**UNISON SOUTH EAST**

**REGIONAL LOCAL GOVERNMENT SERVICE GROUP**

 **CONSTITUTION - 2015**

**1**. **Introduction**

This Constitution is designed to enable the participation of Local Government Branches and Local Government members from Self-Organised Groups and the Young Members’ Section. The aim of the Regional Local Government Service Group and Sector Committee structure is to ensure that the Local Government Service Group decisions and priorities identified at the Regional and National Conferences are taken forward and acted upon.

**2**. **Regional Local Government Service Group Conference**

* 1. There will be two Annual Regional Local Government Service Group Conferences in

the South East Region.

* 1. The Local Government Service Group Conferences will normally take place in

 February (1 day) and in September (2 day residential) of each year. Any

 changes to this arrangement will be discussed and agreed at a meeting of the Local

 Government Service Group Executive Committee.

 The Regional Local Government Service Group Executive Committee shall have

the responsibility for determining the location.

* 1. Representation at the Annual Conferences
		1. Branches:

The size of Branch delegations to the Conferences shall be the same as that in operation for Regional Council. Representation from Branches should reflect the principles of fair representation and proportionality:

Each Branch is entitled to be represented at the Regional Local Government Conferences on the following basis:

a) Two delegates for the first 500 full members or part thereof

b) One additional delegate thereafter per 500 full members of part thereof.

c) The Secretary of the Service Group is notified of the substitutes before the commencement of the first session of the Conference.

d) That the substitute meets the same proportionality and fair representation as the original delegate.

e) In situations where as a result of merger of branches, a branch covers more than

one local authority the branch shall be required to submit nominations from across all constituent councils in line with their Branch Rules

* + 1. Self Organised Groups

Each recognised Self-Organised Group is entitled to appoint two delegates (both of whom must be members of Local Government Branches and the Local Government Service Group) to the Regional Local Government Conferences, who shall have the same rights as Branch delegates (except for card votes). The Representatives should reflect the principles of fair representation and proportionality.

* + 1. Young Members

The Young Members’ Forum is entitled to appoint two delegates (both of whom must be members of Local Government Branches and the Local Government Service Group) to the Regional Local Government Conferences, who shall have the same rights as Branch delegates (except for card votes). The Representatives should reflect the principles of fair representation and proportionality.

* + 1. Local Government Sector Committees

The Further Education and Sixth Form Sector shall be entitled to appoint two delegates to the Regional Local Government Conferences, who shall have the same rights as Branch delegates (except for card votes). The Representatives should reflect the principles of fair representation and proportionality.

* + 1. National Joint Council Committee

The Region’s representatives on the National Joint Council Committee shall be entitled to attend the Regional Local Government Conferences. These representatives have the right to speak to the Regional Conference but not to vote.

* + 1. National Service Group Executive

The South East Regional Local Government Service Group representatives shall be entitled to attend the Regional Local Government Conferences. These representatives have the right to speak to the Regional Conference but not to vote.

* + 1. National Executive Council

The South East Regional Local Government NEC representative/s shall be entitled to attend the Regional Local Government Conferences. Local Government NEC representative/s from other Regions may be invited to attend the Regional Local Government Conferences. These representatives have the right to speak to the Regional Conference but not to vote

* 1. The purpose of the September Conference will be to determine policies and

priorities for the forthcoming year, including the formation of any Sector Forums. The September Conference will elect members to the Regional Local Government Service Group Executive Committee (in accordance with Paragraph 6 below).

* 1. The Regional Local Government Service Group Executive Committee shall

present an annual report to the Service Group Conference.

* 1. The purpose of the February Conference is to provide an opportunity for all

 Branches to attend workshops on a variety of topics. It will also enable discussion

 regarding objectives and action planning, as well as dealing with appropriate

 motions.

* 1. Branches, Sector Committees, Self Organised Groups, the Young Members’

Section and the Regional Local Government Service Group Executive Committee

may submit motions and amendments for debate at the Service Group Conferences. All motions and amendments must be submitted in accordance with the agreed timetable set out in the Standing Orders (Appendix A).

The Local Government Service Group Executive Committee may submit motions on behalf of Regional Forums and all Sectors and National Forums (see 5.4.12a).

* 1. Arrangements for voting are detailed in Paragraph 7 of the Standing Orders.

 (Appendix A)

* 1. Elections for the National Joint Council Committee***,*** and all Sector Committees and National

 Forums (see para. 6.4.1a),Regional Delegates to National Local Government Conference, the

National Standing Orders Committee and South East Regional Committee will normally take place at the September Conference.

