

**THE DRAFT POLICY CONFERENCE STANDING ORDERS WERE REVIEWED BY THE BOARD.
THE PROCEDURE COMMITTEE HAVE STILL TO REVIEW AND APPROVE THE DOCUMENT
ALL TEXT INCLUDED WITHIN [] BRACKETS IS STILL FOR REVIEW AND APPROVAL
THIS DOCUMENT IS NOT FOR APPROVAL AT THE GENERAL MEETING TO BE HELD ON
24 NOVEMBER 2011**

DRAFT UNA-UK POLICY CONFERENCE STANDING ORDERS

1. Name

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

2. Definitions

'UNA-UK' means (the relevant current organisation).

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

'Members' refers to individuals who are paid-up 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.

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. Up to two additional persons can be appointed by the Committee. The UNA Youth Council may also elect a representative to the Procedure Committee.

3.2 Terms of office and election process

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 for a further term, after which they are not eligible for re-election for one Policy Conference period. The new committee may wish to appoint other UNA-UK members, including past committee members, to advise them.

- 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 20 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.
- d) 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 and agree with the UNA-UK Board and others 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 paid-up members and to the contact points for those bodies through website, flagship magazines and any planned branch and electronic mailings.

5. Representation/attendance at Policy Conferences

Policy Conference shall consist of:

- a) Up to [??] members nominated by each Nation, each having not less than 3 months continuous membership at the date of the commencement of the Conference
- b) Up to [??] members nominated by the UNA Youth Council, each having not less than 3 months continuous membership at the date of the commencement of the Conference
- c) Up to [??] members nominated by each Region, each having not less than 3 months continuous membership at the date of the commencement of the Conference
- d) [??] member nominated by each Branch, each having not less than 3 months continuous membership at the date of the commencement of the Conference
- e) Members of the Board of Directors
- f) Individual members with not less than 3 months continuous membership at the date of the commencement of the Conference who have indicated their intention to attend.

All Branches, Regions and Nations shall provide the Procedure Committee with the name and contact details for the person or persons who will represent them at Policy Conference.

Individual members as defined in (5f) 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 shall be made not less than 14 days before the Conference.

6. Voting at Policy Conferences

[This section is to be further defined by the Procedure Committee]

- a) Each member nominated to represent a Nation shall have [??] votes
- b) Each member nominated to represent a Region shall have [??] votes
- c) Each member nominated to represent a Branch shall have [??] votes
- d) All other members listed in (5) and not otherwise defined shall have [??] 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 [Procedure Committee to agree]
 - 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 or a UN body can take
- b) The Board is entitled to make up to three submissions to Policy Conference. All submissions must be formally adopted by the body submitting them and clearly identify the main contact person for that body
- c) Nations, Regions, and the UNA Youth Council and other constituent bodies are entitled to make up to two submissions to Policy Conference. All submissions must be formally adopted by the body submitting them and clearly identify the main contact person for that body.
- d) Branches are entitled to make up to two submissions to Policy Conference. All submissions must be formally adopted by the body submitting them and clearly identify the main contact person for that body.
- e) Individual members, as defined in (5f), are entitled to make one submission to Policy Conference.
- f) 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 those specified in (5a-e) 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 select the most popular topics, normally 12 from the submissions received. 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, choose to work with the submitters on re-drafting a submission to make it eligible.
- 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 (5a-h) who have notified the Procedure Committee of their attendance at the Policy Conference.

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 smaller 'policy commissions', which can run concurrently and/or in parallel to the plenary sessions.
- 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 (5a-h) who have notified the Procedure Committee of their attendance.

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 Chairperson's, submissions will be discussed in the plenary and policy commission sessions as per (9b) 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) Those bodies that have made submissions (both policy submissions and comments/amendments) 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) 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 discussion.

9.3 Voting on policy submissions

- a) The Procedure Committee will issue voting cards to every Policy Conference delegate that clearly identifies their voting entitlements as defined in (6).
- b) Any votes on submissions shall require a **[two-thirds majority to be passed]**.
- c) The Chairpersons decision on the outcome of a vote is final.
- d) 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 Conference agenda was disseminated and which fall within the scope of UNA-UK's policy focus areas.
- b) All urgency proposals should be in line with Section 7a).
- c) The Procedure Committee shall specify a deadline and process for urgency proposals and communicate this to the Policy Conference.
- d) The Procedure Committee shall decide whether the submissions are in order as defined in (7a) and qualify as 'urgency' submissions. All eligible submissions will be allocated a time for discussion, 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) After the Policy Conference, the Procedure Committee will transcribe the outcomes and produce a 'Policy Conference Statement' 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 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 shall be valid until the next Policy Conference is held. 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 outcome document.

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) Branches, regions, nations and other constituent bodies 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.