

# THE GAMBIA TEACHERS UNION



## (GTU)

NATIONAL DELEGATES  
CONGRESS

# Draft Standing Orders

28<sup>TH</sup>/29<sup>TH</sup> AUGUST 2014

Paradise Suites Hotel

# GUIDELINES AND REGULATIONS FOR CONGRESSES

1. **AGENDA:** The Agenda may include:
  1. Prayers
  2. Introductions, attendance, and apologies
  3. Treasurer's report (financial report, appeals, subscriptions and affiliations)
  4. Regional/ National Committee activity reports by Regional/General Secretary
  5. Matters arising from the Committee reports
  6. Elections
  7. Resolutions
  8. Any other business

## **2. DELEGATES CONGRESSES**

- 2.1. Delegates congresses shall be conducted in accordance with GTU rules and regulations, with these Standing Orders and with the principles set out in the Constitution and Bye-Laws of the Union. The ruling of the Chair (President) on any question under the Standing Orders or on points of order or explanation shall be final, unless challenged by at least four members, and unless two thirds of the members present vote against the Chair's ruling. The same applies to the Women Caucus and the election of Credit Union regional directors;
- 2.2. Notices shall be sent to the Regions;
- 2.3. All Regional Delegates Congresses are open to all School Reps, REC and NEC members;
- 2.4. Only Regional Delegates and members of the REC may propose or second motions for election. They may also take part in voting;
- 2.5. Non-members, prospective members, GTU NEC members and Full Time Officers of the union may be invited to attend congresses as observers and/or speakers;
- 2.6. The Chair may call anyone present to contribute to the debate;
- 2.7. Smoking is strictly prohibited.

## **3. ELECTIONS**

- 3.1. Candidates shall be nominated and seconded;

3.2. All Candidates shall fill a Prescribed GTU Nomination Form. There shall be four categories of nominations. Each form shall attract a fee as below:

Cat: A (D2500.00) - President

Cat: B (D1500.00) – Vice President, National Treasurer and Chairperson  
GTUWW

Cat: C (D500.00) - Chairpersons of Regional Committees and NEC Secretary

Cat: D (200.00) - Regional and Women's Executive Committee members  
Regional Secretaries and all other positions within the REC

All application forms shall indicate instructions and basic requirements.

3.3. Election of members of the Regional Executive Committees: The Region shall hold elections for Regional Executives as per the publication of the Congress schedule published by the National Executive Committee or its adjunct committees;

3.4. Election of members of the National Executive Committee: as soon as possible after the holding of Regional Delegates Congresses, specified number of Regional Delegates and members of the National Executive Committee shall constitute the delegates of the NDC;

3.5 NDC elections shall be conducted by a competent body as may be assigned by the NEC

#### **4. REQUIREMENTS FOR NOMINATION TO OFFICES**

CATEGORY A - Candidates MUST Meet the Following Requirements to be considered eligible:

1. MUST be a Paid-up Member (Qualified Teacher) and in active service
2. Age (40 to 55 yrs.): Must NOT be less than 40 years of age and NOT more than 55 years by 31<sup>st</sup> August 2014;
3. Must have a WORKING KNOWLEDGE of: Microsoft Words, Excel, Power Point and Internet;
4. Must HOLD or HAVE HELD at least two positions on GTU Political Structures;
5. MUST be of GOOD CHARACTER;
6. MUST attach a copy of the Receipt (valid) for the purchase of the Nomination Form;
7. MUST be Nominated by 25 Potential Delegates

The Following are Desirable and shall be regarded as ADDED ADVANTAGE:

- i. Possess at least a First Degree;
- ii. A TRACKED RECORD of Good Managerial skills and abilities;
- iii. Very Good PR

- iv. Evidence of Leading Groups, Societies, Initiatives, etc;
- v. Participation in Regional and National GTU activities and programmes
- vi. In depth Knowledge of the GTU
- vii. Knowledge of Relevant Employment Issues related to the profession

CATEGORY B - Candidates MUST Meet the Following Requirements to be considered eligible:

1. MUST be a Paid-up Member (Qualified Teacher) and in active service
2. Age (30 to 55 yrs.): Must NOT be less than 40 years of age and NOT more than 55 years by 31<sup>st</sup> August 2014;
3. Must have a WORKING KNOWLEDGE of: Microsoft Words, Excel, Power Point and Internet;
4. Must HOLD or HAVE HELD at least two positions on the GTU Political Structures;
5. MUST be of GOOD CHARACTER;
6. MUST attach a copy of the Receipt (valid) for the purchase of the Nomination Form;
7. MUST be Nominated by 20 Potential Delegates

The Following are Desirable and shall be regarded as ADDED ADVANTAGE:

- i. Possess a Certificate in School Management;
- ii. A TRACKED RECORD of Good Managerial skills and abilities;
- iii. Very Good PR
- iv. Evidence of Leading Groups, Societies, Initiatives, etc;
- v. Participation in Regional and National GTU activities and programmes
- vi. In depth Knowledge of the GTU
- vii. Knowledge of Relevant Employment Issues related to the profession
- viii. National Treasurer: Knowledge in Accounting and/or Finance

CATEGORY C - Candidates MUST Meet the Following Requirements to be considered eligible:

1. MUST be a Paid-up Member (Qualified Teacher) and in active service
2. Age (25 to 55 yrs.): Must NOT be less than 40 years of age and NOT more than 55 years by 31<sup>st</sup> August 2014;
3. Must HOLD or HAVE HELD at least one post on GTU Political Structures;
4. MUST be of GOOD CHARACTER;
5. MUST attach a copy of the Receipt (valid) for the purchase of the Nomination Form;
6. MUST be Nominated by 15 Potential Delegates