* 1. The Standing Orders for the Regional Local Government Service Group

Conferences are attached as Appendix A.

* 1. A Special Regional Local Government Conference shall be convened following:
		1. A resolution of the Regional Local Government Service Group Executive

 Committee.

* + 1. Upon the request by a minimum of 10% of the Local Government

 Branches in the Region, received by the Regional Head of Local Government.

**3**. **Lobbying**

Delegates and branches may lobby other delegates upon issues pertaining to conference business. This may include the production of flyers and news sheets. Any materials produced in the name of UNISON must respect the behaviour guidelines in Appendix A (3). The purpose of any circulated UNISON material should be to inform and persuade delegates and must not contain any offensive or derogatory remarks aimed at individuals, branches or groups with the union. Any UNISON materials which infringe this standing order may be proscribed from circulation at the conference

**4. Self-Organised Groups**

The Local Government Service Group wishes to develop and maintain a constructive and continuing relationship with UNISON's Self-Organised Groups. The direct representation of Self-Organised Groups on the Local Government Service Group Executive Committee and at Regional Local Government Conferences is designed to facilitate this.

**5.** **Function and Purpose of the Regional Local Government Service Group Executive**

 **Committee**

 5.1 The Regional Local Government Service Group Executive Committee is

accountable to the Regional Local Government Service Group Conferences;

5.2 To agree the priorities, policies and objectives of the whole service group

(including its Sector Committees and Regional Forums);

 5.3 To approve the Group's (and its Sector Committee and Regional Forums’) work

 programmes;

* 1. To approve the Group's budget bid and monitor expenditure;

5.5 To monitor activities of the group to ensure that work programmes are being carried

 out and conference decisions actioned;

 5.6 To take a strategic overview of the Group's activities;

5.7 To monitor, support and encourage the development of fair representation and

 proportionality in the service group;

5.8 To agree the necessary arrangements and location of two Regional Local

 Government Service Group Conferences which will normally take place during

 February (1 day) and in September (2 day residential) of each year.

* 1. To arrange a minimum of 1 meeting per year (for each Sector) of Branch Delegates

 discuss National Pay, when there is a pay claim being submitted.

 5.10 To arrange a minimum of 1 meeting per year for those branches on local pay to support the formulation of a model claim and to consider campaign activity to support local pay bargaining.

 5.11 To liaise with Regional Self-Organised Groups;

 5.12 To support branch development as appropriate;

* 1. To resolve any policy conflicts within the Group or its Sector Committees;

**6. Regional Local Government Service Group Executive Committee - Election and**

 **Entitlement to Seats**

* 1. The principles of proportionality and fair representation, as defined by UNISON’s

 rules, shall apply to seats on the Regional Local Government Service Group

 Executive Committee.

6.2 Elections to the Regional Local Government Service Group Executive Committee

shall take place at the September Regional Local Government Conference. The Local Government Representatives will be elected by Branch delegates from the relevant category (i.e: Unitary, County and District/Borough). Sector Committee representatives will be elected at the first meeting of the Sector Committee to take place after Regional Conference.

* 1. Nominees to any position may, if they wish, submit an election address. This

 should be no more than 200 words and not including a list of any union positions held.

 6.4 The entitlement to seats is as follows:

 6.4.1 There will be one Chairperson and one Vice Chairperson (at least one of

 whom shall be a woman).

#  6.4.2 Local Government Representatives:

1. Nine Representatives from Unitary Local Authority Branches, or unitary sections within merged branches which cover more than one authority (at least

 seven of whom must be women, one of which must be a low paid woman)

1. Twelve Representatives from County Local Government Branches, or county sections within merged branches which cover more than one authority (at

 least nine of whom must be women, one of which must be a low paid

 woman)

1. Seven Representatives from District Local Government Branches, or district sections within merged branches which cover more than one authority (at least four of whom must be women, one of which must be a low paid woman)
2. No branch to be entitled to nominate more than 2 of its’members in the categories 6.4.2(a) to (c) except in the situation of merged branches covering more than one Local Authority, which shall be entitled to nominate not more than two of its’ members for each Authority they cover.

There will be a biennial review to ensure that the number of Local Government Representatives reflects the number of members from Unitary, County, District and Borough Local Government Branches, or such interval as may be necessary following branch restructuring.

6.4.3 Fair representation

Branches are expected to ensure that the diversity of their membership and employers is reflected within their delegation to the Regional Local Government Service Group Executive Committee.

