismantling of Customer Support Programme within British Airways

This conference notes the conclusion of the long running and bitter dispute between British Airways and their cabin crew, represented by BASSA Unite, earlier this year.

Welcomes the conclusion of the dispute but still has major concerns about the maintenance of the Customer Support Programme, set up by BA management to organize “volunteers” to maintain flight operations during periods of strike action.

Believes that the continued existence of this department allows BA management to continue to recruit and train what in effect could be a reserve army of strike breakers, to be used during periods of future industrial conflict *anywhere* within BA, to maintain their operations at the same time undermining the effectiveness of industrial action. In effect, it could be argued, BA management are institutionalizing scabbing within the company. Further believes that such an initiative has implications for aviation workers beyond the ranks of BA, as other employers might see the benefits of creating similar operations within their own organisations.

Therefore resolves to call upon our leadership, from the General Secretary, through to the CAT National Secretary and the Executive to take up this issue with British Airways, and press for the dismantling of the Customer Support Programme with the company, raising the matter with them at every opportunity, and continue to raise it until such times as the company concedes to the union’s position and agrees to wind up its strike breaking operation.

Moved by: Steve Guy
Seconded by: Jeff Edwards
South East

3 Baggage Weights

Deplores the fact that legislation has still not been put in place to place a limit of 23 kg in respect of all types of baggage. Our members working within ground crew/security/check in/cabin crew continue to be injured by over weight baggage, with minimal turn around times, work in confined spaces all contributing. Conference calls for a re-invigorated campaign on “Lighten up” to be robustly pursued.

Moved by: Martin Pearce
Seconded by:
South West

4 B.A. European Works Council

Conference supports the establishment of a British Airways Works Council.
Following the recent merger with Iberia and the emergence of the I.A.G.(International Aircraft Group), we recognise the importance of a co-ordinated approach, particularly in the wake of the recent B.A. cabin crew dispute

Moved by: Tony Mullett
Seconded by:
Wales

National Sector Conference 2009

- Joint General Secretaries Report
- National Officers Reports to Conference
- Conference Report

Report of the Civil Air Transport National Industrial Sector Conference 2009

Joint General Secretaries' Report

I. Winning the Battles that Face Us

Good morning. Colleagues, this is a day along the process, but it is a day that I have been looking forward to for a long time when we bring together our industrial strength in the sector conferences. What is so vital about sector conferences is it gives you the individual right within your sector to determine your policies. It is not going to be determined by anyone else. It will be determined by you. There is not any more lay democratic process anywhere at all than what you are doing now, and you are doing it within the bounds of Unite. And why? Because as individual sectors, we would not have the strength to win the battles that face us.

We knew this when we first discussed bringing together I, in Amicus with four recently merged unions, and Tony with the T&G bringing those together. The only merger in the history of the movement that I can recall, that is not based on the fact that one or other partner were a lame duck; financially or in membership difficulties. It has been brought together for a strategic reason. There is an obvious reason: strength in the workplace, strength in your workplaces. We could spend our time fighting together instead of fighting each other: who is going to get the membership? Who is going to get the single union agreement? We do not have to worry about that so much.

There are still some areas where old histories will take a while to die away, but we can spend the time much more productively fighting on behalf of all our members to improve terms and conditions and build our membership through organising, through the 100% Campaign and trying to stem the decline in union membership due to the economic problems that we currently exist in. That is great and that is wonderful, and that alone would be worth doing. But if that is all we did – if that was the limit of it – then it is all about winning in the workplace. Under the present set-up, we will ultimately lose a much bigger and greater battle.

You see, we will fight to try and repeal the anti-union laws. We will fight to try and allow solidarity actions which are illegal under those anti-union laws. We will support our colleagues, who for example, if you recall the refinery workers and the construction workers challenged by the law because of solidarity action. We did not get the law against us, maybe because we have a Labour government. Maybe they held back because they did not want to expose an open sewer. But, sooner or later, unless we change the law we will not be able to have that solidarity action or win it back.

