

DRAFT UNA-UK MEMBERSHIP POLICY CONFERENCE STANDING ORDERS

1. Name

'Policy Conference' is a national UNA membership-led event, open to all paid-up and honorary members of UNA-UK (hereafter 'Policy Conference' or 'Conference')

2. Definitions

'UNA-UK' means UNA-UK the charity reg no 1146016.

'The United Kingdom' or 'UK' means Great Britain and Northern Ireland.

'Members' refers to individuals and / or recognised affiliate organisations who are paid-up or honorary members of UNA-UK

'Procedure Committee' or 'Committee' refers to the Policy Conference organising committee.

'UNA-UK Board' or 'Board' refers to the UNA-UK Board of Directors.

'UNA Youth Council' or 'Youth Council' refers to those members elected and appointed to represent UNA Youth, the youth wing of UNA-UK.

'Branch' or 'Branches' refers to all local and UNA youth branches of UNA-UK approved by the Board.

'Region' or 'Regions' refers to all regional hubs of UNA-UK branches approved by the Board.

'Nations' refers to national hubs of UNA-UK regions and branches in the four nations of the UK (England, Northern Ireland, Scotland and Wales) approved by the Board.

'Policy conference period' refers to the period between Policy Conferences.

3. Procedure Committee

The Procedure Committee is a sub-committee of the UNA-UK Board, and the Chair of the Policy Conference, who is also the Chair of the Procedure Committee, will report on its meetings to the Board. [Note the Board is to discuss whether the Procedure Committee is a Board sub- committee]

3.1 Composition

The Committee will consist of:

- A Chair, Deputy Chair and three other members, all of whom must be members of UNA-UK, elected at the Policy Conference.
- The Executive Director (or their representative).
- Up to two additional persons can be co-opted by the Committee.
- The UNA Youth Council may also elect a representative to the Procedure Committee.

3.2 Terms of office and election process

Elected Committee members will serve from the date of their election/appointment until the end of the next Policy Conference. They will be eligible for re-election/appointment to the same position for a further term, after which they are not eligible for re-election for one Policy Conference period but they are eligible for election to a different position

- a) The Procedure Committee, in consultation with the UNA-UK, will draw up a candidate form which will be made available to the UNA membership.
- b) Those interested in standing for election will be invited by the Procedure Committee to send their candidate forms to the UNA-UK Company Secretary by a date specified by the Committee that is not less than 25 working days before the next Policy Conference.
- c) The UNA-UK office will compile the candidate forms and make them available to the Procedure Committee for dissemination with the final conference papers.
- a) Elections will be held at Policy Conference. Ballot papers will be distributed at the Conference, along with instructions on how and by when to complete them. UNA members nominated by the Committee will count and verify the ballot process. The results will be given to the Chair of Policy Conference to announce.

3.3 Responsibility and functions

The Procedure Committee will serve as the Policy Conference organising committee, with responsibility for:

- a) Determining the timing of the Conference
- b) Managing the overall Conference Budget
- c) Devising a programme and format for the Conference
- d) The policy submission process and follow-up
- e) Logistical arrangements
- f) Chairing the Conference sessions
- g) Amendments to Standing Orders

The Procedure Committee may partner with members, branches, regions and nations to help them with the above.

The Chair of Procedure Committee will discuss with Executive and agree with the UNA-UK Board, in advance of each Policy Conference and as part of the UNA-UK budgetary process for the relevant financial year, the level and nature of any UNA-UK staff/intern time and/or financial support for the next Policy Conference.

4. Purpose, periodicity and notice of Policy Conference

Policy Conferences shall determine national UNA membership positions on policy issues that fall within the scope of UNA-UK, as defined by UNA-UK's charitable objects and strategic plan.

The timing and location of the next Conference shall be determined by the Procedure Committee. The Procedure Committee shall give not less than 20 weeks' notice of Policy

Conferences to all members as defined in (2) through website, flagship magazines and any planned branch and electronic mailings.

