

Key Dates 2021-22

These dates must be read in the context of the briefing document which contains details of what you need to do.

This is an aide-memoire for Local Association Officers about key dates governed by the Rules of the Union and Standing Orders of Conference pertaining to Annual Conference, annual elections of National Officers and National Executive Committee and Local Association business.

If you have queries about any of these items of business please email annualconference@mail.nasuwt.org.uk

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations or Federations
<p>Within 4 weeks of the beginning of the academic year</p>	<p>Not less than five weeks prior to the Federation AGM the Officers' Committee shall schedule and distribute to all delegates to the Federation, Secretaries of affiliated Local Associations and National Executive Member(s) dates for:</p> <ul style="list-style-type: none"> i) the Annual General Meeting ii) General Meetings referred to in 12(a) iii) the submission of nominations for the elections referred to in 5(e) iv) the submission of nominations for election of representatives to Conference. 	<p>Federation Rules 14(c) & 15(c) Local Association Rules 12(c) & 13(b)</p> <p>It is important for Federations and affiliated Local Associations to co-ordinate their AGM timings.</p> <p>Local Association AGMs must be at least 8 weeks prior to Federation AGM.</p>
	<p>Schedule and distribute to all full members of the Local Association and National Executive Member(s) dates for:</p> <ul style="list-style-type: none"> i) the Annual General Meeting ii) General Meetings referred to in 11(a) iii) the submission of nominations for the elections referred to in 5(c) iv) the submission of nominations for election of representatives to Conference. 	<p>Nominations for local or federation positions must close no later than 28 days prior to AGM in order to allow a ballot to take place if necessary.</p> <p>It is important that this information is sent to every member at their home address. Sending such notices into schools does not guarantee that all members are informed about how to participate in the democratic processes of the union. The information may be included in a newsletter.</p>

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations or Federations
10 September 2021	Prospective candidates can be provided with one set of labels setting out the addresses for correspondence of Local Associations for the sole purpose of corresponding with Local Associations to seek nomination in the Junior Vice President (JVP) and Honorary Treasurer elections.	R20(5)(b)
5 October 2021	Prospective candidates cannot distribute any material seeking support for nomination to JVP or Honorary Treasurer until this date.	R20(5)(a) - If Local Officers receive any material from prospective candidates prior to this date, it has been received outside of the Rules of the Union. Email cannot be used at any time to distribute any materials seeking support for nomination as per Rule 20(5)(c).
Noon 5 November 2021	Submit to the General Secretary at HQ nominations for JVP and Honorary Treasurer.	R20(2)(e) - Please refer to the nomination form and National Rules 20(2)(a-e) and (5)(a-d) to ensure strict adherence with election conduct. The nomination must be made at a meeting held during the nomination period set out in the specific timetable. Nomination form will be available on-line for the duration of the nomination period. You must submit the nomination form and copies of the calling notice and agenda detailing the nomination as a separate item of business and the signed attendance list in order to demonstrate that the nomination was made at a quorate meeting (see *1 below).
Noon on 15 November 2021	Submit motions for Annual Conference to HQ.	S02(a) - A quorate General Meeting must have agreed motions for submission. All motions must be accompanied by a copy of the signed attendance list in order to demonstrate that the motion was agreed at a quorate meeting (see *1 below). HQ will not take into account any motions lost or delayed by Royal Mail unless it can be evidenced that they were sent recorded delivery and, if with a short deadline, Guaranteed Next Day delivery. First class post does not give this guarantee.
17-18 November 2021	Standing Orders Committee meet at HQ to process motions received.	SO3
22 November 2021	Return to Local Associations composite, edited or redrafted motions for acceptance or rejection.	SO3(a)(ii); SO3(b)(i) (ii) (iii); SO4(a). Local Executive Meeting needs to be scheduled in

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations or Federations
2 December 2021	Notify HQ of acceptance of any Standing Orders Committee revisions made to motions.	this timescale to agree or reject composite, edited or redrafted motions All forms must be accompanied by a copy of the attendance list in order to demonstrate that the Executive meeting was quorate.
Noon on 13 December 2021	Notify HQ of Local Association acceptance or rejection of composite motions.	
5.30pm on 20 December 2021	HQ to circulate to all full members the Preliminary Agenda and information about how to cast their vote.	SO4(a) - Local Associations and Federations may wish to communicate with members about the preliminary agenda and encourage them to vote, by including it on an agenda for meetings between this date and that last Monday in January.
31 December 2021	Local Associations, Federations and Executive Councils to submit Income and Expenditure Accounts to the Honorary Treasurer via the Finance Team at HQ.	Rules 8(e), 10(e) & 11(d) - Information will be sent to local treasurers in the Autumn Term about the cut-off date for the processing of year end claims.
10 January 2022	Circulate voting figure to Local Associations.	SO13 - This also includes the maximum number of representatives the Local Association can elect to Conference in subsequent years
14 January 2022	Final date for members to submit their nominations for election as representatives to Annual Conference <i>(NB members nominating themselves before this date do not require validating at a quorate meeting)</i>	
14 January 2022	Circulate in writing to Local Associations any National Executive proposed amendments to Standing Orders of Conference and/or to the National Rules.	R6(j)(i) & R28(a)(i)
20 January 2022	Submit nominations for the International Solidarity Award, Health and Safety Award and Recruitment Awards, which are made at Annual Conference.	
Noon on 28 January 2022	Submit to the General Secretary at HQ nominations for the Standing Orders Committee election.	R6(m) The nomination must be made at a meeting held during the nomination period set out in the specific timetable. Nomination form will be available on-line for the duration of the nomination period. You must submit the nomination form and copies of the calling notice and agenda detailing the nomination as a separate item of business and signed attendance list in order to demonstrate that the nomination was made at a quorate meeting (see *1 below).