II. Changing Politics

So, there is a greater battle to fight than the next wage claim, or regrettably, the fight to protect jobs as people are threatened with redundancy. That greater fight is one of the three reasons why we merged T&G and Amicus together. It is to change politics. Tony referred to it: we want people in Parliament that represent us. I do not want people in Parliament representing us; I want us in Parliament representing us.

I go around on regional tours and I say to people, 'Why? Why aren't people in this room MPs? Why not?' Many of us do not believe we have it in us. Somehow or other we believe it is something special to be a MP. Crikey, if you look at some of them you cannot believe that for much longer, can you? We need people in Parliament that represent us. Back to the traditional roots of the party we created. The Labour Party did not create the trade union movement; it was the other way around. We created the Labour Party and it is time – long past time in fact – that it was back to that tradition and back to representing our interests. We would not be low in the polls. We would not be as concerned, disillusioned, or disappointed if we had a party that was our party. It is time to take it back and we need a big, strong union to do it. That is us. There is not another union that can do it. There is not another union with the breadth and strength to do it. Quite frankly, I wonder if there is any other union with the intelligence to do it.

Let us look at some of them. Our friends in the Rail, Maritime and Transport (RMT) Union, who I mention because it is a transport day. One of our National Officers told me that in the transport sector, in real terms, there is something like 60% unorganised, so what is the RMT's answer to recruiting their 60%? They go down to Heathrow and pinch our taxi drivers. They go into the old North Sea and to the oil rigs to do that. It is time they got on the bloody railways and organise them; an indication that a single specialised union cannot survive. We cannot survive unless we have this kind of a conference because everybody in a big, powerful union will say, 'This union does not represent me'. You will have unions saying, 'Join us because your union is too big and broad and they are not interested in you'. Well, this is the answer. The sectors give you the right to determine your own policy, but within a union big enough to make a difference.

Let us assume for example, we change the law, we win Parliament, we win the Labour Party back and we get shot of the anti-union laws. There is a bigger battle still to fight, and what is tragic about it is that most people do not actually know it because we are concerned about today's problems.

We have just applauded two good colleagues, John and David from Canada. Vale Inco, a Brazilian company intent on world domination. They want to buy up all the mineral resources so that one company can control almost life itself; become so powerful it can dictate to governments. They are in a four month strike because they are up against a powerful conglomerate. We referred the crisis of capitalism. Do not believe for one minute that that crisis of capitalism was a crisis of the capitalists. They are still there, they are still powerful, they control fortunes, they dictate to governments. It is fairy stories, you know, the faceless ones, you do not see them. Not the G8, not the G20, the faceless ones; the ones that can pull strings, bring governments down, start wars, stop wars, create crises in energy, and move petrol prices around so that the rest of us suffer as a consequence. Those people are still there and they operate on a global scale. How do we as working people expect to contend when they are more powerful than the government that we could create?

III. Our Challenge

We have to have a plan. We have to have a plan that builds an international union strong enough to take on the strongest of the conglomerates. A union that anyone who works anywhere in the world for any particular company can join. A union that can, for example, bridge the dilemma that we just experienced at General Motors; where the Germans tried to screw everybody else with that Magna contract. Until the intervention of ourselves, and particularly Tony, which got our government galvanised, and they think those in Germany who scuppered the deal, and Tony is very popular in Germany now apparently. When we have got back to GM, what were the Germans saying? 'Ah, you will be all right in Britain but in a few months you won't be'. There is still that competition, and that is what happens in global federations, quite frankly. We all sit around and have great ideas and then we all go back and look after our own backyards; a bit like we could be if we are not careful. We sit around and talk about our policies and then go back to our own backyards.

It is time to think outside the box. It is time not just to think about how we win terms and conditions or even how we change the laws to make it easier for us to win terms and conditions. It is about how we are going to survive in the future if we do not have a union capable of fighting on the international front, that can stand solidly with Vale Inco colleagues because we have plants over here that belong to that conglomerate. We should be in a position to fight across the board.

That is the challenge, so why did we come together? Because you cannot build an international union if you cannot build a UK union, or a German union, or an Australian union, or an American union. That is why we stand in with the United Steelworkers (USW) and with Workers United. It is a beginning perhaps, but hopefully a successful beginning that will go on to build that international union.

