



Unite LE1111 Branch

Standing Orders

January 2013

To be read in conjunction with Rule 17 and the EC's Branch Standards document

1 Notice of Meeting and Quorum

- 1.1 The branch shall meet at regular intervals, generally on the second Tuesday of each month, except in December. The date, venue, start and finish time should be posted on the Unite website and communicated to branch members by email, via the Housing Workers website, and through other social media. Mailings and postings of notices should generally be issued one week in advance of the meeting.
- 1.2 Five branch members present shall form a quorum. If within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall be dissolved.

2 Officers of the Branch

- 2.1 Officers of the branch which shall include Chair, Secretary, Treasurer and Equalities Officer who shall be elected at every AGM of the branch starting from June 2012.
- 2.2 In the absence of the elected Chair or Vice Chair, a branch member other than the Branch Secretary should be elected as *ad hoc* Chair for the duration of the meeting and should sign any paperwork (eg nomination forms) as such.
- 2.3 Delegates to represent the branch at local Trade Union Councils and Constituency Labour Parties should be elected annually in the Autumn to take office in the following January.

3 Agenda and Order of Business

- 3.1 The Branch Secretary shall be responsible for receiving all papers and drafting the Agenda.
- 3.2 The Agenda for a branch meeting would usually include the following items:
 - a) Apologies for absence;
 - b) Minutes of the previous branch meeting and matters arising;
 - c) Secretary's report on recruitment and organisation;
 - d) Reports from workplace reps and the equalities officer
 - e) Other reports, eg, Trades Union Council or Constituency Labour Party;
 - f) Correspondence;
 - g) Date of next meeting



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On a quarterly basis, the Agenda will also include the following:

h) Treasurer's financial report

- 3.3 Any member may introduce other business for the consideration of the meeting and must notify the secretary in advance if at all possible. If advance notification is not received, the chair may agree to add issues of an urgent and emergency nature to the Agenda, but may defer other items to the next meeting.
- 3.4 The branch secretary shall be responsible for the taking of Minutes of the branch meeting.

4 Conduct of Business

- 4.1 The Chair shall be responsible for the conduct of the meeting. Members may only speak when called by the Chair. The Chair shall have discretion on whether to allow a member to speak more than once on a subject.
- 4.2 The Chair shall have the same speaking rights as any other member. In addition, the Chair may intervene during or at the conclusion of any discussion, to clarify the issues decided and/or to sum up the discussion.
- 4.3 A member who wishes to raise a point of order (which must be confined to the manner in which the meeting is being conducted) should say "*point of order*" and hold his/her hand aloft until called by the Chair. Subject to that exception, members should not interrupt another speaker.
- 4.4 The ruling of the Chair on any question relating to the conduct of the meeting shall be final unless a challenge to the Chair is supported by at least two thirds of the members present.
- 4.5 Save as provided herein, the business of the Branch shall be conducted in accordance with the normal rules of debate as laid down by Walter Citrine in the *ABC of Chairmanship*.
- 4.6 In the event of an equality of votes, the proposition before the Branch shall not be carried.

5 Smoking/Alcohol

- 5.1 There shall be no smoking or consumption of alcohol at the Branch meeting.