

Young Workers Conference 2020 Standing Orders

1. The sessions of the 2020 Conference shall commence in accordance with the timetable.

2. TIMETABLE - DRAFT

- a 10.00 Registration
10.30 Chairperson's Opening Remarks
10.35 Dave Ward, General Secretary
10.50 Adoption of Standing Orders Committee Report (including appeals/reference back)
10.55 Motions 1-14
12.30 Lunch
13.30 Motions 1-14 continued
15.00 Tony Kearns, SDGS
15.25 Chairpersons closing remarks
15.30 Close of Conference

- b The doors of Conference will open at 10.00 with conference commencing at 10.30 and closing at 15.30

Conference is divided into two half-day sessions. If the business of any section is completed within the timetable, the Conference shall proceed immediately to the next section of business.

If all the business of the final section is completed within the timetable, the Conference shall return to the earliest uncompleted business.

3. PROCEDURE IN DEBATE

- a Every member of the Conference must remain in their seat, except the one who may be addressing the Conference and, should the Chairperson rise, no-one else shall continue standing nor shall anyone else rise until the Chairperson has resumed the Chair.

SPEAKERS

- b A delegate when speaking from the rostrum shall address the Chairperson. If two or more persons desire to speak at the same time the Chairperson shall decide to whom priority will be given. No person shall be allowed to speak twice on the same question.
- c All speeches shall be confined to the subject under discussion.
- d Delegates may only refer to documents which have a bearing on the subject under discussion.
- e (i) Motions standing in the name of a Branch must be moved by a delegate from that Branch.

(ii) Motions standing in the name of a Regional Sub-Committee if appropriate, must be moved by a delegate from that body (in line with Rule 10).

(ii) Motions must be seconded or else they shall be deemed to have fallen.
- f A motion may be seconded formally or by a speaker making a seconding

speech.

COMPOSITE MOTIONS

- g All sponsors of a composite motion will be responsible for agreeing the allocation of moving and seconding speakers from amongst those named within the composite motion, notwithstanding the terms of SO3e(i) and (ii).
- h The mover of a motion shall be allowed to speak for not more than 5 minutes and any other speaker (including the mover exercising the right of reply) for not more than 3 minutes. **In EXCEPTIONAL CIRCUMSTANCES a speaker may request the special permission of Conference to speak for a longer period, if agreed, it shall not exceed a further 3 minutes.**
- i The moving speaker shall have the right of reply to the debate only if there has been opposition and shall not introduce any fresh matter but shall be limited to answering the debate.
- j The National Young Workers Committee (including the relevant Officer) shall in addition to moving and exercising the right of reply be allowed a maximum of one speaker in a debate on motions standing in the name of the National Young Workers Committee (SO3i applies to the National Young Workers Committee).
- k The National Young Workers Committee (including the relevant Officer) shall only be allowed one speaker in debate on all other motions not standing in the name of the National Young Workers Committee.
- l No motion shall be spoken upon except by the mover, until it has been seconded. The mover of a motion who sits down without speaking upon it shall lose the right of addressing Conference, but shall still have the right of reply (SO3i) applies. The seconder of a motion who sits down without speaking upon it shall not lose the right of addressing Conference.

ENDING DEBATE

- m Any delegate who has not spoken on the motion before Conference may move "That the motion be now put" on the seconding of which the Chairperson shall immediately and without discussion put this motion to the vote. In the event of it being carried by a simple majority of Conference, Conference shall proceed to vote on the question itself, subject to SO3k and the right of reply as stated in SO3i being exercised.
- n Any delegate who has not spoken on the motion before Conference may move "That Conference proceeds to next business", on the seconding of which the Chairperson shall immediately and without discussion put this motion to the vote. In the event of it being carried Conference shall at once proceed to the next item on its agenda.

WITHDRAWAL

- o Any motion or composite motion may be withdrawn from the Agenda at any time by the sponsor(s) who shall notify the Standing Orders Committee at the earliest opportunity. Once it has been moved and seconded, however, it shall not be withdrawn except with the agreement of Conference by a simple majority vote.

POINT OF ORDER

- p Any person wishing to question the proceedings of Conference may rise on a "point of order", and when called shall state the procedural point in exact terms, whereupon the Chairperson shall immediately give a ruling or refer the matter to the Standing Orders Committee for a decision. Any person raising points of order must seek to prove one or more of the

following:-

- (i) That the speaker is using unparliamentarily language.
 - (ii) That the speaker is digressing from the subject of the motion.
 - (iii) That the rules of the Union are being broken.
 - (iv) That there is an infringement of the customary rules of debate.
 - (v) That there is an infringement of the Standing Orders (which shall be referred to the Standing Orders Committee).
- q The Chairperson's ruling on a point of order shall be final unless it is challenged. The correct method of challenging the ruling shall be to move: "I wish to challenge your ruling." Such a motion shall be carried by a simple majority.
- r The Standing Orders Committee shall have the right to enter debate on all matters affecting the decisions and role of the Committee.

