

# UNITE RETIRED MEMBERS BRANCH GLASGOW

## 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 normally meet monthly, July and December excepted, on the first Thursday of each month (January second Thursday). Meetings will normally be held in the Unite Glasgow Office and commence at 12.30pm and finish at 2.30pm and notifications shall be posted on the Unite website and otherwise communicated to branch members.
- 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, Vice-chair, Secretary, Assistant Secretary, Treasurer, Communications and IT Officer, Education Officer and Equalities Officer. The Branch Officers plus two other branch members shall form a branch committee who shall be elected at every third AGM of the branch starting from March 2022.

The committee shall meet as required and four members shall constitute a quorum.

- 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.
- 2.4 Two auditors shall be elected at the same time as the branch officers.

### 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
- d) Treasurer's financial report
- e) Report from 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 ensuring 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.

## **BRANCH STANDARDS**

Branch organisation and branch life are essential to allow for membership participation, democracy and a sense of ownership of the union and for growing Unite.

A vibrant branch life in the union will increase participation with members having a direct influence over decision making thereby making the branch, and through the branch the wider union, directly relevant to them.

Strong membership participation in branches that are organising branches, with a focus on equalities, will ensure that members are active in the community beyond the workplace, particularly in the political life of the community, assisting in building Unite across Britain and Ireland.

Branches that are democratic hubs and are well administered will qualify for branch administration funds to be remitted from the union (10 per cent of membership income less deductions for the central strike fund and to cover for employer check-off charges where applied). Branch administration will be remitted if Unite branches satisfy the following criteria:

1. The branch must meet all rulebook requirements regarding regularity of meetings (which should be properly notified to all members) which must include at least an AGM and the election of branch officers, which under Rule include:
  - chair
  - secretary
  - treasurer
  - equalities officer
2. Other than where the Rule Book allows for a branch secretary to also hold the office of treasurer, members should not usually hold more than one branch officer position.
3. The branch must ensure that elections for the above positions are carried out fairly and democratically. The branch must comply with instructions from regional office to hold such elections triennially at the appropriate point in the calendar and to hold by-elections as necessary.

