



# Conference Procedures

## Guide to procedures at the UNI Americas Conference

The purpose of this document, which should be seen as a complement to the UNI Americas Statutes and Conference Standing Orders, is to make participants familiar with the procedures of the Conference. Some of these procedures will be similar to those used at national level; others will be completely different.

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## The Agenda

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Sessions of the Conference will be structured around the following themes:

### **UNI Americas Breaking Through**

(Agenda Item 3)

This session will look at the practical implementation of UNI Americas' Breaking Through strategic plan. It will be introduced by the Regional Secretary Adriana Rosenzvaig. Philip Jennings, General Secretary of UNI Global Union will report on implementation of the *Breaking Through* plan at global level.

Delegates and observers will be invited to present their views.

### **Beating the Drum for Strong Unions in Multinational Companies**

(Agenda Item 5)

UNI Americas is campaigning for companies to respect new standards of social responsibility. The session will look at campaigns to win organizing rights in regional and global companies, as well as campaigns for Global Agreements, intended to ensure those standards are achieved and that workers are able to join and form unions free from fear and intimidation.

The session will include case studies and delegates and observers will be invited to present their views.

Conference will be invited to adopt the recommendations of the Resolutions Committee with respect to motions relating to this theme:

**Motion 1:** Beating the drum for strong unions in multinational companies

**Motion 10:** Building strong liaison councils

### **Beating the Drum for Union Growth**

(Agenda Item 7)

This session will look at work being done by UNI Americas and its affiliates to grow unions in the growing services economy. Globalisation, communications and IT are transforming economies and creating a new labour market, new workforce and new skill requirements. The challenge is to bring the union message to this new workforce and new generations. This session should consider how we can grow unions in services, to attract more youth, more women and more professionals into membership.

The session will include case studies and delegates and observers will be invited to present their views.

Conference will be invited to adopt the recommendations of the Resolutions Committee with respect to the following motion relating to this theme:

**Motion 2:** Beating the drum for union growth

### **Beating the Drum for Collective Bargaining to ensure Sustainable Development**

(Agenda Item 8)

There is a new economic landscape in the Americas. North America is emerging after the financial crisis with modest economic growth. There is optimism that many Latin American nations are on the path to a more positive economic future. Yet levels of inequality are at a record high. The session should examine how to achieve sustainable development and collective bargaining structures. Without active labour market measures, social protection and collective bargaining, there will be no economic justice.

Delegates and observers will be invited to present their views.

Conference will be invited to adopt the recommendations of the Resolutions Committee with respect to motions relating to this theme:

**Motion 3:** Beating the drum for collective bargaining to ensure sustainable development

**Motion 4:** Protection contracts and labour reform in Mexico

**Motion 5:** UNI Americas and the crisis of trade union power and democracy in the USA

**Motion 6:** Defending human rights in the region

**Motion 11:** Media and sustainable development

**Motion 12:** Sustainability and environment

### **Debate of remaining motions**

Under Agenda Item 9, Conference will be invited to adopt the recommendations of the Resolutions Committee with respect to the remaining motions:

**Motion 7:** Company mergers and their effect on workers

**Motion 8:** Decent work

**Motion 9:** Fighting together against the job insecurity caused by outsourcing

**Motion 13:** Reform of the financial system

### **Credentials**

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A five-member Credentials Committee is elected during the first working session of the Conference. The meeting of the UNI Americas Executive Committee immediately prior to the Conference will agree on nominations to be endorsed by the Conference.

The Credentials Committee is responsible for examining the credentials of all delegates to the Conference and making a report to the Conference for the purpose of determining voting rights and the list of participants.

Affiliates shall be entitled to representation on the basis of their paid up membership in accordance with Article 7.2 of the UNI Americas Statutes as follows:

Up to and including	Number of delegates
5,000 members	1
25,000 members	2

50,000 members

3

with entitlement to an additional delegate for each further 50,000 members or part thereof.

### **Right to address the Conference**

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Except on a point of order or a procedural motion, applications to speak shall be handed to the chair in writing, using the "Request to speak" cards provided. A delegate or observer may not speak more than once on the same question without the permission of the chair. Guests may be allowed to address the Conference by arrangement with the Standing Orders Committee and the invitation of the chair. (Article 9.1 of the Conference Standing Orders).

