

Key Dates 2019-20

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 contact the Central Admin Team on 0121 453 6150.

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>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 13(c) & 14(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 so that Federation delegates can be elected by secret ballot and notified to current Federation Secretary/President.</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
6 September 2019	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.	<i>R20(5)(b)</i>
1 October 2019	Prospective candidates cannot distribute any material seeking support for nomination to JVP or Honorary Treasurer until this date.	<i>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).</i>
17 January 2020	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>	
28 February 2020	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 1 November 2019	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. You must submit the nomination form with the accompanying form and copies of the calling notice and agenda detailing the nomination as a separate item of business and the attendance list in order to demonstrate that the nomination was made at a quorate meeting.

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations
Noon on 18 November 2019	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 attendance list in order to demonstrate that the motion was agreed at a quorate meeting. 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.
20-21 November 2019	Standing Orders Committee meet at HQ to process motions received.	S03
25 November 2019	Return to Local Associations composite, edited or redrafted motions for acceptance or rejection.	S03(a)(ii); S03(b)(i) (ii) (iii); S04(a). Local Executive Meeting needs to be scheduled in 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.
5 December 2019	Notify HQ of acceptance of any Standing Orders Committee revisions made to motions.	
Noon on 9 December 2019	Notify HQ of Local Association acceptance or rejection of composite motions.	S04(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.
5.30pm on 16 December 2019	HQ to circulate to all full members the Preliminary Agenda and information about how to cast their vote.	
31 December 2019	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.
13 January 2020	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
10 January 2020	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)
24 January 2020	Submit nominations for the International Solidarity Award, Health and Safety Award and Recruitment Awards, which are made at Annual Conference	

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations
Noon on 31 January 2020	Submit to the General Secretary at HQ nominations for the Standing Orders Committee election.	R6(m) (This date is not specified by rule which only specifies an annual election.)
Noon on 27 January 2020	Deadline for receipt at HQ of ballot papers to determine the Provisional Agenda.	SO 4(c)
3 February 2020	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.
10 February 2020	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. 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.
Noon on 24 February 2020	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. 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.
26 February 2020	Standing Orders Committee meet to determine final Agenda.	SO5(c) SO6

Deadline - time and date	Action	Standing Order or Rule and Notes to Local Associations
5 February 2020	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)
3 March 2020	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).
20 March 2020	Circulate to Local Associations any proposed amendments to Standing Orders.	R6(k)
20 March 2020	Circulate to Local Associations any amendments to Rules.	R28(b)
27 March 2020	Circulate final Agenda.	SO6
Noon on 3 April 2020	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 with the accompanying 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.
Noon on 3 April 2020	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.
10 April 2020	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

Copies of the [Standing Orders of Conference and the Rules of the Union](#) can be obtained from HQ:

Email annualconference@mail.nasuwat.org.uk Tel 0121 453 6150