

SOG/DM/SB/JB

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**TO: BRANCH SECRETARIES
BRANCH DISABILITIES OFFICERS
BRANCH EQUALITIES OFFICERS
SCOTTISH REGION: DISABLED MEMBERS COMMITTEE**

10 December 2024

Dear Colleague

SCOTTISH REGION: DISABLED MEMBERS' SELF-ORGANISED GROUP: ANNUAL MEETING

I write to advise you that the AGM of the Scottish Disabled Members' Self-Organised Group will take place as follows:

DATE	TIME	VENUE
Saturday, 1 March 2025	10.30am – 12.30pm	UNISON Scotland, 14 West Campbell St, Glasgow, G2 6RX

The AGM is open to all Disabled Members of UNISON Scotland and I ask you to circulate this widely in your Branch to promote participation.

The AGM will be face-to-face, at the above venue. The Meeting will not be hybrid due to logistics of voting in relation to elections that may be required and motions that may be received.

This Calling Notice will also be on the UNISON Scotland Website and can be made available in an alternative format on request.

The attached Constitution details the requirements relating to delegate eligibility, delegate registration, nomination to electable positions, and the submission of motions and amendments, which all require to be ratified at a quorate branch committee meeting. **In particular Branch secretaries should refer to Rules 5, 6 and 7.**

Cont/d...

Delegate paperwork should be returned to UNISON Scotland **via the Branch Secretary** to Joy Beattie (j.beattie@unison.co.uk) no later than 5pm on the deadline dates listed below.

KEY DEADLINE DATES

AGM Calling notice	10 December 2024
Deadline for submission of Motions	10 January 2025
Deadline for submission of Rule Changes	10 January 2025
Deadline for submission of delegates and nominations. (biography optional)	24 January 2025
Deadline for submission of reasonable adjustment requests for access	24 January 2025
Issue of Motions and invite Branches to submit amendments* (<i>subject to motions being received</i>)	24 January 2025
Ballot Papers issued if ballot required	31 January 2025
Deadline for submission of amendments to Motions (<i>subject to motions received</i>)	7 February 2025
Circulation of meeting paperwork to registered delegates.	14 February 2025
AGM	1 March 2025

*These will **only** be circulated to branches of registered delegates.

DELEGATES

Eligible members wishing to attend should complete the delegate form attached and forward to their Branch Secretary. This should include details of special requirements and we aim to respond positively to all requirements.

Cont/d...

ELECTION OF SCOTTISH DISABLED MEMBERS COMMITTEE

Branches are invited to submit nominations for the Scottish Disabled Members' Committee as follows:

1. Members of Scottish Disabled Members Committee (12) - 6 must be women.
2. Secretary
3. Chairperson)
) one must be a woman
4. Vice-Chairperson)
5. Representatives on National Disabled Members Committee (2) - one must be a woman. One seat is reserved for the elected Vice-Chair.
6. Delegates to the Scottish Council (2) – one must be a woman.

Eligible members seeking nomination to an electable position must also be registered as a delegate. Nominees may submit a supporting statement of no more than 300 words. Statements over this word count will not be accepted.

No nomination forms or supporting statements will be accepted after the closing date, and no speaking time will be given at the AGM to give a verbal supporting statement.

MOTIONS

Branches can submit up to one Motion and one Amendment to the SOG AGM, which should be of primary relevance to the disabled membership.

A change to Rule should be in the form of a Motion. Submissions should be received under the signature of the Branch Secretary or Chairperson using the form attached to Joy Beattie (J.beattie@unison.co.uk).

The mover of the motion or amendment *must* be registered and attend the AGM or the motion/amendment will fall.

Yours sincerely

**On behalf of
Susan Burns
Regional Organiser (Equalities)**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP
ANNUAL GENERAL MEETING
SATURDAY, 1 MARCH 2025
UNISON Scotland, 14 West Campbell Street, Glasgow, G2 6RX**

MOTION OR RULE CHANGE

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The above Motion is submitted by:

Branch:	
Address:	
Signature of Branch Secretary:	

Branch Secretaries should return to Joy Beattie (J.beattie@unison.co.uk) **by no later than Friday, 10 January 2025.**

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APPLICATION FORM FOR DELEGATES

Branch:	
Name:	
Address:	
Telephone Number:	
Email address:	
Gender:	

Name of Branch:	
Signature of Branch Secretary:	

If you have any specific requirements, please give details.

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Branch Secretaries should return to Joy Beattie (J.beattie@unison.co.uk) **by no later than Friday, 24 January 2025.**

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**NOMINATION FORM: MEMBER OF THE SCOTTISH DISABLED
MEMBERS COMMITTEE
(12 seats, 6 must be women)**

Our Branch wishes to nominate for the position of

MEMBER OF THE SCOTTISH DISABLED MEMBERS COMMITTEE

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

If you wish to provide a supporting statement please attach on a plain sheet of paper and return to your branch secretary for submission.

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NOMINATION FORM: SECRETARY

Our Branch wishes to nominate for the position of

SECRETARY OF THE SCOTTISH DISABLED MEMBERS COMMITTEE

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

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NOMINATION FORM: CHAIRPERSON

Our Branch wishes to nominate for the position of

CHAIRPERSON OF THE SCOTTISH DISABLED MEMBERS COMMITTEE

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

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NOMINATION FORM: VICE-CHAIRPERSON

Our Branch wishes to nominate for the position of

VICE-CHAIRPERSON OF THE SCOTTISH DISABLED MEMBERS COMMITTEE

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

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**NOMINATION FORM: REPRESENTATIVE OF THE NATIONAL DISABLED
MEMBERS COMMITTEE
(Two seats, one must be a woman)**

Our Branch wishes to nominate for the position of

REPRESENTATIVE ON THE NATIONAL DISABLED MEMBERS COMMITTEE:

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

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NOMINATION FORM: DELEGATE TO THE SCOTTISH COUNCIL

Our Branch wishes to nominate for the position of

**DELEGATE TO THE SCOTTISH COUNCIL
(2 seats, 1 must be a woman)**

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME OF BRANCH:	
SIGNATURE OF BRANCH SECRETARY:	

If you wish to provide a supporting statement please attach on a plain sheet of paper and return to your branch secretary for submission.

Branch Secretaries should return completed forms and supporting statements to Joy Beattie (J.beattie@unison.co.uk) **by no later than Friday, 24 January 2025.**