

1. Name

A national UNA-UK membership-led conference (hereafter called 'Conference'), will be open to all members, supporters and stakeholders of UNA-UK

2. Definitions

'UNA-UK' means United Nations Association – UK (Charity registration number 1146016).

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

'Members' refers to individuals who are paid-up members of UNA-UK.

'Conference Committee' refers to the members elected during the Conference to organise the next Conference.

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

'UNA Group' refers to all local, thematic and student UNA Groups as recognised and approved by the UNA-UK Board.

'Conference Period' will normally be a period of up to two calendar years. A membership-led Conference will be held once in every Conference Period.

3. Conference Committee

3.1 Governance

The Conference Committee is a sub-committee of the UNA-UK Board. The Chair of the Conference Committee or a member of the Conference Committee will report on its meetings to the Board. If the Chair is unable to attend a Board Meeting, they should advise the Conference Committee of their non-attendance within a reasonable time and if possible no later than 48 hours before the Board Meeting in order that consideration can be given to another member of the Committee attending the Board meeting in order to report to the Board.

3.2 Composition

The Conference Committee will consist of the following, all of whom must be members of UNA-UK:

- A Chair;
- Deputy or Vice Chair; and
- three other members.

3.3 Attendees at Committee Meetings

The Conference Committee shall invite a representative from among the staff to the UNA-UK to attend Committee meetings in a non-voting capacity and may invite up to three additional other persons to attend Committee meetings in a non-voting capacity to assist or advise them in relation to matters regarding their role as the Conference Committee.

3.4 Terms of office and election process

Conference Committee members will serve from the date of their election or appointment until the end of the next Conference. They will be eligible for re-election or appointment to the same or another Committee position for a further two terms of Conference after which they may not stand for election or be appointed for one Conference Period before becoming eligible to stand again (subject to paragraph (d) below in the case of the Chair position).

- a) The Conference Committee, in consultation with the UNA-UK, will draw up a candidate form for election to the Conference Committee which will be made available to the UNA-UK membership attending the next Conference.
- b) Those interested in standing for election to be a Conference Committee member from the end of the next Conference will be invited by the Conference Committee to send their candidate forms to the UNA-UK Company Secretary by a date specified by the Conference Committee that is not less than **4 weeks** before the next Conference.

- c) Only UNA-UK members with a minimum of 6 months continuous membership on the date the nomination papers are circulated are eligible to stand for election for the next Conference Committee.
- d) For the Chair of Conference Committee position, the candidate will only be able to be elected and re-elected to serve a maximum of three consecutive terms of office as Chair.
- e) The UNA-UK office will compile the candidate forms for election to the Conference Committee and make them available for dissemination to UNA-UK members. These will be emailed to members who have registered to attend the Conference whether in-person or electronically.

3.5 Voting for the Conference Committee (for voting on submissions see section 9.3 below)

- a) Each UNA-UK Member attending Conference (whether in person or by electronic means) shall have one vote each in relation to the candidates for election to form the next Conference Committee. Those attending by electronic means will be eligible to vote using an electronic form and will follow the instructions provided on the form and the cover email.
- b) Elections will be held during the next Conference. Ballot papers will be distributed at the beginning of the Conference (including electronic ballot forms for members joining the Conference remotely), along with instructions on how and by when to complete the ballot forms.
- c) The Conference Committee will nominate a person ahead of the Conference to count and verify the votes. The results will be given to the Chair of the Conference to announce the results at the end of the Conference.

3.6 In the event that there are insufficient candidates who have put themselves forward for election at the next following Conference in order to constitute a Conference Committee of 5 members as set out in section 2 above, then as soon as practicable after the Conference, those Conference Committee members who were elected from the end of the Conference shall seek and agree the appointment of a sufficient number of other Members of UNA-UK to join the Conference Committee as members until the end of the next following Conference. Such appointees must have at least 6 months continuous membership of UNA-UK.