 6.4.4 Further Education and Sixth Form Representatives:

 Two Representatives (at least one of whom must be a woman)

#  6.4.5 Regional Self-Organised Groups

#  One Representative from each Regional Self-Organised Group. These

# representatives must be members of a Local Government Branch and the Local Government Service Group.

 6.4.6 Young Members’ Section

#  One Representative . This representative must be a member of a Local

#  Government Branch and the Local Government Service Group.

 6.4.7 National Service Group Executive Committee

 The Regional Representatives from the National Local Government Service Group

 Executive Committee. These Representatives will have voting rights on the

 Regional Local Government Service Group Executive Committee.

 6.4.8 National Joint Council Committee

 The Regional Representatives from the National Joint Council Committee.

 These Representatives will have voting rights on the Regional Local Government

Service Group Executive Committee.

 6.4.9 Ex-Officio Members

1. Regional Representatives to National Service Group Conference, Standing

 Orders Committee and National Forums will be appointed at the September Regional Local Government Conference. They will be invited to attend appropriate meetings of the Regional Local Government Service Group Executive Committee and Sector Committees and will not have voting rights at those meetings.

1. The appointment of delegates to the National Local Government NJC will be subject to any national requirements that apply to the holding of such positions. These delegates should be from local authorities on NJC pay, terms and conditions and meet the eligibility criteria for voting on National Local Government Pay Industrial Action Ballots.

######  6.5 Any vacancies arising during the year will be offered, in the first instance, to the

###### unsuccessful nominee/s who received the next highest number of votes at the September Regional Conference except the positions of Chairperson and Vice-Chairperson where nominations will be invited at the earliest opportunity ensuring fair representation as set out in Rule 6.4.3. In the event of the vacancy/ies still not being filled new nominations will be sought with elections being carried out at the next Service Group Executive Committee Meeting or Regional Conference, whichever is the sooner. Voting will be by a simple majority.

**7.** **Ruling motions or amendments ‘out of order’**

Within one week of the closing date for motions, the conference Chair (and in her/his absence the vice chair) and Regional Head of Local Government, will review all submitted motions. If necessary, advice will be sought form the LG Representative on the nation Standing Orders Committee. In the event that a motion is deemed unacceptable for debate, the Regional Head of Local Government will inform the submitting body, providing the reason/s why. The submitting body must appeal inwriting within two weeks of the ruling if they disagree with the decision. The appeal decision will be made by the Chair and the Regional Head of LG within one week of receipt of the appeal. Their decision will be final.

**8. Further Education and 6th Form Colleges**

8.1 Members from Further Education and 6th Form Colleges will be represented at two Regional Sector Committees in the Local Government Service Group. Representatives on these Sector Committees will be based upon the number of members in the Branch from the appropriate sector. The Function and Purpose of these Sector Committees will be:

8.1.1 To provide a focus to enable discussion and formulation of policy on issues of direct concern to the membership group including collective bargaining and occupational issues;

8.1.2 To provide advice to the Service Group Executive Committee on issues of concern to the Service Group generally;

8.1.3 To oversee and determine UNISON’s input into trade union sides of joint negotiating bodies within the sector's scope, including determining UNISON's representation on the trade union side;

8.1.4 To undertake appropriate recruitment initiatives and such other developmental work as may be required.

8.1.5 To advise the Service Group Executive Committee on the annual work programme to be undertaken in each of the Sector Committee areas;

8.1.6 To review the outcome of the previous year's activities and to advise on the success of initiatives;

8.1.7 To produce an annual action plan and budget bid to be submitted to the Regional Local Government Executive Committee for approval.

8.1.8 To oversee the development of initiatives within the areas agreed as part of the Service Group Executive Committee's priorities.

 **9. Occupational Forums**

The requirement for Occupational Forums in particular service areas would be agreed annually at the September Regional Service Group Conference alongside the priorities for the year.

**10. Annual General Meeting**

The Annual General Meeting of the Local Government Service Group is the September Conference. The timing of this meeting will take into consideration any deadlines for amendments to UNISON’s Annual Conference. The newly elected Local Government Service Group Executive Committee will consider and agree the venue and timing of this meeting. The first meeting after the newly elected Regional Local Government Executive Committee will also consider any outstanding matters from the agenda of the Local Government Service Group Conference.