4. VOTING PROCEDURE

- a Voting at the Young Workers Conference shall normally be by a show of hand voting cards which shall be issued on the basis of one per Branch in attendance.
- b A card vote may be called for either by the Chairperson of the National Young Workers Conference or when 5 or more delegates call for such a vote immediately on the announcement of the decision of the hand vote.

DURING A CARD VOTE ALL PERSONS MUST REMAIN IN THEIR SEATS AND NO PERSON SHALL ENTER OR LEAVE THE FLOOR OF CONFERENCE.

Instructions on the card vote will be given by the SOC.

When the motion being voted upon has a consequential effect on the following motion(s), Conference will proceed to the next item of business unaffected by the card vote result. When the card vote result is announced Conference will return to the earlier item provided it is within the timetable.

- c A motion will be deemed carried if it obtains a simple majority of the votes cast.

5. PROCEDURE FOR EMERGENCY MOTIONS

- a Emergency motions may only be submitted for inclusion in the Agenda if they refer to a matter which because of the circumstances giving rise to them could not possibly have been submitted by the published closing date for motions. Such emergency motions will only be accepted by the SOC if they constitute a significant and important matter, which requires a decision by Conference.
- b Emergency motions must reach the Standing Orders Committee at CWU Headquarters by midnight on **Wednesday 15th January 2020**. Delegates will be advised by the SOC whether or not the emergency motion has been accepted for inclusion to the Agenda prior to the commencement of Conference. **No Emergency Motions will be accepted after that date.**
- c A decision taken by Conference shall not be open to the emergency procedure at the same Conference.

6. APPEALS/REFERENCE BACK PROCEDURE

a Written notice of appeals/intention to move reference back against decisions of the Standing Orders Committee as published in the Agenda regarding:-

- (i) motions not admitted to the agenda
- (ii) inclusion/exclusion of motions in a composite
- (iii) the priority/placement given to a motion
- (iv) timetable/programme of business
- (v) the Standing Orders for Conference
- (vi) the consequential rulings on motions

must reach the Standing Orders Committee at CWU Headquarters by midnight on **Wednesday 15th January 2020**. Such written notice must advise of the intention to appeal/move reference back to alter the published agenda with details and reasons for doing so.

After consideration of appeals/reference backs by the SOC, Branches, Advisory Committees, and Regional Committees (if appropriate) wishing to continue their appeal/reference back must seek to do so by addressing Conference at the commencement of conference.

- b Challenges to other SOC decisions as printed or announced in supplementary SOC reports must be made at the time the supplementary report is moved.
- c All appeals/reference backs will be deemed carried if they have the support of a simple majority of Conference.
- d The Advisory Committees will also be required to follow these procedures.

7. SUSPENSION OF STANDING ORDERS

- a Motions to suspend Standing Orders shall only be allowed to deal with business or circumstances that could not have been foreseen when the Timetable/Programme of Business was adopted.
- b The Chairperson may accept a motion for the suspension of Standing Orders provided no motion is on the floor being debated.

Any such motion must state the Standing Order/Orders involved and also state the nature and urgency of the business as to why the suspension is required.

The Chairperson shall immediately refer such a motion to the Standing Orders Committee who shall express their view before the vote is taken. A motion for the suspension of Standing Orders will be carried if supported by a simple majority of the Conference and shall take no longer than 15 minutes.

8. BALLOTS

- a There will be a ballot to select two motions this Conference will forward for submission to the 2020 General Conference, and one motion to each of the Postal Group and Telecoms Industry Conferences 2020.

The ballot paper for General Conference selection will be printed on the reverse of the hand voting card. Branches will be given an additional ballot paper(s) to allow them to vote under the appropriate constituency within their branch to select the motion to go forward to each of the

Postal Group and Telecoms Industry Conferences.

Motions in Section I of the agenda that are carried are eligible for the ballot to Postal Group and Telecoms Industry Conference.

Motions in Section II which are carried are eligible for the ballot for General Conference. The ballot will take place at the end of Section 2 motions.

The ballot box will be open subject to the timetable of Conference and located next to the administration table. The SOC shall be responsible for counting the ballot and advising the Chairperson of the result, which will be announced prior to the close of Conference. In the event of a tie, the SOC will administer an exhaustive ballot.

- b Should there be a request at General Conference to remit a motion in respect of the 2020 Conference motions, the mover of the motion at General Conference will be deemed to have the authority to agree to the remittance on behalf of the 2020 Conference, subject to the agreement of General Conference.

There will be a ballot to select the two delegates that will represent the Young Workers Conference at the 2020 General Conference

9. PROHIBITIONS

The use of mobile telephones are prohibited anywhere within the confines of the Conference Hall.

No documents, posters or banners shall be circulated, distributed or displayed within the Conference Hall without the permission of the Standing Orders Committee.