IV. Conclusion

Colleagues, when we talk about building a union where there is no place for fear, fear this: unless we change politics and ultimately build an international union we need to be very afraid. That is the task and only this union can do it in this country; no other union can. That is the challenge to you. I am delighted, absolutely delighted, that we have been brought together in this way. Whatever we do in the future, whoever we elect as General Secretary, and whoever we elect as our Executive, needs to keep one thing clearly in mind: strong workplaces are no better than shuffling deck chairs on the Titanic if we do not have a political and international strategy. If some colleagues, and I have read some of them, now change the leaflets to reflect that they will get my support. Thanks.

1. Transport Plenary – Sabine Trier ITF, Stuart Howard ITF, Martin Sandoval of Justice for Colombia

2. Election of Chair

An election took place that resulted in Collette Parsons, delegate No. 35, being elected unopposed as the Conference Chair.

3. Apologies, Introductions and National Officers welcome

The following apologies were given or had been received:

Niall O’Hara	Ireland	Aer Lingus
Jasmine Kooner	London & Eastern	British Airways
Lee Ly	London & Eastern	British Airways
Colin Nelson	London & Eastern	British Airways
S Ahmed	London & Eastern	Cleaning Catering Security LHR
Janet Ola	London & Eastern	International Airlines
Ursula Crilly	London & Eastern	Quantas
June Knox	North West	Thomas Cook
Alan Douglas	Scotland	Menzies Aviation
Gaynor Worrell	South East	Virgin Atlantic
Keith Anderson	West Midlands	Alpha
Sarah Davies	London & Eastern	Charter & Low Fare
Jas Gill	London & Eastern	Cargo/Ground Handling LHR
Sue Kimber	London & Eastern	Charter & Low Fare

4. National Report - Brian Boyd and Steve Turner, National Officers

Brian Boyd, National Officer, was pleased to address the transport conference which reflects the diversity of our union. Brian expanded on the themes currently facing us in the civil air transport. The serious economic climate has adversely affected aviation industry in the UK and as a consequence difficult decisions had to be made. Our members were faced with insecurities brought on by breakups and takeovers. The sale of Gatwick Airport brought insecurities to colleagues there.

It is an extremely difficult situation at the British Airways where we were forced to ballot our members since we do not accept that any employer can impose new terms and conditions on our members. We are looking for a maximum turnout and a ‘yes’ vote to give us the strength when negotiation with the British Airways.

We also need to be very careful and vigilant about what happens in the British Midland since there were announcement in the press that the takeover is imminent there from Virgin and/or Lufthansa. Securing Glasgow Airport should be priority of the Scottish Government. Regarding the Heathrow expansion we will organise an outline petition and we hope that delegates will take it back to their workplaces and support it. The time has come for us to speak as one union Unite. We know where we came from but we need to work as Unite, not as T&G or Amicus. Everything about this Conference is to respect each other and move forward.

Steve Turner, National Officer, thanked delegates, shop stewards and activists for their fantastic efforts over the past year in defending and advancing the interests of Unite members across aviation. While agreeing with Brian on the issue of our facing tough times ahead, Steve wanted to bring a clear message of solidarity and support to all our members, wherever they are and whatever challenges they faced. Civil aviation is an industry that is facing many changes and Unite is at the forefront of defending workers interests, fighting back and supporting industrial action where necessary against bad employers. Steve made it very clear that if British Airways was successful in imposing changes on its cabin crew they would move to attack agreements covering check-in, ground services and engineering. The described their actions as disgraceful and an attack on our union, its organisation and our representatives who defend members interests 365 days a year. It is clear that the timing of this dispute is not of our choosing in the run in to Christmas, it won't be popular amongst the wider public and the press will hound us, but we have to fight.

The industry, Government and employers across the globe were watching how we respond. It does not matter where colleagues work because if BA is successful in this attack employers across the country will be confident to move against working people.

Steve offered big thanks to all members and reps, the bloodline of Unite. He emphasised that the real job of work starts when we leave this Conference. It is vital that we deliver on the policies and positions you adopt. Finally Steve highlighted the need to organise ourselves more effectively on an international level, building on strategies through the ITF and ETF such as our 'Pack Less' maximum baggage weight campaign, cabin crew initiatives and transfer rights demands.