The Following are Desirable and shall be regarded as ADDED ADVANTAGE:

- i. Possess a Certificate in School Management;
- ii. A TRACKED RECORD of Good Managerial skills and abilities;
- iii. Very Good PR
- iv. Evidence of Leading Groups, Societies, Initiatives, etc;

- v. Participation in Regional and National GTU activities and programmes
- vi. In Knowledge of the GTU
- vii. Knowledge of Relevant Employment Issues related to the profession
- viii. Good Command of English Language

CATEGORY: D - Candidates MUST Meet the Following Requirements to be considered eligible:

- 1. MUST be a Paid-up Member (Qualified Teacher) and in active service
- 2. Age (25 to 55 yrs.): Must NOT be less than 40 years of age and NOT more than 55 years by 31<sup>st</sup> August 2014;
- 3. Must HOLD or HAVE HELD at least one post on GTU Political Structures;
- 4. MUST be of GOOD CHARACTER;
- 5. MUST attach a copy of the Receipt (valid) for the purchase of the Nomination Form;
- 6. MUST be Nominated by 10 Potential Delegates

The Following are Desirable and shall be regarded as ADDED ADVANTAGE:

- i. Possess a Certificate in School Management;
- ii. A TRACKED RECORD of Good Managerial skills and abilities;
- iii. Very Good PR
- iv. Evidence of Leading Groups, Societies, Initiatives, etc;
- v. Participation in Regional and National GTU activities and programmes
- vi. In Knowledge of the GTU
- vii. Knowledge of Relevant Employment Issues related to the profession

NB: CANDIDATES may be subjected to an interview!

Nominated candidate will be required to attach a passport size photograph;

Closing date for application is Tuesday 15<sup>th</sup> April 2014 at 4.00 p.m.

Candidates MUST confirm membership of the persons nominating them to avoid being disqualified for presenting less than the required number on page 3 of the Prescribed Form

## **5. QUORUM**

- 5.1. The Quorum for a Delegates Congress is 2/3 of the legible delegates. If the meeting is inquorate, the Credential Committee in consultation with the President shall advice on what to do next;
- 5.2. A meeting shall not make decisions whilst it is inquorate. The Chair may suspend business until the quorum is re-established or close the meeting.

## **6. ORDER OF BUSINESS - THE AGENDA**

- 6.1. General Secretary shall prepare an Agenda for each of the Delegates Congresses and this shall normally take precedence over all other business;

- 6.2. The Chairperson shall read the Agenda out at the start of the meeting, may alter the order of business during the course of the meeting and may identify items for consideration under Any Other Business.

## **7. MOTIONS, AMENDMENTS AND SPEECHES**

- 7.1. Motions should normally be submitted in writing to the General Secretary - this may be during a meeting if the motion arises from discussion of an agenda item;
- 7.2. Every motion or amendment at a Delegates Congress must be proposed and seconded by members present at the meeting;
- 7.3. Once moved and seconded, motions and amendments may only be withdrawn with the consent of the meeting;
- 7.4. When an amendment to a motion is moved, no further amendments shall be discussed until the first amendment is disposed of. However, notice of the wording of any further amendments must be given before the first amendment is put to the vote;
- 7.5. If an amendment is adopted, the amended motion becomes the substantive motion. After all amendments have been disposed of, the surviving proposition may be put to the vote;
- 7.6. The mover of the original motion shall be allowed 3 minutes to move and 3 minutes for a “right to reply” to arguments raised against the motion; Other members may speak once on the motion, for 2 minutes, and once on each amendment, for 2 minutes. The mover of the amendment shall be allowed 3 minutes and has no right of reply;
- 7.7. The Chair shall call a vote immediately after the mover has had the right to reply and no further discussion shall be allowed.

Any proposal moved, that is, put forward, for adoption by a meeting is a “motion”. The process by which a motion becomes a “resolution” depends on whether decisions are agreed by consensus or by determining the majority view. Decisions shall be favoured by a majority view. If a majority are in favour of a motion, it is “carried” thus forming a resolution. That is, the meeting has resolved to take the point of view and/or course of action detailed in the motion.

It may not always be necessary to publish a “Notice of motion” on the Agenda and/or meeting notice - most proposals arise in the course of discussion of Agenda items. However, vitally important motions, contentious motions and motions involving significant expense shall be advertised in advance. The Chair may rule that a proposal arising during a meeting should be advertised for debate at another meeting if it is to be discussed at all.

Speakers should start by stating whether they are speaking in support or against the motion or amendment in question.

**8. VOTING**

- 8.1. All matters shall be determined by a simple majority of votes of the members present, and in the event of an equality of votes, the Chair shall have a casting vote in addition to his/her deliberative vote;
- 8.2. Voting shall be by show of hands.

**9. THE REGIONAL EXECUTIVE COMMITTEES (REC)**

- 9.1. The REC shall consist of the elected Committee members and any appointed members. It may include co-opted, non-voting members;
- 9.2. The REC shall include the Credit Union and Women's Wing Regional Director and Secretary respectively;
- 9.3. The Committee shall be accountable to the Region;
- 9.4. Shall be responsible for organising the business of the Region and shall meet as required.

**10. THESE STANDING ORDERS**

- 10.1. May be suspended individually or severally on the approval of two thirds of the members present. However, the Chair may refuse a motion to suspend standing orders if he/she believes the purpose to be purely obstructive;
- 10.2. May be amended at the National Delegates Congress by two thirds of the members present voting for a motion circulated with the Congress agenda;
- 10.3. Should be notified to the National Executive Committee (NEC) and new Regional members as early as practicable.

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President \_\_\_\_\_ General Secretary \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

