

Key Dates 2016/17

This document contains key deadlines governed by the Rules of the Union, Standing Orders of Conference pertaining to Annual Conference, Annual Elections for National Officer and National Executive posts and Local Association business.

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
2016			
Within 4 weeks of the beginning of the academic year	Fed 14(c)	The Officers' Committee shall schedule and distribute to all delegates to the Federation, Secretaries of affiliated Local Associations ...and National Executive Member(s) ... dates for: 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 proposed amendments to the Federation Rules...	It is important for Federations and affiliated Local Associations to co-ordinate their AGM timings. Local Association AGMs must be at least 8 weeks prior to Fed AGM so that Fed delegates can be elected by secret ballot and notified to current Fed Sec/President. Nominations for Officer positions must close no later than 28 days prior to Fed AGM in order to allow an election to take place if necessary.
	LA 13(c)	The Executive Committee shall schedule and distribute to all full members of the Local Association ...and National Executive Member(s) ... dates for: 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 proposed amendments to the Local Association Rules.	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 does not have to be in a letter, it may be included in a newsletter.

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
Tuesday 27 September	R20(5)(b)	Prospective candidates can be provided with one set of labels setting out the addresses for correspondence of Local Associations relevant to the Junior Vice-President (JVP) and Honorary Treasurer election for the sole purpose of corresponding with Local Associations to seek nomination.	
Saturday 1 October	R20(5)(a)	Prospective candidates cannot distribute any material seeking support for nomination to JVP or Honorary Treasurer until this date.	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 to distribute any materials seeking support for nomination as per Rule 20(5)(c) at any time.
Tuesday 1 November	R20(2)(e)	Deadline for receipt of nominations for JVP and Honorary Treasurer to General Secretary at Headquarters (HQ).	Please refer to the nomination form and National Rules 20(2)(a-e) and (5)(a-d) to ensure strict adherence with election conduct. National Rules can be found at www.nasuwt.org.uk/RulesOfUnion. All nomination forms must have 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. HQ will not take into account any form 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.

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
Monday 21 November	SO2(a)	Closing date for receipt of motions at HQ.	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.
Wednesday 23 November	SO3	Standing Orders Committee meet at HQ to composite, edit and redraft motions received.	
Monday 28 November	SO3(a)(ii) SO3(b)(i)	Latest date that composite, edited or redrafted motions can be returned to Local Associations for acceptance or rejection.	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.
10 days after revised motions received by Local Association from SOC	SO3(a)(ii)	Deadline for receipt at HQ of notification from Local Associations of acceptance of any Standing Orders Committee revisions made to motions in accordance with SO3(a)(ii).	
Monday 12 December	SO3(b)(ii) SO3(b)(iii)	Deadline for receipt at HQ of notification from Local Associations of acceptance or rejection of composite motions.	
Monday 19 December	SO4(a)	Deadline for circulation to Local Associations of Preliminary Agenda and ballot paper.	General Meeting needs to be scheduled between this date and ballot return date to agree which motions to ballot. The meeting at which the ballot takes place must be quorate.

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
Thursday 29 December	R20(5)(b)	Earliest date that prospective candidates can be provided with one set of labels setting out the addresses for correspondence of Local Associations relevant to a District National Executive Member election for the sole purpose of corresponding with Local Associations to seek nomination.	Please note: if this date falls on a date when the administrative offices of the NASUWT will be closed, this information can be requested in advance and will be posted to the prospective candidate on the date specified by Rule.
Saturday 31 December	Rules 8(e) 10(e) 11(d)	Deadline for Local Associations, Federations and Executive Councils to submit Income and Expenditure Accounts to the Honorary Treasurer via the Finance Team at HQ.	
Saturday 31 December	R20(5)(a)	Prospective candidates cannot distribute any material seeking support for nomination to National Executive Member posts until this date.	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 to distribute any materials seeking support for nomination as per Rule 20(5)(c) at any time.
2017			
Monday 9 January	SO13	Deadline for circulation of voting figure to Local Associations.	
Saturday 14 January	R6(j)(i)	Deadline for circulation in writing to Local Associations of any National Executive proposed amendments to Standing Orders.	
	R28(a)(i)	Deadline for circulation in writing to Local Associations of any National Executive proposed amendments to the National Rules.	
Monday 30 January	SO4(d)	Deadline for receipt at HQ of Local Association ballot papers to determine Provisional Agenda.	The ballot must have been agreed by a quorate General meeting. HQ will not take into account any ballot papers 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.

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
Tuesday 31 January	R20(3)(e)	Deadline for receipt of nomination forms for National Executive Member elections to be received by the General Secretary at HQ.	Please refer to the nomination form and National Rules 20(3)(a-e) and (5)(a-d) to ensure strict adherence with election conduct. National Rules can be found at www.nasuwt.org.uk/RulesOfUnion. All nomination forms must have the accompanying form and copies of the calling notice and agenda detailing the nomination as a separate item of business and attendance listing in order to demonstrate that the nomination was made at a quorate meeting. HQ will not take into account any form 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.
Monday 6 February	SO5(a)(ii)	Deadline for circulation of provisional Agenda (which consists of the 20 highest balloted motions).	General Meeting between this date and deadline for submission of amendments needs to be arranged.
Tuesday 14 February	R6(j)(ii)	Deadline for receipt by General Secretary of any proposed amendments to Standing Orders from 25 Local Associations.	Any proposed amendments should have been approved by a quorate General Meeting. Amendments must be accompanied by a copy of the attendance list in order to demonstrate that the amendment was agreed at a quorate meeting.
	R28(a)(ii)	Deadline for receipt by General Secretary of any proposed amendments to Rules from 25 Local Associations.	

Deadline Time and Date (time only specified if governed by Rule or Standing Order)	Standing Order or Rule	Action	Notes to Local Associations
Monday 27 February	SO5(b)	Deadline for receipt at HQ of amendments to motions appearing on the provisional Agenda.	All amendments submitted must have been agreed by a quorate General meeting. HQ will not take into account any amendments 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.
Wednesday 1 March	SO5(c) SO6	Standing Orders Committee meet to determine final Agenda.	
Friday 3 March	R6(e)	Deadline for receipt at HQ of notification by Local Associations of their elected representatives to Conference.	Conference representatives must have been elected by a quorate General Meeting.
Friday 24 March	R6(k)	Deadline for circulation of any proposed amendments to Standing Orders received in accordance with R6(j)(ii).	
	R28(b)	Deadline for circulation of any amendments to Rules received in accordance with R28(a)(ii).	
Friday 31 March	SO6	Deadline for circulation of final Agenda by HQ.	
Friday 7 April	SO7	Deadline for receipt at HQ of proposed amendments to the Annual Report or National Executive Reports to Conference.	Any proposed amendments from Local Associations should have been agreed at a quorate Local Executive Meeting.
Friday 14 April		Conference commences.	TBC

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 <i>Standing Orders of Conference</i>
A pink cell indicates that an action is required under the <i>Rules of the Union</i>
An orange cell indicates that an action is required under the <i>Model Rules for Federations/Local Associations</i>

Copies of the Standing Orders of Conference, Rules of the Union and Model Rules for Federations and Local Associations can be obtained from HQ: E-mail: nasuwt@mail.nasuwt.org.uk Tel: 0121 453 6150 or online at www.nasuwt.org.uk/keydates