5. Representation/attendance at Policy Conferences

Policy Conference shall consist of:

- a) Members of the Board of Directors
- b) Members, as defined in (2), with not less than 3 months continuous membership at the date of the commencement of the Conference who have indicated their intention to attend. Recognised affiliated organisations should nominate one of their members to represent them at the conference.

Members wishing to attend shall also notify the Procedure Committee of their intention in writing, either by post, email or on-line sign up.

All those eligible to attend and wishing to attend shall pay fees on a scale to be determined by the Procedure Committee. Notification and payment should be made not less than 14 days before the Conference.

UNA supporters and members of affiliated organisations (apart from the nominated representative) are eligible to attend the conference and to speak at the discretion of the chair, but not to vote.

6. Voting at Policy Conferences

- a) Each Member attending Conference shall have only one vote each.

7. Entitlement for submissions to Policy Conference

- a) All submissions to Policy Conference must:
 - i. Be presented in the format of a topic for discussion, either a position paper or a paper with more than one possible position
 - ii. Be no more than 300 words
 - iii. Relate to one of UNA-UK's policy focus areas and cross-cutting themes as defined by its strategic plan or other matters as defined by UNA-UK's charitable objects
 - iv. Directed to an explicit reference to a UN body, treaty or conference.
 - v. Include a specific action that the UK government, other governments, UNA-UK, WFUNA, or a UN body can take
- b) The Board is entitled to make up to three submissions to Policy Conference.
- c) Members as defined in (2) are entitled to make up to three submissions to Policy Conference, listing them in order of priority. The submissions must be supported by 5 other Members. No member may make or support more than three submissions. The member sending the submission is expected to be willing for his/her name and email address to be shared with others making similar submissions, so that they can coordinate their presentation.
- d) Submissions should not include supporting information. The Procedure Committee may request additional information from submitters.

8. Process for submissions and determining topics for discussion

- a) The Procedure Committee shall notify all Members as defined in (2) of the deadlines and process for submissions to Policy Conference not less than 20 weeks before the Policy Conference.
- b) The Procedure Committee shall invite policy submissions from all those specified in Section 7 not less than 15 weeks before the Policy Conference.
- c) All submissions must reach the Procedure Committee not less than 10 weeks before the Conference, preferably in electronic form.
- d) The Procedure Committee will group the submissions into topics which can be debated. If there appear to be too many topics the committee will select the most popular topics from the submissions received. Only these submissions will be included in the Policy Conference agenda. The Procedure Committee will notify those whose submissions were not selected or deemed 'ineligible'. The Procedure Committee may, if necessary, composite or edit the submissions received in consultation with the submitters.
- e) The Procedure Committee shall disseminate the Conference agenda not less than 21 working days before the Conference to Branches, Regions, Nations, the Board and UNA Youth Council, and all those listed in (5).

9. Proceedings at Policy Conferences

9.1 Quorum and format

- a) The quorum at Policy Conferences shall be 25.
- b) The Procedure Committee shall devise the format of Policy Conferences taking into account submissions received. If necessary, the Procedure Committee may allocate topics to be discussed in plenary sessions and topics to be discussed in concurrent smaller 'policy commissions'.
- c) The Procedure Committee may invite UNA-UK staff, members of the UNA-UK Policy Advisory Group or others to advise Policy Conference on issues of fact relevant to the topics being debated.
- d) The Procedure Committee shall make available the format and proceedings at Conference to all Branches, Regions, Nations and those listed in (5).

