

SOG/DM/KJ/JM

Joan Millar  
k.johnston@unison.co.uk  
[j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)

**TO: BRANCH SECRETARIES  
SCOTTISH DISABLED MEMBERS COMMITTEE  
BRANCH EQUALITY OFFICERS  
BRANCH DISABILITY OFFICERS**

1 October 2021

Dear Colleague

**SCOTTISH DISABLED MEMBERS' 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 27 November 2021	10.30am - 12.30pm	Virtual

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

Please note that this Calling Notice will be on the UNISON Scotland Website and can be made available in alternative format, e.g. e-mail. If required, please contact Joan Millar at West Campbell Street to arrange ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk) )

The attached Constitution details the requirements relating to delegate eligibility, delegate registration, nomination to electable positions, and submission of Motions/Rule Changes, which all require to be ratified at a quorate branch committee meeting.

**Branches should ensure paperwork is returned by members to them in sufficient time for the necessary branch approvals prior to the submission deadline.**

Cont/d...

Key deadline dates are as follows:

DATE	DEADLINE
29 October 2021 @ 17:00 hrs	Deadline for submission of motions
5 November 2021 @ 17:00 hrs	Deadline for submission of Delegates (including special requirements)
5 November 2021 @ 17:00 hrs	Deadline for submission of nominations to electable positions
9 November 2021	Invite to submit amendments ( <i>subject to motions received</i> )
17 November 2021 @ 17:00 hrs	Deadline for submission of amendments to motions ( <i>subject to motions received</i> )
19 November 2021	Circulation of Meeting Paperwork to Delegates

Paperwork should be returned to UNISON Scotland via the Branch Secretary to Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) by the stipulated dates.

## 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 to UNISON Scotland under the signature of the Branch Secretary or Chairperson using the form attached.

Guidance on writing Motions and Rule Changes is available from Region's Standing Orders Committee Representative Alison Mitchell, or myself.

## DELEGATES

Eligible members wishing to attend as a delegate should complete the relevant form attached and forward to their Branch Secretary. This should include details of special requirements (e.g., BSL interpreter, childcare, Large Print, I.T. equipment, etc.) We aim to respond positively to all requirements.

## ATTENDANCE

We expect full support to be given by Branches to enable Disabled members to participate and attend the virtual AGM. If any member cannot attend, due to their Branch being unable to support them, the Branch Secretary should contact Joan Millar to see what can be facilitated.

## ELECTION OF SCOTTISH DISABLED MEMBERS COMMITTEE

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

Cont/d...

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

Eligible members seeking nomination to an electable position should complete the relevant form(s) attached and forward to their Branch Secretary. Nominees may also 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.

If further details of eligibility to attend, or of what is involved in becoming a member of the Scottish Disabled Members Committee, please contact Alison Mitchell, current Secretary to the Scottish Disabled Members' Committee, at [alison.mitchell@southlanarkshire.gov.uk](mailto:alison.mitchell@southlanarkshire.gov.uk)

#### **MAILING LIST**

If you have any member who wishes to be placed on our mailing list, please advise Joan Millar of their name and contact details. There is no deadline for this.

Yours sincerely

*Joan Millar*

**On behalf of  
Kirsty Johnston  
Area Organiser (Disabilities)**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
Via Virtual Platform**

**APPLICATION FORM FOR DELEGATES**

<b>Branch:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>Email address:</b>	
<b>Gender:</b>	

<b>Name of Branch:</b>	
<b>Signature of Branch Secretary:</b>	

If you have any specific requirements, please give details (e.g. access to I.T., childcare, large print, signer, etc.)

--

Branch Secretaries should return to Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**MOTION OR RULE CHANGE**

--

The above Motion is submitted by:

Branch:	
Address:	
Signature of Branch Secretary:	

Branch Secretaries should return to Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 29 October 2021.**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**NOMINATION FORM: REPRESENTATIVE OF THE NATIONAL  
DISABLED MEMBERS COMMITTEE (2)  
(One of which 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:	
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 to Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**NOMINATION FORM: MEMBERS OF THE SCOTTISH DISABLED  
MEMBERS COMMITTEE (12)  
(6 of which 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:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

NAME:	
ADDRESS:	
TELEPHONE NUMBER:	
EMAIL:	

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 Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**



**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**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:	

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 Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**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:	

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 Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**

**SCOTTISH DISABLED MEMBERS SELF ORGANISED GROUP  
ANNUAL GENERAL MEETING  
SATURDAY 27 NOVEMBER 2021  
VIA VIRTUAL PLATFORM**

**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:	

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 Joan Millar ([j.millar@unison.co.uk](mailto:j.millar@unison.co.uk)) **by no later than Friday 5 November 2021.**