### **Speeches and Interventions**

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In preparing speeches, please note the following points:

- Applications to speak shall be handed to the chair in writing, using the "Request to speak" cards provided. A delegate or observer may not speak more than once on the same question without the permission of the chair. Guests may be allowed to address the Conference by arrangement with the Standing Orders Committee and the invitation of the chair.
- Speaking time is limited to 5 minutes and to 2 minutes in the case of speakers addressing the report of the Resolutions' Committee.
- One minute of speaking time corresponds to an average 100 written words.
- Member time-keepers will help participants to respect the time limits.
- Speakers should begin by announcing their name, union and country.
- Given that the Conference is a multi-lingual event, participants are not encouraged to make PowerPoint presentations. The exception would be photographic or other pictorial illustrations to accompany a speech.

Member time-keepers appointed by the UNI Americas Executive Committee will ensure that speaking time limits are respected. Speakers will be able to see the time available to them on a screen.

### **Interpretation**

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During the Conference interpretation will be available to and from Spanish, English and Portuguese.

*Tips for speakers:*

- Speak naturally, at a reasonable pace,
- Speaking is better than reading,

- Remove your headphone and speak into the microphone,
- Start by stating your name, union and country,
- Quote document references,
- Make sure the interpreters have the text if you read a speech (please provide 5 copies to the UNI Americas Secretariat),
- Put figures, names and acronyms clearly.

Headphones will be distributed each morning to participants as they enter the conference room. At the end of each day's session, participants are requested to return these headphones to the collection points, where they will be prepared for redistribution the following day.

### **Professional and Courteous Behaviour @ UNI Americas Events**

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UNI Americas believes that every individual has the right to dignity, respect and fair treatment.

If we want to get rid of the problem of harassment in our workplaces, meetings and in society at large, we must first set an example right here in our organisation.

Harassment creates feelings of unease, humiliation and discomfort and divides us. And it can take a number of forms: sexual, racial or personal. Harassment is any form of behaviour that is threatening or offensive to the person to whom it is being addressed.

If cases of harassment occur, they will be addressed. Complaints of harassment will be taken seriously and will be investigated immediately. A list of the designated representatives for this function is available at the secretariat.

The representatives will make a speedy, confidential and thorough investigation of the incident and will attempt to resolve the issue.

Action will be taken. Action could include, but is not limited to, apology, reprimand and possible expulsion from the UNI Americas event.

### **Resolutions Committee**

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The UNI Americas Executive Committee, at its meeting in Mexico in April 2012, approved the composition of the Resolutions Committee as follows:

#### *Area 1: North America (United States, Canada and Mexico)*

TBN

María Xelhuanchi	STRM	Mexico
Jim Sauber	NALC	United States

#### *Area II: Central America*

Angel Rafael Segura	STGUATEL	Guatemala
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*Area III: Caribbean*

Trevor Johnson	BIGWU	Trinidad & Tobago
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*Area IV: South America – Southern Cone  
(Argentina, Chile, Paraguay, Uruguay)*

Héctor Dáer	FATSA	Argentina
Alejandra Estoup	AB	Argentina
Gerardo González	SAT	Argentina
Valentín Vega	CONAGRA	Chile
Claudio Aravena	CONATRACOPS	Chile
Elvio Monegal	AEBU	Uruguay

*Area V: South America – Northern Cone  
(Bolivia, Brazil, Colombia, Ecuador, Peru, Venezuela)*

Rubens Romano	SENTRACOS	Brazil
Cristiane do Nascimento	SINTETEL	Brazil
Mario Luiz Raia	CONTRAF	Brazil
	UNEB	Colombia

*Women's Committee*

President: Lynn Bue	CUPW/STTP	Canada
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*Youth Committee*

President: Toni Moore	BWU	Barbados
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A pre-meeting of the Resolutions Committee took place in Montevideo on 25-26 September 2012.

