



Notice of the PCS PROUD Annual General Meeting Saturday 10th November 2018

Venue: PCS Yorkshire & Humberside Regional Office, Town Centre House, Merion Centre, Leeds. LS2 8LY

Time: 2pm (Office open from 1pm and the Standing Orders Committee will be available from then)

AGM Documents:

1. Calling Notice (*this document*)
 - 2a. PCS Proud Constitution
 - 2b. Mission Statement
 - 2c. Proud LGBT Charter
3. Minutes of the 2017 AGM
4. Annual Report
5. National Committee Role Specifications
 - 6a. Nomination Form (No Job-share)
 - 6b. Nomination Form (Job-share)
 - 6c. Candidate Statement Form
7. Motion Form
 - 7a. Motion Writing Advice
8. Request for Postal Ballot Form
9. Advance Claim Form
10. Expenses Form

Please read the enclosed information regarding elections, motions and other important information.

Dear Colleagues,

It is that time of year when PCS Proud members take part in shaping and influencing the future of Proud. This is an event that is governed by the PCS Proud constitution (a copy of which is enclosed with the AGM documents).

The Annual General Meeting is not only your opportunity to elect the National Committee for the following year but to also set work for the committee to undertake on your behalf. We will also be hearing from guest speaker, **Jackie Green – PCS Vice President and NEC Liaison**.

PCS Proud is a unique network of PCS members in that we are self organised, which means that the most important work that Proud does is undertaken by you, Proud members.

This is the time of year where we debate motions that set the way forward for the following year whether it be campaigning against LGBT* phobic attitudes in the workplace or whether it be launching an international campaign such as the #IAMGay campaign.

The AGM is held on a Saturday as this gives more members a chance to attend without having to take time out of work. Whilst we know that some won't be able to attend due to work/personal commitments, we hope that we have opened up the AGM to more members than ever before. If you require an advance of expenses in order to attend, please contact proud@pcs.org.uk for more information.

If you can't attend because of an exceptional circumstance then you can register for a postal vote, providing your reason for not being able to attend – the details of how to do this are enclosed. (It is essential that you provide reasons for not being able to attend)

We hope to see you at the AGM and we look forward to working with you over the course of the next year.

Eddy Nixon
PCS Proud Secretary

*Under our constitution, LGBT is currently used in a political context to refer to those who do not identify as heterosexual and/or whose gender identity differs from that assigned at birth.

Election of the PCS Proud National Committee.

The Proud Constitution says:

a. The Officers of PROUD shall be full members of PROUD and shall comprise:

Chair

*Vice Chair**

Secretary

Organiser (Campaigns & Communications Officer)

Organiser (Learning & Regional/Devolved Nations Networks Officer)

Organiser (Membership and Administration Officer)

*Equality Lead**

Treasurer.

**Vice Chair and Equality Lead are co-opted positions from the elected committee and are not elected at the AGM.*

b. The Secretary shall call for nominations for each of the Officers posts not later than thirty-five days before the Annual General Meeting.

c. Nominations must be received by the Secretary not later than twenty-one days prior to the Annual General Meeting.

d. Where more than one nomination for any post is received by the due date, there shall be an election.

e. Elections for the National Committee shall be conducted on the basis that all full members eligible to vote:

• Have an opportunity to vote, which shall not be conditional on attendance at a meeting;

AND

• Are able to vote in secret.

So, all members who are entitled to vote who cannot attend the AGM shall:

• Be sent a voting paper by post;

• Be given a convenient opportunity to vote by post

This means that, if you are a full member of Proud, you are welcome to nominate your colleagues on to the Proud National Committee.

Nominations must:

- Be made by a full Proud member
- Nominate a full Proud member
- Be submitted on the enclosed form
- Be submitted no later than the date below

Nominations must be completed and emailed to equality@pcs.org.uk no later than **NOON ON FRIDAY 19th OCTOBER 2018**. Please see the nomination form for further details.

- An election statement must be included with each nomination.