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations or Federations
Noon on 31 January 2022	Deadline for receipt at HQ of ballot papers to determine the Provisional Agenda.	SO 4(c)
4 February 2022	Earliest date that prospective candidates can be provided with one set of labels setting out the addresses for correspondence of Local Associations for the sole purpose of corresponding with Local Associations to seek nomination in the District National Executive Member election.	R20(5)(b)
7 February 2022	Deadline for circulation of provisional Agenda (which consists of the 20 highest balloted motions).	SO5(a)(ii) - General Meeting should be held between this date and deadline for submission of amendments.
11 February 2022	Submit to the General Secretary any proposed amendments to Standing Orders of Conference or the Rules of the Union.	R6(j)(ii) & R28(a)(ii) – A quorate General Meeting must have agreed any proposed amendments to the Standing Orders. All amendments submitted must be accompanied by a copy of the attendance list in order to demonstrate that the motion was agreed at a quorate meeting (see *1 below). HQ will not take into account any motions lost or delayed by Royal Mail unless it can be evidenced that they were sent recorded delivery and, if with a short deadline, Guaranteed Next Day delivery. First class post does not give this guarantee.
25 February 2022	Final date for Local Associations to notify HQ of nominations received to fill any remaining places for election as representatives to Annual Conference <i>(NB these nominations must be made at quorate meeting).</i>	R6(e)
Noon on 28 February 2022	Notify HQ of amendments to motions appearing on the provisional Agenda.	SO5(b) - A quorate General Meeting must have agreed any proposed amendments to the motions. All amendments submitted must be accompanied by a copy of the attendance list in order to demonstrate that the motion was agreed at a quorate meeting (see *1 below). HQ will not take into account any motions lost or delayed by Royal Mail unless it can be evidenced that they were sent recorded delivery and, if with a short deadline, Guaranteed Next Day delivery. First class post does not give this guarantee.

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations or Federations
2 March 2022	Standing Orders Committee meet to determine final Agenda.	SO5(c) SO6
4 March 2022	Prospective candidates cannot distribute any material seeking support for nomination to National Executive Member posts until this date.	R20(5)(a) - If Local Officers receive any material from prospective candidates prior to this date, it has been received outside of the Rules of the Union. E-mail cannot be used at any time to distribute any materials seeking support for nomination as per Rule 20(5)(c).
25 March 2022	Circulate to Local Associations any proposed amendments to Standing Orders.	R6(k)
25 March 2022	Circulate to Local Associations any amendments to Rules.	R28(b)
1 April 2022	Circulate final Agenda.	SO6
Noon on 1 April 2022	Submit to the General Secretary at HQ nominations for National Executive Member elections.	R20(3)(e) - Please refer to the nomination form and National Rules 20(3)(a-e) and (5)(a-d) to ensure strict adherence with election conduct. You must submit the nomination form and copies of the calling notice and agenda detailing the nomination as a separate item of business and attendance list in order to demonstrate that the nomination was made at a quorate meeting (see *1 below). The nomination must be made at a meeting held during the nomination period set out in the specific timetable. Nomination form will be available on-line for the duration of the nomination period.
Noon on 8 April 2022	Submit to HQ proposed amendments to the Annual Report or National Executive Reports to Conference.	SO7 - Any proposed amendments from Local Associations should have been agreed at a Local Executive Meeting.
15 April 2022	Conference commences.	

Key**The yellow cells detail the date (and time where relevant) of the relevant deadline****A blue cell indicates that an action is required under the Standing Orders of Conference****A pink cell indicates that an action is required under the Rules of the Union**

*1 - Where video conferencing is used, the quorum will be determined by the number of persons attending the meeting in person and participating via video conference. Members attending a meeting in person must be asked to sign an attendance sheet. A log of members attending the meeting by video conference must be kept by using a screen shot of all members who have participated via video conference, downloading the chat from the meeting or downloading an attendance report from the Zoom account.

Copies of the [Standing Orders of Conference and the Rules of the Union](#) can be obtained from HQ:
Email annualconference@mail.naswt.org.uk Tel 0121 453 6150