There was a **Question and Answer Session** during which questions from the floor were asked on:

- Heathrow and Stansted expansion
- British Airways and Iberia merger
- Privatisation and liberalisation of aviation industry
- Lay companion proposals
- Issue of competition of BAA and individual terminals at various airports being sold separately to the highest bidder

5. Guest Speaker – Paul Clark MP, Parliamentary Under Secretary, Department of Transport

Paul Clark MP, Parliamentary Under Secretary of State for Transport gave a short presentation to Conference during his 'flying visit' but was unable to answer delegates' questions since he had to return to London immediately. However, Aviation Minister said that he would be happy to receive delegates' questions via the e-mail and will endeavour to answer those. As Aviation Minister Paul Clark is tasked with ensuring a successful and sustainable aviation sector.

To achieve this goals the aviation industry needs a well trained, motivated workforce. The aviation industry is big, world-wide it supports more than 15 million jobs and in the UK it provides around 200,000 jobs directly and supports 500,000 indirectly.

The last 18 months have been difficult with the global financial crisis and recession which has affected this industry in that it has been grappling with reductions in both passenger numbers and revenues. There have also been frequent announcements of reductions, redundancies and pay freezes. However, in the medium and long term the indication is that demand for air services will continue to experience strong growth. But that growth must be sustainable for the economy, environment and socially. Heathrow continues to fulfil the role of international hub.

The Department of Transport considered carefully all three pillars of sustainability before taking the decision as outlined by the Secretary of State. The Government will continue to work closely with its international partners to ensure that the Copenhagen Agreement recognises the need for action on aviation emissions.

Technology will have a key role to play in driving the efficiency improvements required to achieve the target throughout 2010. The Government has invested significantly in collaborative research, matched by business, to develop lighter, more efficient aircraft.

On 1 November the reformed Air Passenger Duty regime began. In order to ensure that policy can respond flexibly to changing economic conditions, whilst maintaining action on climate change, the Chancellor announced the Government's intention to reform Air Passenger Duty from a two to a four distance band system. All sections of the industry, including the unions, can assist the Government in developing the evidence base for the impact of Air Passenger Duty.

Aviation Minister fully supports the efforts of his HSE colleagues to develop measures to ensure that baggage at UK airports is handled in a way which does not adversely impact on health and safety of handlers which includes a recommended 23 kg bag weight limit.

International projects such as the new International Organisation for Standardisation proposal on baggage handling are vital. If international agreement to reduce weights proves elusive, the development of smarter baggage handling systems might be the

quickest route to ameliorate the problem of weight related injury to handlers. In conclusion Aviation Minister said that the long term economic and environmental health of the country must be secured but it must be secured fairly for all sections of our society and he will continue to support future of the strong aviation industry.

6. Consideration of Sector Motions

MOTION 1. TERMS AND CONDITIONS

This Conference calls on Unite to use all available resources to ensure the terms and conditions of civil air transport sector workers are protected from employers who wish to use the current financial crisis to undermine airline pay and conditions of employment.

Moved by John Mullen, delegate No. 2
Seconded by Blair Veakins, delegate No. 20

Carried

MOTION 2. BAA

Conference notes that, since the takeover of BAA by Ferrovial, standards have suffered as a result of changes to the structure of the company at Gatwick. Working conditions of BAA staff have become nothing short of dire. This conference further notes that this deterioration had started before the takeover, but under Ferrovial it has been accelerated, making matters much worse.

This conference believes that Ferrovial have put themselves massively into debt in order to fund the takeover and are now faced with prohibitive levels of debt repayment. This in turn will increase the pressure they bring to bear on the airports business to generate greater amounts of revenue to service that debt. It is the major driver that has pushed Ferrovial into its decision to sell off Gatwick.

The Conference further believes that, prior to any sale, this pressure to generate additional revenue will result in further attempts to cut staffing levels, downsize or eliminate whole sections and make those remaining work harder for longer. This has further implications for the standards outlined above including working conditions.