**11**. **Function of Chairperson and Vice Chairperson - Regional Local Government**

 **Service Group Executive**

The role of the Chairperson (and in their absence the Vice Chairperson) is:

 11.1 To preside at meetings of the applicable Committee;

 11.2 To ensure that business is properly conducted;

11.3 To advise the Committee on matters relating to procedure and interpretation or

 rules.

11.4 To liaise with the Regional Head of Local Government and/or Secretary to the Committee in

 the drawing up of the Local Government Regional Action Plan;

11.5 To liaise with the Regional Head of Local Government and/or Secretary to the Committee in

 the drawing up and monitoring of the Local Government Service Group Budget.

 11.6 To liaise with the Regional Head of Local Government and/or Secretary to the Committee on

 any matters of concern to the Service/Sector Committees.

**12**. **Election of Chairperson and Vice Chairperson - Regional Local Government**

**Service Group or Sector Committees**

The Chairperson and Vice Chairperson of the Regional Local Government Service Group Executive Committee shall be electedat the Regional Local Government Service Group Conference in September. The newly elected Chair/Vice-Chair will take office at the conclusion of that year’s conference.

The Chairperson and Vice Chairperson of the Sector Committees shall be elected at the first meeting of the Sector Committee after the Regional Local Government Service Group Conference.

**13**. **Timetable of Meetings**

 The Local Government Service Group Executive Committee will meet a minimum of

four times per year, at least one of which will be on a Saturday. Each Sector Committee will meet a minimum of 2 times per year.

The number and schedule of meetings will be decided by the Service Group Action Plan and considered at the Regional Local Government Service Group Conference.

**14. Expenses**

The following arrangements for the claiming of expenses will apply:

14.1 Regional Local Government Conferences/Seminars

14.1.1 Branch Representatives overnight Subsistence and travelling to the

 Conferences/Seminars will be funded by the relevant Branch. .

14.1.2 The Chair, Vice Chair and National Representatives and representatives

 from Self Organised Groups and the Young Members Forum will be

 funded by the Regional Local Government Service Group Budget.

14.1.3 The Regional Local Government Service Group Executive Committee shall

 consider, annually, the delegate rate that is to be charged for the February and

 September Regional Local Government Conferences. In circumstances where this is not

 possible the Regional Head of Local Government and the Chair or Vice Chair will agree

 the rate.

14.2 Regional Local Government Service Group Executive Committee

 Travel expenses to the Service Group Executive Committee Meetings and any

Working Groups will be funded by the Regional Local Government Service Group Budget.

 14.3 Regional Local Government Sector Committees

Travel expenses to the Service Group Sector Committee Meetings and any Working Groups will be funded by the relevant Sector Committee Budget***,*** which has previously been approved by the Regional Local Government Service Group Executive.

 14.4 Regional Local Government Pay Meetings

##### Travelling expenses and subsistence will be paid by the relevant Branch.

 14.5 Regional Occupational Forums

Travel expenses and subsistence to any Regional Occupational Forums will be funded by their branch.

 14.6 Appropriate Facilitation

 Appropriatefacilities will be funded from the relevant central Regional Budget.

**15**. **Changes to Constitution**

Any proposals for changes to the Constitution will be considered at a Regional Local Government Service Group Conference and agreed with two-thirds majority in accordance with the Conference Standing Orders (Appendix A).

**16.** **Quorum of the Executive Committee**

The quorum of the Executive Committee shall be one third of the total number of delegates with full voting rights.

**Appendix A**

**REGIONAL LOCAL GOVERNMENT CONFERENCES**

**STANDING ORDERS**

The following procedures for the conduct of meetings shall apply:

1. **Chair**

The authority for the business of the Regional Local Government Conference shall be vested in the Chairperson of the Regional Local Government Service Group Executive Committee. The Chairperson shall preside at meetings of the Conference and in whose absence the Vice-Chairperson shall act as Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the Regional Head of Local Government shall ask the Conference to elect a member of the Regional Service Group Executive Committee to preside.

1. **Purpose of Conferences**

The purpose of the Regional Local Government Conferences will be to receive from the Regional Local Government Service Group Executive Committee an Annual Report on its work, throughout the preceding year. Additionally, Conference will debate and vote on such motions, and amendments, as are placed on the Conference agenda by Branches or the Regional Local Government Service Group Executive Committee.

The September Conference shall conduct such ballots and elections as are appropriate. During the course of the Conference workshop, plenary sessions and educational sessions, as are appropriate, shall be held.