The Conference Standing Orders stipulate:

*"The Resolutions' Committee shall be responsible for examining motions and amendments in accordance with the provisions of Article 6 of the Statutes including any motions received which are considered by the Standing Orders' Committee to be of an emergency nature". (Article 6.1)*

*"The Resolutions' Committee shall where necessary, composite, re-draft and/or delete part or all of motions and amendments (but shall not introduce any new subject matter which was not originally present) with the aim of expediting the business of Conference". (Article 6.2)*

The Resolutions' Committee will present its recommendations in the form of a written report, which will be made available to participants as soon as possible after the start of the Conference.

Following a brief presentation to each appropriate session by the Chair of the Resolutions' Committee, the Conference will be asked to vote on the recommendations.

## Debate of Motions and Amendments

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The intention of the motions submitted to the Conference is to lay down the general policy of UNI Americas on the main themes of the Conference agenda.

The complete list of motions is as follows:

- Motion 1:** Beating the drum for strong unions in multinational companies
- Motion 2:** Beating the drum for union growth
- Motion 3:** Beating the drum for collective bargaining to ensure sustainable development
- Motion 4:** Protection contracts and labour reform in Mexico
- Motion 5:** UNI Americas and the crisis of trade union power and democracy in the USA
- Motion 6:** Defending human rights in the region
- Motion 7:** Company mergers and their effect on workers
- Motion 8:** Decent work
- Motion 9:** Fighting together against the job insecurity caused by outsourcing
- Motion 10:** Building strong liaison councils
- Motion 11:** Media and sustainable development
- Motion 12:** Sustainability and environment
- Motion 13:** Reform of the financial system

Delegates wishing to intervene on the recommendations of the Resolutions' Committee with respect to the above-mentioned motions and amendments should note that speaking time is limited to 2 minutes.

## Voting

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The Conference Standing Orders stipulate:

*"Only accredited delegates shall have the right to vote. Voting shall normally be by show of hands. Card votes, in which each delegation shall cast its vote as a unit on the basis of its affiliated membership as at 31 December of the preceding year, may be called for by three or more delegations (representing a collective total of not less than 25 delegates providing that a vote on the issue by show of hands has not commenced". (Article 7.1)*

*"Decision on votes shall be on the basis of a simple majority of those voting, except in the case of proposals to delete, add to or amend Statutes, proposals to suspend one or more of the Standing Orders or in respect of challenges to the President's rulings, when there shall be not less than a two-thirds majority of those present and voting, for the proposal/challenge to be carried". (Article 7.2)*

## Elections

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### Consultations and Timetable

Affiliates are invited to begin consultations now and seek to inform Briceida Gonzalez (e-mail: [briceida.gonzalez@uniglobalunion.org](mailto:briceida.gonzalez@uniglobalunion.org)) of the names of their Executive Committee titular members and first and second substitute members **before 21 November**.

**The final closing time for nominations is 11.00 on 6 December 2012.**

### UNI Americas Executive Committee

The composition of the Executive Committee is based on the agreements established at the time of UNI America's creation on January 1, 2000. The approach for the 3<sup>rd</sup> UNI Americas Regional Conference will basically be the same as that adopted at the 1<sup>st</sup> and 2<sup>nd</sup> UNI Americas Regional Conferences.

It is important that affiliates respect their statutory obligations with respect to the payment of affiliation fees in order that seat entitlements on the UNI Americas Executive Committee can remain as at present (see table below). Elections will be based on paid-up membership figures.

The Executive Committee is composed as follows:

- a) The UNI Americas President and Vice-Presidents, who shall in the first instance be elected members of the Executive Committee in accordance with paragraph 2 c) of the UNI Americas Statutes.
- b) The UNI Americas Regional Secretary, who shall be elected by the Regional Conference.
- c) Members elected to Areas I to V in accordance with Articles 9.3 and 9.4 of the UNI Americas Statutes, on the basis of membership within the jurisdiction of former CI<sup>1</sup> and former FIET<sup>2</sup>. With the creation of ICTS through the merger of IBITS and Telecom, unions with membership in telecoms should be included in the former CI discussions to decide Executive members.
- d) 4 reserved seats for UNI Americas Graphical and 2 reserved seats for UNI America MEI (Media & Entertainment).
- e) The President of the UNI Americas Women's Committee.
- f) The President of the UNI Americas Youth Committee.
- g) The President of the UNI Americas Professionals and Managers' Committee.
- h) 6 representatives of the UNI Americas Women's Committee.
- i) An additional women's seat for each area in 9.3 as well as for UNI Americas Graphical and UNI Americas MEI, until such time as there are 40% women titular members on the Executive Committee. Nominations for these seats should be agreed by the area/sector concerned in consulta-



tion with the representatives of this area/sector on the UNI Americas Women's Committee.

j) The UNI General Secretary.