This Conference therefore resolves to support the Gatwick branch in its resistance to the attempts by the company to make the workforce pay for their financial miscalculations, and their efforts to try and deter the company from embarking on any future change programmes. At the same time, the conference resolves to wholeheartedly campaign for the return of the BAA to public ownership, i.e. the complete re-nationalisation of the business with a

view to restoring it to the status of a public service, where all the revenues generated can be devoted improving not only the aforementioned, but also the airport facilities, for the benefit of the travelling public, airport users and staff.

Moved by Dean Tulley, delegate No. 46
Seconded by Maureen Thomas, delegate No. 45

Carried

MOTION 3. ACCOUNTABILITY

This conference calls upon the Union to ensure that all Unite representatives in British Airways who are representing more than one workplace are fully accountable to all of the workplaces they are representing and ensure there is full and proper mechanism for communication and a report back procedure.

Moved by Maggie Stephenson, delegate No. 31
Seconded by Steve Hedworth, delegate No. 32

Carried

MOTION 4. APPRENTICESHIPS

Union to promote the apprenticeship schemes within the airline and related industries, and to support continuing training within the sector.

Moved by Alan Newton, delegate No. 44
Seconded by Robert Fromant, delegate No. 41

Carried

MOTION 5. PAID RELEASE

This conference calls upon the Union to recognise the attendance of Union representatives at Regional and National Sector meetings is a duty placed on Union representatives and not a Trade Union activity as some employers are suggesting.

We, therefore, call upon Unite to campaign to ensure all representatives acquire paid release for their attendance at such meetings.

Moved by Maggie Stephenosn, delegate No. 31
Seconded by Roy Khan, delegate No. 29m

Carried

8. Guest Speakers – Dave Gordon and Joe Guid, USW strikers

Dave Gordon gave a background of the strike action Canadian miners are undertaking at the moment. The key issue is pensions which are under an aggressive attack by their employer Vale-Inco. Dave concluded that workers struggles are exactly the same whether you are high in the air (British Airways cabin crew) or 7,000 ft under ground (Vale-Inco miners).

Joe Guid said that this strike is like nothing they experienced before. Their union (USW) had to adopt new strategies to fight this attack. They have been encouraging members of their communities to place signs of support in their windows, asking businesses and neighbours to offer to feed the striking members and their families. They are using any opportunity for exposure to put their case across. They have contacted Michael Moor who invited strikers for the screening of his film.

9. Guest Speaker – Sharon James, CAT Secretary of ITF

Sharon James spoke about deregulation which has been the key issue that ITF has fought about for the past 30 years. International solidarity is extremely important in union's struggles and how we link unions in their struggles. But the real solidarity means we need to be creative. Ground staffing numbers needs to be regulated too and the initiatives have already been developed. Low cost carriers are undercutting the mainstream airlines. Therefore, we need to develop campaigns so that does not happen. We cannot afford to loose this struggle.

10. Karen Cole – Unite Equality Reps Project

Karen's been working on the project from its inception in 2008. The aim is to elect 400 equality reps to promote equality in the workplaces by the end of the project in February 2011. This project has support of both Joint General Secretaries and also form a part of the new Rule Book to ensure that the union is taking action on and working towards fairness, dignity and equality in the workplace. Equality reps need to be elected to get the same rights as workplace reps. We still need to develop equalities agenda and therefore need equality reps. Discrimination of disabled workers, bullying and harassment are still a big issue in the workplace. We need a more level playing field at work where everyone has the same opportunities to progress at work and are treated with dignity and respect, and union has a big role to play in this. We need to recruit more diverse membership, in particular we need more women, more ethnic minority and more young members not only to join our union but to get involved in our equality structures. Equality reps will support workplace reps in promoting equality agenda. There will be union equality courses for reps so delegates were invited that if they are not already equality rep to consider becoming one.

11. Elections

- a. Unite delegation to the 2010 TUC (13th–16th September in Manchester) – two to be elected, at least one of which must be a woman.

**Elected: Tracey-Ann Veakins, delegate No. 28
Blair Veakins, delegate No. 29**

- b. Unite delegation to the 2011 TUC (12th–14th September in London) – two to be elected, at least one of which must be a woman.