1. **Behaviour**

All delegates will be expected to behave in such a way as to respect the views of others. Delegates should not use language or behaviour, which is offensive in respect of gender, race, sexuality, disability or age. Any delegate or participant who infringes this standing order may be removed from participation in the Conference.

* 1. Lobbying

Delegates and branches may lobby other delegates upon issues pertaining to conference business. This may include the production of flyers or news sheets. Any materials produced in the name of UNISON must respect the behaviour guidelines in (3). The purpose of any circulated UNISON material should be to inform and persuade delegates and must not contain any offensive or derogatory remarks aimed at individuals, branches or groups within the union. Any UNISON materials which infringe this standing order may be prescribed from circulation at the Conference.

1. **Notice of Motions**

The Regional Head of Local Government in early May each year preceding the September Conference, will invite Branches, Self Organised Groups, the Young Members’ Section, Sector Committees and the Regional Local Government Service Group Executive Committee, to submit motions for the Conference agenda. All motions and nominations for positions on and representing the Regional Local Government Committee must be received at Regional Office no later than close of business on the last Wednesday in June preceding the September Conference.

Similarly, motions will be invited for the February Conference in early October each year and must be received at Regional Office no later than the close of business on the last Wednesday in November preceding the February Conference.

1. **Amendments**

The Regional Head of Local Government shall send notice of all motions received to those bodies entitled to submit motions to the Conference. This notice shall include an invitation to submit amendments to such motions. Amendments to motions shall be returned by the end of the first week in August.

Similarly, amendments to motions shall be returned by the end of the first week in January each year.

1. **Emergency Motions**

Emergency motions shall be submitted to the Regional Head of Local Government prior to the commencement of the Conference. Those bodies submitting emergency motions must provide 100 copies of the emergency motions. The emergency motion shall be endorsed by any two of the Chairperson, Vice Chair or Secretary of the submitting body confirming that the submitting body has carried the motion.

The Chair of the Regional Local Government Conference shall, in conjunction with the Regional Head of Local Government, recommend whether emergency motions submitted shall be admitted onto the Agenda of the Conference, this will be subject to confirmation by Conference.

1. **Ruling motions or amendments ‘out of order’**

 Within one week of the closing date for motions, the Conference Chair (and in her/his absence, the Vice Chair) and the Regional Head of Local Government or Secretary to the Local Government Committee, will review all submitted motions. If necessary, advice will be sought from the Local Government Representative on the National Standing Orders Committee. In the event that a motion is deemed unacceptable for debate, the Regional Head of Local Government will inform the submitting body, providing the reason/s why. The submitting body must appeal in writing within two weeks of the ruling if they disagree with the decision. The appeal decision will be made by the Chair and the Regional Head of Local Government within one week of receipt of the appeal. Their decision will be final.

1. **Voting**

Voting on any motion or amendment shall be by show of hands and such motions or amendments will be declared carried if a simple majority of those delegates present vote for it. A card vote shall be held if requested by at least 10 percent of those delegates present in the room, subject to a minimum of 3 Branches. The voting delegate of each Branch must make a request for a card vote by raising their hands and asking for a card vote. The voting strength of each Branch will be written on the voting card and will reflect the voting strength used at the November Regional Council prior to the Conference. Delegates not representing Branches shall not participate in a card vote and in the event of a tie the Chair shall retain a casting vote.

1. **Elections**

Elections will be by secret ballot and the Regional Head of Local Government or such persons as delegated by the Regional Head of Local Government will provide ballot papers and ballot boxes as required. The Conference shall elect 3 tellers who will be responsible for counting all card votes and ballots. In the event that any vote has an equal number of votes for and against the election shall be decided by the drawing of lots.

1. **Procedural Motions**

 The following motions may be moved without previous notice on the agenda:

1. That an agenda item be given precedence
2. That a motion or amendment be withdrawn
3. That the question be put on a suspension of timetable of the Conference
4. That the question be put.

 Any motion under i) may not be moved or seconded by a delegate from a Branch, which

 has either moved or seconded a motion or amendment currently under debate by

 Conference. Any motion under (ii) shall be immediately put to the vote without debate.

1. **Motions and Amendments not Moved or Seconded**

If a motion or amendment is not moved or fails to be seconded, it shall immediately fall. Only those bodies submitting a motion shall be able to move that motion.

1. **Speakers**

A maximum of 5 minutes shall be allowed for each mover of a motion. Movers of amendments shall have a maximum of 3 minutes. All subsequent speakers whether to motions or amendments shall have a maximum of 3 minutes; this will include any speaker speaking on behalf of the Regional Local Government Service Group Executive Committee. Speakers may only speak once to the same motion or amendment, except those movers of motions may have a right of reply subject to a maximum of 3 minutes. Speakers exercising a right of reply may not introduce any new matter but will confine themselves to answering comments from previous speakers.