Job-Sharing Opportunities

Some roles can be done by job-sharing with a colleague. Currently only one member of the job-shared role attends the National Committee meeting. This is usually decided between the two people job-sharing the role. Historically, reps have alternated the attendance at National Committee Meetings.

Nominations for job-shared roles must be completed on the appropriate nomination form (enclosed) and submitted in accordance with the conditions as stated on the form.

The roles available for job-sharing are:

- Women's Representative
- Transgender Member's Representative
- Disabled Member's Representative
- Black Member's Representative
- Young Member's Representative
- Bi-sexual Member's Representative
- Regional/Country Representative

PCS Proud Members are invited to nominate for the following National Committee posts:

Officers:

Chair

Secretary

Organiser (Membership & Administration):

Organiser (Learning & Regional/Devolved Nations Networks Officer):

Organiser (Campaigns & Communications Officer):

Treasurer:

Equality Representatives:

Bisexual Members

Black Members

Disabled Members

Transgender Members

Women Members

Young Members

Regional/Country

Representatives:

Scotland

Northern

North West

Wales

Northern Ireland

Yorkshire & Humberside

Midlands

Eastern Counties

London & South East

South West

Other Posts:

Standing Orders Committee (3)
Auditors (2)

If you intend to stand for a vacancy, please ensure you have read the job description provided with this calling notice. If you have any questions please contact the Secretary, Eddy Nixon, at secretary@pcspoud.org.uk or contact equality@pcspoud.org.uk.

Nominations should reach the Secretary no later than 12.00 noon on **Friday 19th October 2018** at equality@pcspoud.org.uk..

[A listing of the “job specifications” is enclosed within this AGM pack.](#)

MOTIONS:

Motions for the AGM must be submitted on the relevant form (enclosed) and should reach the Secretary no later than 12.00 noon on **Friday 19th October 2018** at equality@pcspoud.org.uk.

The Proud Constitution says:

“21. Motions for the AGM shall only proceed from full members of PROUD or the National Committee, but not from associate or affiliate members. Nominations for elections shall proceed from full members of the group only. No candidate shall be eligible for office without first indicating their willingness to stand.

22. Only full members of the group shall be entitled to vote. In the case of equality of votes the Chair shall have a casting vote. Voting shall be by show of hands on policy motions but any vote may be taken by a ballot of those present at the discretion of the Chair or at the request of a majority of full members present provided that such a request is made before the topic is debated.

23. A motion shall be carried and an election secured if it is endorsed by a simple majority (except in the case of a constitutional amendment which requires a two-thirds majority as at paragraph (26) of those present and entitled to vote.”

A motion can be about a variety of things that are LGBT related within Proud's remit. Whether it is about campaigning, Proud policy or the shape of the Proud National Committee/Proud Constitution. It is you that is responsible for shaping Proud's future.

A motion doesn't have to be overly complicated. You need to take in to consideration the following:

- What the issue is
- How does it affect the LGBT members of PCS/the LGBT Community
- What is Proud instructed to do?

For example -

“This AGM believes that the treatment of Trans people in Greece is [shocking](#). We believe that this treatment ought to be condemned by the government and that the LGBT+ community must link together to stop these attacks.

Trans people are being rounded up like cattle in Greece and are being imprisoned, stripped naked and being told to return to “normal” or face imprisonment.

This AGM instructs the incoming National Committee to:

- *Instruct the Secretary to write a letter to the Prime Minister, demanding that the UK Government condemns these actions.*
- *Write a paper for the PCS National Executive Committee, asking them for support in launching a campaign for equal rights for all.*
- *Demand that the TUC hold a mass, national demonstration and launch a co-ordinated campaign to oppose the bad treatment of LGBT+ people across the world.”*

When you come to speak on the motion, should it be put on the agenda for the AGM, write yourself some bullet points so you can stay on topic, don't read out the motion but tell people why it is important that Proud support the motion.

There is more information about writing motions available on the PCS and the PCS Proud website.

If you would like any help in writing a motion, please contact proud@pcs.org.uk

We hope to see you at the AGM! The AGM is the sovereign body of PCS Proud. As a self-organised group the AGM presents the opportunity for members to shape the future of the group.