**To: ALL BRANCH SECRETARIES**

 **BRANCH EQUALITIES OFFICERS**

 **BRANCH DISABLED MEMBERS’ SELF ORGANISED GROUPS\***

 **GREATER LONDON REGION**

**c.c. Members of the Regional Disabled Members’ Committee**

\* Please ensure a copy of this letter is passed to the Branch Disabled Members’ Self Organised Group

30 October 2020

Dear Colleague

**REGIONAL DISABLED MEMBERS’ COMMITTEE AGM**

**FRIDAY 22 JANUARY 2021 at 12 noon – 1:30pm**

Branch Disabled Members’ Self Organised Groups (SOG) are invited to make nominations to the Regional Disabled Members’ Committee for 2020/21. Any nominations must be ratified by the Branch Secretary. Where a Disabled Members SOG does not exist, then the nomination must be made through the Branch Committee.

Each branch is entitled to nominate one delegate, however, if a branch wishes to send a further delegate they can do so but will be required to pay the second delegate’s expenses. Second delegates will be entitled to attend meetings in an observer capacity and will not have a vote. Please note that if your branch sends two delegates, at least one must be a woman. **All existing members of the Regional Disabled Members’ Committee will have to be re-nominated by their branch as their committee membership will not be carried forward.**

The Regional Disabled Members’ Committee meets quarterly and reports to the Regional Council and Regional Committee. Amongst the Committee’s objectives is the promotion of disabled members’ participation in UNISON at every level, and to campaign for the elimination of discrimination towards disabled people. The 2020/21 committee will be formally constituted at the AGM on 22 January 2021.

**HOW TO REGISTER AS A DELEGATE TO THE COMMITTEE**

**AND ACCESS REQUIREMENTS**

**Appendix A** - please use the attached nomination form to register your branch’s delegate(s) to the 2020/21 Regional Disabled Members’ Committee. All forms must be signed by the Branch Secretary. Please return the form to Helen Chater (h.chater@unison.co.uk) by no later than 12 noon on Tuesday, 22 December 2020 to ensure that paperwork for the AGM can be distributed before the meeting.

**Appendix B** – Please ensure that delegates who are nominated to the committee receive a copy of the attached Access Requirements form. If delegates have access requirements it is important that this form is returned **as a matter of urgency** to ensure that reasonable adjustments can be provided.

**ACTION REQUIRED**

**It is important that the information below is passed on to your branch’s nominated delegate to the Disabled Members’ Committee 2020/21**

**Nominations for committee officer positions, directly elected seats and motions will be dealt with at the AGM, therefore, it is important that** **your delegate to the RDMC is aware of the nominations mentioned below.**

**NOMINATIONS FOR COMMITTEE OFFICER POSITIONS**

**Appendix C** – Nominations are invited for the positions of Chair (1) and Vice-Chairs (2) of the Regional Disabled Members’ Committee. The election of these Officer positions will take place at the AGM on 22 January 2021, please note that at least two must be women. You may also submit an election statement of no more than 250 words which will be used in the event of these seats being contested and a ballot being required. Please note that nomination forms received after the deadline, 12 noon Tuesday, 22 December 2020 cannot be accepted.

**NOMINATIONS TO REGIONAL COMMITTEES/SUB COMMITTEES**

**Appendix D** – The Regional Disabled Members’ Committee is entitled to nominate to directly elected seats on Regional Council / Committee / Sub Committees as well as the National Disabled Members’ Committee. I would be grateful if you could indicate on the attached form which, if any, of the posts you would be willing and available to represent the Regional Disabled Members’ Committee. You may also submit an election statement of no more than 250 words which will be used in the event of these seats being contested and a ballot being required. Please note that nomination forms received after the deadline 12 noon Tuesday, 22 December 2020 cannot be accepted.

**DEADLINES AND RETURNING FORMS**

Completed forms should be sent to Helen Chater h.chater@unison.co.uk. Please note the deadline for submitting **all** forms connected with the AGM is 12 noon on **Tuesday 22 December 2020.** Forms received after this date will not be accepted.

Yours sincerely

**HELEN CHATER**

**Secretary**

**Regional Disabled Members’ Committee**

**Cc All organising staff**

**Enclosures:**

Appendix A –Regional Disabled Members Committee nomination form

Appendix B – Access Requirements form

Appendix C – Nomination for Committee Officer positions

Appendix D – Nomination to Directly Elected Committee seats