4. Responsibilities of the Conference Committee

4.1 The Conference Committee will be responsible for:

- a) Determining the timing of the Conference
- b) Managing the overall Conference Budget
- c) Devising a programme and format for the Conference taking into account any informal contact and in consultation with UNA Groups, UNA-UK members and/or Elected Trustees, as it considers appropriate in order to gather views.
- d) Logistical arrangements
- e) Chairing the Conference sessions
- f) Amendments to Standing Orders

4.2 The Conference may partner with members and UNA Groups to help them with the above.

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

4.4 The Conference Committee will put forward its outline plans for the Conference to the UNA-UK Board for approval, in sufficient time in advance of the Conference for the orderly planning of the next Conference.

5. Purpose, periodicity and notice of Conference

- 5.1 Conference 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 its strategic plan.
- 5.2 The timing and location of the next Conference shall be determined by the Conference Committee, who will submit proposals for the same to the Board of UNA-UK in sufficient time for the organisation of the Conference.
- 5.3 The Conference Committee shall give notice of the next Conferences to all members as defined in section 2 through website, publications and any planned UNA Group meetings and electronic mailings as far in advance as possible.

6. Representation/attendance at Conferences

- 6.1 Conference shall consist of:
 - a) Members of the Board of Directors;
 - b) Members, as defined in section 2;
 - c) Supporters and stakeholders of the UNA-UK who are invited to the Conference, as determined by the Conference Committee or the UNA-UK.
- 6.2 Members, supporters and stakeholders wishing to attend must notify the UNA-UK of their intention to do so by using the link for electronic registration as notified by UNA-UK or by email to info@una.org.uk.
- 6.3 All those eligible to attend and wishing to attend shall pay attendance fees on a scale to be determined by the Conference Committee (after consultation with the UNA-UK Board).
- 6.4 UNA-UK supporters and stakeholders are eligible to attend the conference and to speak at the discretion of the Conference Chair, but not to vote.

7. Entitlement for submissions to the Conference

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

8. Process for determining topics for discussion and submissions

- 8.1 The Conference Committee shall notify all Members as defined in section 2 of the deadlines and process for submissions to the Conference Committee.
- 8.2 The Conference shall invite submissions from all those specified in section 7 not less than 10 weeks before the Conference.
- 8.3 All submissions must reach the Conference Committee not less than 8 weeks before the Conference in electronic format. In the event that the Conference Committee does not receive enough submissions, the Committee will decide on the topics for presentation at the Conference
- 8.4 The Conference Committee will group the submissions into topics which can be debated. If there appear to be too many topics the Conference Committee will select the topics from the submissions received. Only these submissions will be included in the Conference agenda. The Conference Committee will notify those whose submissions were not selected or deemed 'ineligible'. The Conference Committee may, if necessary, composite or edit the submissions received in consultation with the submitters.
- 8.5 The Conference Committee shall disseminate the Conference agenda not less than 4 weeks before the Conference to UNA-UK Members, UNA Groups, the UNA-UK Board, and all those listed in section 6

9. Proceedings at the Conferences

9.1 Quorum and format

- a) The quorum at the Conferences shall be 25 UNA-UK members (in attendance in person or electronically) as at the Conference date.
- b) The Conference Committee shall devise the format of the Conferences taking into account submissions received. If necessary, the Conference Committee may allocate topics to be discussed in plenary sessions and topics to be discussed in concurrent smaller groups.
- c) The Conference Committee may invite UNA-UK staff or others to advise on issues of fact relevant to the topics being debated.
- d) The Conference Committee shall make available the format and proceedings at the Conference to all those attending the Conference.
- e) The conference may be held in person or as a hybrid in person and electronic event. In the event that the Conference is unable to take place in person, the Conference may be held entirely electronically.

