SCOTLAND

NASUWT THE TEACHERS' UNION

STANDING ORDERS

Scotland Conference 2026

A. PREPARATION OF AGENDA FOR SCOTLAND ANNUAL CONFERENCE

1. Motions may be submitted for the Scotland Annual Conference Agenda:
   (a) by the Scotland Officers' Committee
   (b) by the Scotland Executive Council; and
   (c) by each Local Association.

2. (a) Motions for Scotland Annual Conference shall be submitted to the Standing Orders Committee at least ten weeks before the start of Scotland Annual Conference.
   (b) This Standing Order shall not apply to a Motion to consider business in the name of Scotland Executive Council or the Scotland Officers which it is impractical to submit by the above date.

3. The Standing Orders Committee shall review all Motions submitted for the Scotland Annual Conference Agenda under Standing Order 1.
   (a) (i) The Standing Orders Committee will be responsible for choosing the categories under which the Motions will be placed on the Agenda and also for placing the Motions in the appropriate category.
   (ii) The Standing Orders Committee may edit or re-draft a Motion submitted by a Local Association if the Standing Orders Committee considers that Motion to be of excessive length or to lack clarity.
   (iii) Any Motion revised under (ii) above shall be returned to the Local Association's Secretary for further consideration. If the Local Association's Secretary notifies the Standing Orders Committee of the Local Association's refusal of the revised Motion within three days of its receipt, the Motion shall be withdrawn, otherwise the revised Motion shall appear on the Agenda.
   (b) (i) If more than one Motion on the same issue is submitted, the Standing Orders Committee, with the agreement of the Local Associations concerned, may composite a number of Motions on the same aspect of any of the subjects.
   (ii) A Composite Motion shall only be placed on the Agenda if the Local Association Secretaries concerned notify the Standing Orders Committee of their support within three days of receipt of the Composite Motion.
   (iii) If a Local Association does not support the Composite Motion, that Local Association may request its original Motion (subject to Standing Order 3(a)) to appear on the Agenda.
   (c) If the Standing Orders Committee considers a Motion to be out of order or incompetent, the relevant Local Association shall be informed of that decision and the Motion shall be withdrawn.
   (d) The Standing Orders Committee shall recommend to Scottish Executive Priority Motions to be debated at the beginning of each Public Session.

4. (a) The Standing Orders Committee shall prepare Motions and Composite Motions, approved under Standing Order 3 above, for the Scotland Annual Conference Agenda, to be circulated to delegates not less than one week before Scotland Annual Conference.
   (b) Each delegate shall be issued with a ballot paper and shall be entitled to vote on that ballot paper for six Motions and Composite Motions to be debated at Scotland Annual Conference
   (c) Any ballot paper received later than the closing date stipulated shall not be counted.

5. A Local Association wishing to propose an Emergency Motion shall submit that Motion in writing to the Chairperson of Scotland Annual Conference not later than the end of the session of Scotland Annual Conference preceding the session during which it is proposed the Motion be debated.

B. ORDER OF BUSINESS

6. The Scotland Executive Council, and failing this the Scotland Officers, shall determine the dates, places and scrutineers for Scotland Annual Conference.

7. The Standing Orders Committee shall determine the timetable of Motions for Scotland Annual Conference.

8. At the commencement of Scotland Annual Conference, the Chairperson shall announce the appointment of Scrutineers.

9. The appropriate sequence of the debate of Motions in Public Session shall be Priority Motions, Motions submitted by Scottish Executive, Balloted Motions (including Composite Motions).

10. The order of business for Private Session shall be:
    (i) such business as is required by the Constitution;
    (ii) proposed amendments to the Constitution;
    (iii) proposed amendments to the Standing Orders;
    (iv) Motions and Composite Motions allocated by Standing Orders Committee to Private Session; and
    (v) such other business as is proposed by the Scottish Executive.

11. Scotland Annual Conference may, by resolution, decide to debate in Public Session any Motion or Motions appearing on the Agenda for Private Session, or any business of a particularly important or urgent nature. Alternatively, if it is felt that any Motion or Motions to be discussed in Private Session would be more appropriately debated in public, then Scotland Annual Conference may, with resolution, so determine.

C. CONDUCT OF BUSINESS

12. The Chairperson of Scotland Annual Conference shall be the Scotland Executive Council President, or failing him/her the Ex-President of the Scotland Executive Council, or failing him/her the Vice-President of the Scotland Executive Council, or failing him/her any Scotland Officer as the Scotland Annual Conference may elect for the purpose, or failing him/her an NASUWT National Officer.

13. Items shall be taken in the order in which they appear on the printed Agenda, except those the order of which has been determined by ballot which will be taken in accordance with such determination.

14. The proposer of a Motion shall be allowed eight minutes for his/her speech. The seconder shall be allowed four minutes. Movers of the adoption of the Annual Report, and any Executive Report, shall be allowed 20 minutes and their seconders shall be allowed five minutes. If proposed by the Standing Orders Committee and accepted by Scotland Annual Conference, allocated times may be reduced.

15. A call, 'That the speaker be further heard', shall be accepted at the discretion of the Chairperson.

16. All Amendments to Motions shall be submitted to the Chairperson in writing through the Standing Orders Committee, with the names of the proposers and seconders attached.

17. Only one Amendment shall be submitted for discussion at one time.
    (a) The Chairman shall read out the proposed Amendment and ask whether it is acceptable to the mover of the original Motion. If the mover accepts the Amendment, the Chairperson shall ask whether the proposed Amendment is acceptable to Scotland Annual Conference. If accepted, there shall be no further debate on the Amendment. The amended Motion shall then become the substantive Motion.
    (b) If the mover accepts the Amendment but Scotland Annual Conference does not, the Amendment shall be debated. If carried, the original mover remains mover of the new substantive Motion, upon which a further amendment may be moved.
    (c) If the mover does not accept the Amendment, the Amendment shall be debated. If carried, the mover of the Amendment shall become the mover of the new substantive Motion, upon which a further amendment may be moved.
    (d) If an Amendment be defeated, then a further Amendment may be moved to the original question or to the original question amended in accordance with (a) above.