1. **Points of Order**

Any delegate may raise with the Chairperson a point of order at any time. The Chairperson’s ruling on any point of order will be final unless challenged by at least 3 delegates, in which case the Chairperson shall put his/her ruling to Conference and only in the event that two thirds of the delegate voting, vote against the Chairperson’s ruling shall it be overturned.

1. **Quorum**

The quorum for the Conference shall be one third of the total number of delegates registered to attend the Conference***.*** If at anytime the number of delegates falls below this figure, and is challenged by any delegate, no vote or ballot may take place until the required number of delegates are present.

1. **Changes to the Constitution or Standing Orders**

Changes to the Constitution or to the Standing Orders can take place at either the February or September Regional Local Government Conferences. Motions to amend or change the Constitution or Standing Orders must be sent to the Regional Head of Local Government in accordance with the agreed timetable for the submission of motions. All amendments or changes must receive a two-thirds majority in order to be carried and will come into effect at the end of that conference.

**Appendix B**

REGIONAL LOCAL GOVERNMENT SERVICE GROUP

ANNUAL CONFERENCE

This Conference notes that the Local Government Service Group represents the majority of UNISON members in the South East Region. In order that the Regional Service Group can play a full role in both the South East Region and the National Service Group, this meeting agrees that there should be an annual residential Regional Service Group Conference.

The Conference needs to be residential in order that all Branches can participate and that a full day can be devoted to debate and discussion. Given the geographical spread of the Region, this Conference considers that a conference, which carries out the role of the Annual General Meeting, cannot be successfully completed in one day without the delegates being provided with accommodation on the evening before the event.

This meeting agrees the following provisions for the organisation of the Conference:

1. It should be held in Septemberat a location within the Region and should start on a Friday evening and last until Saturday evening.
2. The Conference should be a mixture of formal decision making session, elections, workshops and presentations.
3. Branch delegations to the Conference should be based on Regional

Council delegation entitlement.

1. The cost of the residential aspects of the Conference should be met by the Regional budget with branches making a contribution. The balance of contribution between the Region and branches to be subject to annual discussion with the Regional Finance Committee.
2. Branches, Self-Organised Groups and the Young Members Forum should be able to submit motions for debate at the Conference. A Conference timetable should be drawn up, which will enable Branch, Self-Organised Groups and the Young Members Forum's motions to be circulated to Branches, the Self-Organised Group and Young Members Representatives prior to the Conference. There should be the ability of Branches, Self-Organised Groups and the Young Members Forum to submit amendments to Motions in advance of the Conference.
3. All elections for region wide Service Groups roles are set out in the constitution for the Regional Service Group Conference and take place at the Conference. For most roles, the election should be on an annual basis.
4. The Regional Service Group Executive shall have the overall

responsibility for the organisation of the Conference in accordance to the provisions of the Regional Local Government Constitution.

**Appendix C**

**ANNUAL NATIONAL LOCAL GOVERNMENT SERVICE GROUP CONFERENCE**

**REGIONAL DELEGATE MEETING**

The following protocol will apply to the Regional Delegate meeting (“the meeting”) held immediately prior to the Annual National Local Government Service Group Conference (“the conference”):

1. The meeting will be held the evening before the start of the conference at an appropriate venue.

2. Immediately prior to the meeting, there will be a briefing for new delegates on conference procedures and associated issues.

3. The meeting should be open to all Branch delegates and all other members of the South East Region attending the conference.

4. Only Branch delegates have a vote at the meeting. Where Branches have shared delegates, and both are present, only one will be able to vote.

5. The role of the meeting is to:

1. Receive updates from the Regional representatives on the Service Group Executive and the Standing Orders Committee.
2. Distribute card votes to Branch delegates and other associated information.
3. Enable Branch delegates to canvas for support for their Branch motions.
4. Policy on motions being debated in conference will be determined by policy positions adopted by either the Regional Local Government Conferences or the Regional Local Government Service Group Executive.
5. Where there is no regional policy, including emergency motions accepted onto the conference agenda, or where a regional motion/amendment has been incorporated into a conference composite motion, the delegate meeting may determine a policy position.
6. The meeting has the ability to mandate the two Regional representatives to speak in support or opposition to any item of business being debated at the conference.