

Arrangements for Conference Standing Orders/Business Committee (Conference Committee)

1 Introduction

- 1.1 In accordance with Rule, there shall be set up a Conference Standing Orders/Business Committee (Conference Committee) consisting of the President of the Union, six other members of the Executive elected by that body and eight members of the Union other than student members and those who have retired or otherwise left the profession, elected in accordance with the terms and procedure laid down by the Joint Executive Council.

2 Election

- 2.1 For the 2019 conference, the executive members of the Committee shall be the two Presidents of the Union, four Joint Executive Council members elected by the NUT Section executive and two Joint Executive Council members elected by the ATL Section Executive.
- 2.2 For the 2019 conference, the members for the Committee elected from the membership of the Union shall be five members elected from the NUT Section and 3 Members elected from the ATL Section. It will be for each section to determine the process for electing its members to the committee. Members joining the Union after 1 September 2017 shall be eligible to stand and vote in the elections for members of both sections.
- 2.3 For the 2020 conference onwards, the following arrangements will apply:
- i. The Chair of Conference Committee shall be the Senior Vice-President. The President shall be an observer.
 - ii. Each of the non-Executive members of the Union to be elected to the Committee must be a representative of a local district or section appointed under Rules to the Annual Conference at which the elections to the Committee are to take place, or a member of the Committee standing for re-election.
 - iii. Each local district shall be entitled to nominate one candidate for non-Executive membership of the Committee. Four non-Executive members shall be elected each year and shall serve for a period of two years and be eligible for re-election. In the first year of election, 2019, the four candidates receiving the highest number of votes shall serve a term of two years and the four receiving the next highest number of votes shall serve for one year.
 - iv. Nominations on the appropriate form issued by the General Secretary/Joint General Secretaries of the Union must be received not later than 31 January before the Conference at which the elections are to take place. The list of valid nominations shall be available on the NEU web-site and journal.
 - v. Each candidate shall be required to submit an election statement of no more than 150 words.
 - vi. The elections shall be held at the Annual Conference.
 - vii. A voting paper for the elections to the Committee will be available for delegates to collect and sign for from the Conference Centre.
 - viii. Each Conference Representative shall be entitled to vote for up to four candidates.

- ix. The ballot boxes for the elections shall be opened in the Conference Hall at a time to be fixed by the JEC/Executive (and previously announced to the Conference representatives).
- x. The results of the elections shall be made known to Conference as soon as practicable.
- xi. In the event of the death or resignation of a non-Executive member of the Committee their place shall be taken by the candidate who achieved the highest number of votes of those who failed to be elected in the same election as the departed member provided that this candidate is not already serving in this capacity in which case the candidate achieving the next highest number of votes be invited to serve.

3 Submission of Motions

- 3.1 Original motions for discussion for Annual Conference may be submitted by the Executive, sectors, equality sections and local districts. Each Local District shall be entitled to submit up to six original motions for discussion at the Annual Conference. Sector or Equality sections may submit one motion. Motions will be limited to a maximum of 350 words.
- 3.2 Original motions for the Annual Conference must be submitted in accordance with Rule, in writing, to the General Secretary/Joint General Secretaries during the six-week period terminating 3 December and shall be considered by the Committee.
- 3.3 Original motions for the Annual Conference will be considered by the Committee.
- 3.4 The Committee shall only consider motions as have been submitted to the General Secretary during the six-week period terminating at midnight 3 December.
- 3.5 The Committee shall have power to alter Conference motions as submitted to achieve factual accuracy and eliminate ambiguity, or to meet the maximum word limit, and reject motions that exceed the word limit.
- 3.6 The Committee shall have the power to composite two or more motions. In such cases, the Committee shall take steps to arrange with the proposers of the motion who shall be responsible for proposing and seconding the composite motions at Conference.
- 3.7 The Committee shall have power to delete repetitive motions.
- 3.8 Subject to the above provisions, the Committee shall be empowered to cluster motions by theme that will then be linked to the Executive Committee Report strands. Motions which are already accepted as Union policy and have been debated in the previous two Annual Conferences of the Union shall be indicated. The Committee will then approve the list of motions to be submitted to local districts for voting on the order of the Conference Agenda.
- 3.9 Following the meeting of the Committee held after 3 December and upon their completion of any compositing process, local districts will be sent motions deemed to be in order no later than 7 January. Local districts, at a quorate meeting, will be able to decide and indicate on the form provided the six motions they consider most important regardless in which theme the motions appear.
- 3.10 The Committee may place in each of the themes up to ten motions receiving the highest number of votes in each theme, provided that the motion receiving the highest number of

votes in each theme shall be printed in the Agenda for Conference under the appropriate theme.

- 3.11 The Committee shall place any original motions submitted by the Executive in the appropriate theme for submission to local districts for voting on the order of the Conference agenda. Urgent motions shall not be amalgamated with any other motion(s) to form composite motions. Urgent motions from the Executive will be included on the Conference agenda subject to the approval of Conference through a suspension of standing orders
- 3.12 The Committee shall decide the timing and allocation of sessions or parts of sessions to each of the Conference agenda.
- 3.13 The closing date for priority voting shall be eight weeks before the start of Conference, or 31 January, whichever is the later. The result of the voting shall determine the order of motions for discussion.

4 Amendments

- 4.1 Local districts may submit up to 6 amendments to motions. Each amendment will be limited to 200 words.
- 4.2 Amendments to motions, and reference back to The Report of the Executive, Any Special Report or Memorandum, or the Standing Orders of Conference, shall be submitted, in writing, to the Joint General Secretaries of the Union no later than four weeks before the start of Conference. These amendments shall be included in the final agenda which is circulated to conference representatives prior to Conference.
- 4.3 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.

5 Meetings

- 5.1 The Committee shall hold meetings before Conference to consider Motions in accordance with the above and to place amendments in order for printing of the final agenda.

6 Standing Orders

- 6.1 The Committee shall conduct its business in accordance with such of the Standing Orders of the JEC/Executive as are relevant.
- 6.2 The quorum for the Committee shall be five and shall include at least one member of the JEC/Executive.

6.3 The Committee shall report to the JEC/Executive for information only. The JEC/Executive may seek clarification from the Committee.