

WM7093 BRANCH STANDING ORDERS

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 aim to meet once every three months. The date, start and finish time and place of the branch meeting shall be posted on the Unite website and otherwise communicated to branch members via messages, notice boards and union webpage (when live).
- 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 third AGM of the branch starting from June 2012.
- 2.2 In the absence of the elected Chair, the Secretary should not chair the meeting. A branch member 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, including 100% campaigns and greenfield organising
 - d) Treasurer's financial report
 - e) Reports from workplace reps and the equalities officer
 - f) Other reports, eg, Trades Union Council or Constituency Labour Party
 - g) Correspondence
 - h) Date of next meeting

- 3.3 Any member may introduce other business for the consideration of the meeting but must notify the secretary in advance.
- 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 allowed at the Branch meeting.