

## **UNISON City of Edinburgh Local Government and Related Sectors Branch**

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### **To All Members**

*Dear Colleague,*

All members are urged to attend the Annual General Meeting of the branch on

**Wednesday 10 February 2010 at 6pm in the Assembly Rooms, George Street, Edinburgh.** Members can only be admitted to the meeting on production of their current membership card or pay slip showing UNISON deductions and if their name appears on the branch list.

The quorum for a branch meeting is 200. The Chairperson will take a count at 6pm prompt and if the quorum is not met, the meeting cannot proceed.

**The meeting will conclude at 8pm at the latest** so that members using the creche or making care arrangements can plan as necessary.

### AGENDA

The agenda on the following pages includes nominations, motions and rule changes received by the closing date in the preliminary notice. Any amendments will be circulated at the meeting.

### AMENDMENTS

Any two members can propose amendments to motions. These must be in writing, signed by the proposer and seconder and arrive at the Branch Office **by 12 noon Wednesday 3 February**.

**Questions on the Annual Report and Financial Statement** must be received by **noon on Friday 5 February** to ensure the information is available for a response.

#### CRECHE/ CARERS ALLOWANCE

Members intending to use the creche should inform the branch office by **Noon on Tuesday 2 February**. For safety reasons, the creche cannot be made available to members who have not contacted the office. Carers allowance must be arranged in advance with the branch office.

#### ACCESS/ SIGNER

There will be a signer at the meeting. The building has wheelchair access. If any member has any special requirements, please contact the branch office as soon as possible so that efforts can be made to provide them.

A good attendance at the Annual General Meeting is essential to the running of the branch. Please make every effort to attend to set your policies and to ensure that the branch can elect its officers and have its structures in place to meet this year's challenges.

*Yours sincerely*  
Agnes Petkevicius  
**Branch Secretary**