9.2 Order of debate

- a) The Chair of the Procedure Committee shall act as Chair of the Policy Conference and/or nominate other members of the Procedure Committee or other UNA-UK members to chair particular sessions.
- b) The Chairpersons as defined above in 9.2.a shall accord the right to speak, declare debates open and closed, put issues to vote and announce the result of voting. The Chairpersons' decisions are final.
- c) Subject to any alterations by the Chairpersons, submissions will be discussed in the plenary and policy commission sessions as per (9.1b) and in the order they are

presented in the agenda. Only submissions contained in the agenda may be discussed, with the exception of 'urgent topics' – see Section 9.4

- d) Members as defined in (5) that have made policy submissions that have been included in a topic shall be invited by the Chairpersons to present their submissions, after which the floor will be opened to discussion. The Chairpersons may accord a 'right of reply' to the submitters.
- e) At the discretion of the Chairpersons, those presenting submissions shall be given four minutes to speak and all others participating in the debate will be given three minutes.
- f) Having listened to the debate, the chairperson will have the right to accept or propose changes to a submission if he/she considers that they will more truly reflect the will of conference.
- g) Where consensus has not emerged, the Chairpersons may either put the issue to a vote or seek agreement on referring the matter to the UNA-UK Board and/or Policy Advisory Group for further consideration.
- h) The chairperson shall put a submission to the vote in total or in sections.

9.3 Voting on policy submissions

- a) The Procedure Committee will issue voting cards to every Member as defined in (5).
- b) Any votes on submissions in plenary or commission sessions shall require a two-thirds majority to be passed.
- c) Commission decisions shall be submitted to a final plenary session for confirmation
- d) The Chairpersons decision on the outcome of a vote is final.
- e) If necessary, the Chairpersons may seek a decision in principle from those present, with approval to make minor drafting changes to a submission before it is finalised.

9.4 Urgent topics

- a) During the Policy Conference, delegates may propose to the Procedure Committee an urgent topic for discussion. 'Urgency' is defined as significant developments that have arisen since the deadline for Conference submissions and which fall within the requirements of (7a)
- b) The Procedure Committee shall specify a deadline and process for urgency proposals and communicate this to the Policy Conference.
- c) The Procedure Committee shall decide whether the submissions are in order as defined in (7a) and qualify as 'urgency' submissions.
- d) The Conference will be asked if it wishes time to be allocated to any / All eligible submissions. The Procedure committee shall then allocate time either in a separate session on urgency submissions, or during the appropriate Policy Conference session.
- e) The order of debate and voting on urgency submissions shall be the same as for all other submissions – see sections 9.2 and 9.3

10. Policy Conference outcomes

- a) Within eight weeks of the end of the Policy Conference, the Procedure Committee will transcribe the outcomes and produce a 'Policy Conference Statement'. This which will be available on the UNA-UK website and disseminated to branches, regions and nations and other UNA-UK constituent bodies.

- b) The document will contain policy positions agreed at the Policy Conference. The Chair of the Procedure Committee will present this document to the UNA-UK Board for discussion and action by the Board, staff, branches, regions, nations and wider membership. The document will also serve as a guide to the Board in its adoption of the annual UNA-UK operational plans. The Board will also work with its Policy Advisory Group (of which the Chair of the Policy Conference is a member) and the UNA-UK staff on any appropriate action.
- c) The document will be integrated into previous policy statements to form a rolling policy document. We request that the UNA chair will use an appropriate forum to report back to members on the actions taken by the UNA-UK Board and staff to promote these policies. At the next Policy Conference, the Procedure Committee shall provide an update on action taken by members, branches, regions, nations, the UNA-UK Board and staff in support of the previous Policy statement.

11. Amendment of the Standing Orders

- a) These Standing Orders govern the procedures and processes related to Policy Conferences. They will be made available to all UNA-UK members and to branches, regions and nations and constituent bodies.
- b) Members as defined in (2) may make proposals to amend the Standing Orders. All such proposals should be forwarded to the Procedure Committee for consideration. The Procedure Committee will verify with the UNA-UK Board that any such proposals do not conflict with UNA-UK's constitutional documents, other legal requirements and strategic plan.
- c) All proposals deemed in order by the Procedure Committee and the UNA-UK Board will be put to the next Policy Conference, where they must gain a two-thirds majority to be passed.