9.2 Order of debate

- a) The Chair of the Conference Committee shall act as Chair of the Conference Conference and/or nominate other members of the Conference Committee or other UNA-UK members to chair particular sessions (hereafter called Session Chairs).
- b) The Chairs as defined above in section 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 Chair of each session's' decision are final.
- c) Subject to any alterations by the Chairs, submissions will be discussed in the plenary and policy sessions as per section 9.1(b) 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 section 6 that have made policy submissions that have been included in a topic shall be invited by the Session Chair to present their submissions, after which the floor will be opened to discussion. The Session Chair may accord a 'right of reply' to the submitters.
- e) At the discretion of the Session Chairs, those presenting submissions shall be given time to speak and all others participating in the debate will be given time to respond. The Session Chairs will determine how much time is speaker will have and their decision will be final.
- f) Having listened to the debate, the Session Chairs will have the right to accept or propose changes to a submission they consider that they will more truly reflect the will of Conference.
- g) Where consensus has not emerged, the Session Chairs may either put the issue to a vote or seek agreement on referring the matter to the UNA-UK Board for further consideration.
- h) The Session Chairs shall put a submission to the vote in total or in sections.

9.3 Voting on Submissions

- a) Those Members attending the Conference whether in-person or by electronic means will have one vote per person and will be able to vote by a show of hands, or electronically.
- b) A two-thirds majority is required for the submission to be passed.
- c) The Chair's decision on the outcome of a vote is final.
- d) If necessary, the Chair may seek a decision in principle from those present, with approval to make minor drafting changes to the submission.

9.4 Urgent topics

- a) During the Conference, delegates may propose to the Conference Chair 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 section 7(a).
- b) The Committee shall specify a deadline and process for urgency proposals and communicate this to the Conference Chair.
- c) The Conference Committee shall decide whether the submissions are in order as defined in section 7.1 and qualify as 'urgency' submissions.
- d) The Conference Committee will be asked if it wishes time to be allocated to any/all eligible submissions. The Conference Committee shall then allocate time either in a separate session on urgency submissions, or during the appropriate 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. Conference outcomes

- 10.1 After the Conference, the Conference Committee will report the outcomes and produce a 'Conference Report'. This will be made available on the UNA-UK website and disseminated to members and UNA Groups via email.
- 10.2 The Conference Report will contain policy positions agreed at the Conference. The Chair of the Conference that has just been held will, in consultation with members of the Conference Committee for that Conference, prepare the Conference Report within 4 weeks following the Conference and submit this to the Company Secretary.
- 10.3 The Company Secretary will circulate the Conference Report to the UNA-UK Board for discussion at the next following Board meeting. In accordance with the Articles of Association of UNA-UK, at that Board meeting, the Chair of the next Conference Committee will be proposed for appointment as a Trustee of UNA-UK in place of the Chair of the previous Conference Committee.
- 10.4 The Conference Report will guide discussions and actions by the Board, UNA-UK staff, UNA Groups and/or the wider UNA-UK membership. The Conference report will also serve as a guide to the Board when developing UNA-UK's next strategic plan and when considering any further appropriate actions to be taken forward by UNA-UK staff.

- 10.5 At the next Conference, the Conference Committee shall provide an update on any action taken by members, UNA Groups and the UNA-UK Board/staff in relation to the matters covered by the previous Conference Report.

11. Amendment of the Standing Orders

- 11.1 These Standing Orders govern the procedures and processes related to the Conferences. They will be made available to all UNA-UK members and to UNA Groups by publication on the UNA-UK website.
- 11.2 Members as defined in section 2 may make proposals to amend the Standing Orders. All such proposals should be forwarded to the Conference Committee for consideration. The Conference Committee will consider such proposals (but shall not be required to adopt them).
- 11.3 These Standing Orders may be amended from time to time subject to agreement by both the Conference Committee and the UNA-UK Board. Before any amendments to these standing Orders are agreed, the UNA-UK Board shall confirm that any such amendments do not conflict with UNA-UK's constitutional documents, other legal requirements and/or strategic plans.
- 11.4 These Standing Orders (and any amended version of these Standing Orders) will be shared with UNA-UK Members by sending them with the papers for the next following Conference and at the next following Conference and by making them available on the UNA-UK website.