**Elected: Lisa Carr, delegate No. 29f
Paul Schroder, delegate No. 29g**

- c. One substitute delegate for 2010 and 2011 TUC.

**Elected for 2010: Roy Khan, delegate No. 29m
Elected for 2011: Robert Fromant, delegate No. 41**

Standing Orders 2011

STANDING ORDERS – NATIONAL INDUSTRIAL SECTOR (NIS) CONFERENCES

1) Purpose

The National Industrial Sector Conference has the following purposes:

- 1.1 to set industrial policy for the Sector provided that it is not inconsistent with the general policy and objectives of the union.
- 1.2 to consider emergency motions, on matters that are in accordance with 1.1, that could not have been considered by a RISC, which should be submitted in writing to the General Secretary for the attention of the Standing Orders Committee.
- 1.3 to elect representatives to attend the annual TUC Congress
- 1.4 to elect the Standing Orders Committee for the following NIS Conference

2) Composition and Size of NIS Conference

- 2.1 NIS conferences will be comprised of one delegate per 1,000 paying members in the Sector (subject to a minimum of 30 delegates). Regional allocations will be based on paying membership in the region in the sector.

3) Delegates and attendees

- 3.1 The NIS Conference will be open to all accountable representatives of workers elected by Regional and/or National Industrial Sector Committees.
- 3.2 All delegates will be allocated a numbered seat and will retain that for the duration of conference.
- 3.3 Executive Council members, working in or representing the sector but not elected as delegates shall be invited to attend on an *ex officio* basis.

4) Chair

- 4.1 The Conference plenary shall be chaired by the Chair of the Executive Council.

4.2 The Sector Conference shall be chaired by the chair of the National Industrial Sector Committee.

4.3 The Chair shall only have an ordinary vote on all matters if elected as a delegate.

4.4 The Chair shall not have a casting vote.

5) Secretary

5.1 The National Officer or other employee shall act as Secretary to the conference – advising the chair as appropriate and, assisted by a member of the Research Dept, recording decisions taken and the outcome of the elections.

6) Order of Business

6.1 The Order of Business for the Conference shall include:

1. Plenary: General Secretary supported by the Assistant General Secretaries as appropriate
2. Election of delegates to form the SOC for the following NIS Conference
3. Political, international and other speakers
4. National Officers' Introduction and Apologies
5. National Officers Report including national strategy for the Sector
6. Consideration of composites and motions approved by Standing Orders Committee.
7. Election of delegates to the annual TUC Congress for the next two years

7) Conduct of elections

7.1.1 All nominees in conference elections shall be individually nominated and seconded. Nominees who do not attend may be elected provided they have given an appropriate apology reported by the National Officer and accepted by conference.

7.2.1 Votes shall be cast by a ballot vote or by show of hands from amongst those delegates present at the Conference.

7.2.2 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 Standing Orders Committee which has overall responsibility for the conduct of the elections.

7.2.3 In the unlikely event that any such dispute cannot be settled, an appeal against the decision of the Chair can be forwarded to the General Secretary, who may delegate handling the appeal to an appropriate senior official.

8) Conduct of Business

8.1.1 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..

8.2 The mover of a motion shall be allowed five minutes and subsequent speakers three minutes each. No delegate shall be allowed to speak more than once on any motion except the mover who shall have the right of reply.

8.3 Next business, that the vote be taken or such other procedural motions may be moved and seconded by any delegate who has not previously spoken during the debate. There shall be no speeches on such motions.

8.4 Emergency motions shall be put if in writing to the General Secretary for the attention of the Standing Orders Committee. No such motion shall be deemed an 'emergency' that is connected with circumstances which could have been dealt with by conference/committee allowed to forward motions for the agenda.

8.5 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.

8.6 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.

8.7 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..

8.8 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.

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

9) Smoking/Alcohol/mobile phones

- 9.1 There shall be no smoking or consumption of alcohol allowed at the Conference.
- 9.2 All mobile phones should be switched off at all times during conference.

Hilton Brighton Metropole Floorplan