#### Automatic seat entitlements

*"Affiliates with more than 150,000 members shall be entitled automatically to at least one seat on the Regional Executive Committee and affiliates with more than 300,000 members shall be entitled automatically to at least two seats. In both cases, such members elected under these provisions for automaticity shall be included in and form part of the total entitlement for seats in the area/s concerned".* (Article 9.5 of the UNI Americas Statutes)

#### Substitutes

*"For each titular member, a first and second substitute member shall be elected. Substitute members shall attend and participate in meetings of the Regional Executive Committee only in the absence of the titular member"* (Article 9.6 of the UNI Americas Statutes).

#### Gender balance

In conformity with UNI America's gender equality policy, each area/sector is invited to present gender-balanced nominations – overall, between titulars and substitutes.

### **UNI Americas President**

The UNI Americas Executive Committee, at its meeting in Mexico D.F. on April 26-27, 2012, unanimously nominated Ruben Cortina for re-election as UNI Americas President.

### **UNI Americas Regional Secretary**

The UNI Americas Executive Committee, at its meeting in Mexico D.F. on April 26-27, 2012, unanimously nominated Adriana Rosenzvaig for election as UNI Americas Regional Secretary.

### **UNI Americas Vice Presidents**

With respect to nominations for the four positions of UNI Americas Vice President (one from each of the founding partners): The Graphical and MEI sectors should each decide on their respective candidate. The sectors previously members of CI<sup>1</sup> and the sectors previously members of FIET<sup>2</sup> should hold consultations prior to the Conference in order to find their candidates.

Nominations for these positions will be presented by the Executive Committee to the Conference for ratification.

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<sup>1</sup> Post & Logistics and Telecom members of ICTS

<sup>2</sup> Commerce, Finance, Gaming, Property Maintenance, Social Insurance, and IBITS members of ICTS

### **UNI Vice President representing UNI Americas**

After the Conference, the UNI Americas Executive Committee will fill the position of UNI Vice President representing UNI Americas, on the basis of a proposal from the Management Committee.

### **UNI Americas Management Committee**

Article 10.1 of the UNI Americas Statutes specifies that the UNI Americas Executive Committee may appoint from among its members a UNI Americas Management Committee to assist in the management of the region in between Regional Executive Committee meetings.

The meeting of the UNI Americas Executive Committee immediately prior to the Regional Conference will determine the structure of the Management Committee.

### **Auditors**

The UNI Americas Executive Committee, at its meeting in Mexico D.F. on April 26-27, 2012, unanimously nominated Judy Beard (APWU, USA), Cenise Monteiro (SINTETEL, Brazil) and George Floresco (CWPU, Canada) for election by the Conference as the three UNI Americas Auditors.

### **Resolutions Committee**

The April 2012 meeting of the UNI Americas Executive Committee approved the composition of the Resolutions Committee. A preparatory meeting of the Resolutions Committee was convened in Montevideo on September 25.

### **Credentials Committee**

The meeting of the UNI Americas Executive Committee immediately prior to the Regional Conference will agree on nominations for submission to the Regional Conference.

**Seat Allocations for Former CI and FIET Affiliates  
on the UNI Americas Executive Committee**

<b>Total Seats</b>	<i>Former CI Seats</i>	<i>Former FIET Seats</i>
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*Area 1: North America (United States, Canada and Mexico)*

<b>13</b>	6	7
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*Area II: Central America*

<b>4</b>	2	2
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*Area III: Caribbean*

<b>4</b>	1	3
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*Area IV: South America – Southern Cone  
(Argentina, Chile, Paraguay, Uruguay)*

<b>8</b>	1	7
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*Area V: South America – Northern Cone  
(Bolivia, Brazil, Colombia, Ecuador, Peru, Venezuela)*

<b>6</b>	3	3
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