

Madrid, 9 and 10 June 2011

# Conference Standing Orders

To be adopted at the UNI Europa Commerce Conference, 9 and 10 June, Madrid (Spain)

The Standing Orders of the UNI Europa Commerce Conference are based on the UNI Europa Statutes and UNI Global Union's Congress Standing Orders.

The following Conference procedures should be seen as extracts and as a complement to the above-mentioned Statutes and Rules.

1. The UNI Europa Commerce Steering Group shall act as the Standing Orders Committee.
2. The UNI Europa Commerce President shall chair the meeting. The President can decide to share the chair with the UNI Europa Commerce Vice-Presidents. In the latter case, the Vice-President shall assume the same rights as the President.
3. Election of the Credentials Committee  
At its first working session, Conference shall elect a Credentials Committee consisting of 2 members
  - a) The Credentials Committee shall examine the credentials of all delegates to Conference. b) There shall be no substantive vote taken until the Report of the Credentials Committee has been approved by Conference.
  - c) No delegate whose credentials are under question by the Credentials Committee shall participate in the vote upon the Credentials Committee Report.
  - d) The decisions of Conference in regard to delegates' credentials shall be final.
4. Election of Resolutions Committee  
Conference shall elect a Resolutions Committee consisting of 8 members, 1 from each Area.

The Resolutions Committee shall, where necessary, compose, re-draft and/or delete part or all motions and amendments (but shall not introduce any new subject matter which was not originally presented) with the aim of expediting the business of Conference.

Subject to the advice received from the President on behalf of the UNI Europa Commerce Steering Committee it shall be the responsibility of the Resolutions Committee to present to Conference recommendations on the motions / amendments in question. The Committee may also recommend that certain motions / amendments be remitted to the UNI Europa Commerce Steering Committee.

#### 5. Right to Address the Conference

Except on a point of order or a procedural motion, applications to speak shall be handed to the chair in writing, using the "Request to Speak" cards provided. A delegate may not speak more than once on the same question without the permission of the chair. Guests may be allowed to address Conference by arrangement of the chair.

#### 6. Speaking Time

Speaking time is limited to 5 minutes. The only exception to this rule is for guest speakers, presenters and rapporteurs, where time limits shall be left to the discretion of the chair. The chair may propose shorter time limits than 5 minutes.

#### 7. Voting Rights

In order to be represented and have voting rights at Conference, affiliated organisations must not be more than six months in arrears of affiliation fees to UNI.

Only accredited delegates have the right to vote. Voting shall normally be by show of hands holding the Voting Card.

However, the chair is empowered to order or accept a motion for a card vote in which each delegation shall cast its vote as a unit according to its paid-up membership.

Decisions on votes shall be on a simple majority of those voting, except in the case of proposals to delete, add or to amend the sector guidelines, suspend a Standing Order, or in respect of challenging the chair's rulings when there shall be not less than two-thirds' majority of those present and voting, for the proposal / challenge to be carried.