18. (a) No member shall be permitted to speak more than once on the same Motion, which for this purpose includes an Amendment to such Motion, except that;
    (b) The proposer of a substantive Motion shall have the right to reply to each Amendment and to reply to the debate as a whole, after which reply the Motion shall be put without further debate. The proposer of an Amendment has no right of reply.

19. The acceptance of questions shall be at the discretion of the Chairperson.

D. POINTS OF ORDER AND PROCEDURAL MOTIONS

20. A point of order or question of procedure may be raised at the discretion of the Chairperson, whose ruling on such question of procedure or point of order shall be final.

21. (a) The following and only the following Procedural Motions may be moved, and only at the discretion of the Chairperson:
    - (i) that the question be now put;
    - (ii) that the question be not put;
    - (iii) that the Motion be referred to the Scottish Executive for further consideration;
    - (iv) that the time for speakers provided by Standing Order 14 be reduced to a specified time for the remainder of Scotland Annual Conference;
    - (v) that a Motion allocated to Private Session be debated in public;
    - (vi) that a Motion for Public Session be debated in private; and
    - (vii) that an Emergency Motion submitted in accordance with Standing Order 5 be called for debate.

    (b) A Procedural Motion shall be proposed and formally seconded. The proposer of a Procedural Motion may speak for up to one minute, save for the proposer of a Motion under (a)(iii) above who may speak for up to four minutes.

    (c) Once proposed and seconded, a Procedural Motion shall be put to the vote forthwith, save that if the Motion is proposed and seconded under (a)(iii), the representative entitled to reply to the debate shall be called, after which the Motion shall be put to the vote forthwith.

    (d) (i) If a Motion under (a)(i) is carried, the representative entitled to reply to the debate shall be called, after which the Motion shall be put to the vote.

    (ii) If a Motion under (a)(ii) is carried, the Motion or Amendment, as the case may be, shall be deemed withdrawn and the Chairperson shall call the next item for debate

E. VOTING

22. The quorum for Scotland Annual Conference shall be 50% of the total number of delegates entitled to attend Scotland Annual Conference plus one, representing not less than two thirds of the affiliated Local Associations. The Officers referred to in 4(a) shall count towards the quorum.

23. Every Motion shall be put to the vote by a show of hands.

24. When a vote is called by the Chairperson, representatives shall have one vote each to indicate their assent or dissent. The Chairperson shall ascertain the result of the vote by making a judgement as to the number of hands raised respectively for or against (with assistance from the Scrutineers as he/she/they deem necessary) and shall declare the vote accordingly. The result shall be final unless representatives of not less than five Local Associations rise from their places and claim a Card Vote.

25. For the purposes of a Card Vote, each Local Association shall be entitled to one vote for each member of that Local Association.

26. In the event of a Local Association's representatives wishing to divide their number of allocated votes between 'for' and 'against', those representatives shall indicate in writing on the voting card the number of votes to be counted 'for' or 'against'. In the event of the total number of votes so allocated being greater than the number of votes available to that Local Association, the voting card shall be declared spoiled.

27. In the event of a Card Vote, the Scrutineers shall collect voting cards.

28. On the close of a Card Vote, the Scrutineers shall count the votes cast.

29. In the event of a tie on a Card Vote, the Chairperson shall have a casting vote.

F. CONCLUSION AND ADJOURNMENT OF DEBATE

30. Upon the expiry of one hour from the commencement of the debate on any Motion, with the exception to adopt reports (when the hour for debate shall commence from the end of the seconder's speech), the Chairperson shall move 'That the question be now put'.

31. (a) (i) At the end of the time allocated to Public Session, a tabled Motion or Amendment thereto under discussion shall be put without further debate, provided that it has been

proposed and seconded, unless 15 members of Scotland Annual Conference arise to oppose the putting.

(ii) Discussion of balloted Motions during Public Session, other than the penultimate Session, will be adjourned to the following Public Session. At the conclusion of the penultimate Public Session, a balloted Motion or Amendment thereto under discussion shall be put without further debate, provided it has been proposed a and seconded, unless 15 members of Scotland Annual Conference rise to oppose the putting.

(iii) If at the ultimate conclusion of Public Session, any of the first six Motions determined by ballot have not been put, they shall be read by the Chairperson and put without debate, unless 15 members of Scotland Annual Conference arise to oppose the putting. Remaining balloted Motions and any Amendments thereto shall not be put.

(b) In all cases under this Standing Order, where a Motion is being debated and the proposer and the seconder of the Motion have declared their acceptance of any Amendment or Amendments, the Motion as amended shall be read.

32. (a) At the end of the time allocated for Private Session, the Motion or Amendment under discussion shall be put without further debate, provided that it has been proposed and seconded, unless 15 members of Scotland Annual Conference arise to oppose the putting. Except as provided by (c) below, all other Amendments to a Motion under discussion shall be disregarded.

(b) If, at the end of the time allocated for Private Session, any of the first three tabled Motions have not been put, they shall then be read by the Chairperson and put without debate, unless 15 members of Scotland Annual Conference arise to oppose the putting. Remaining Motions and any Amendments thereto shall not be put.

(c) In all cases under this Standing Order, where a Motion is being debated and the proposer and seconder of the Motion have declared their acceptance of an Amendment or Amendments, the Motion as amended shall be read.