

Rules, Branch Constitution and Standing Orders

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This document will be amended in accordance with UNISON rules and the Code of Good Branch Practice.

This document has been updated following amendment to rules by the Branch Annual General Meetings as follows:

AGM 2004	Rule 16 Honorarium added (Points a – h)
AGM 2005	Rule 14 Convenors amended
AGM 2006	Rule 4 The Branch Committee amended
	Rule 16 Honorarium (Deleted e-h)
AGM 2008	Rule 11.1 Branch Officers (Revised list of core officers)
AGM 2012	Rule 4.2 The Branch Committee
AGM 2014	Rule 4.2 The Branch Committee
AGM 2015	Rule 11.1 Branch Officer (Removed Core Officer)
	Rule 12 Self-Organisation (New Rule deleted old rule 12)
	Rule 17 Branch Property Fund (New Rule)
AGM 2016	Rule 1.1 The Objectives of the Branch (add line)
	Rule 3.2 The Election of Stewards (add line)
	Rule 4.1, 4.3 and 4.4 The Branch Committee (Stewards Forum) (amended)
	Rule 11 Branch Officer – Add Assistant Treasurer and Union Learning Rep
	Rule 14 Convenors (amended)
	Standing Orders & Code of Practice C – Motions not on the agenda – add the Chairperson
	Standing Orders & Code of Practice D – Motion without Notice and in Part without Debate – c) add the word their
	Standing Orders & Code of Practice R – Chairperson – amended
	Standing Orders & Code of Practice V – Convenors – amended

AGM 2019	Rule 1.1 The Objectives of the Branch (amend and add lines)
	Rule 2.1 Membership (amend and add line)
	Rule 4.1 The Branch Committee (amend and add line)
	Rule 5.1 Frequency and content of meetings (amend)
	Rule 6.2 Calling and conduct of meetings (add new lines)
	Rule 6.3 New rule
	Rule 11.1 Branch officers (amend lines)
	Rule 12.1 Self Organisation (amend)
	Rule 15 Learning Representatives (insert new rule)
	Rule 16 Health and Safety Representatives (insert new rule)
	Rules 15-17 Re-number to Rules 16-19
	Standing Orders & Code of Practice A – The Chairperson – amended
	Standing Orders & Code of Practice F – Reserving Speech – amended
	Standing Orders & Code of Practice H – Mode of Address – amended
	Standing Orders & Code of Practice – Functions of Stewards and Officers - amended
	Standing Orders & Code of Practice Q – Treasurer – amended
	Standing Orders & Code of Practice W – Learning Representative – new
	Standing Orders & Code of Practice X – Health and Safety Representative – new
AGM 2020	Rule 5.5 Frequency and content of meetings (amend)
	Rule 6.2 Calling and conduct of meetings (amend)
	Rule 11.1 Branch officers (amend and add lines)
	Rule 12.1 Self Organisation (amend)

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BARNESLEY LOCAL GOVERNMENT BRANCH RULES AND CONSTITUTION

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Rules and constitution

1. THE OBJECTIVES OF THE BRANCH

The branch objectives are:

- 1.1 To organise all those employed within the metropolitan borough of Barnsley in:
 - Barnsley Metropolitan Borough Council and any Direct Labour Organisations or “Arm’s Length” organisations.
 - Further Education Establishments
 - Academies, Free Schools and Trust Schools
 - Social Care
 - Those areas of local government-related employment which provide services to the public, whether in the public, private or voluntary sectors of the economy
- 1.2 To engage in bona fide trade union social, sporting and political activities on behalf of the branch membership.
- 1.3 To advance and protect the interests and aims of its members
- 1.4 To campaign in support of local democracy and accountability of public services
- 1.5 To secure the widest possible participation of branch members in decision making

THE BRANCH IS TOTALLY COMMITTED TO THE CONCEPT OF PROPORTIONALITY AND FAIR REPRESENTATION IN THE BELIEF THAT THE UNION WOULD BE A MORE DEMOCRATIC ORGANISATION AND MEMBERS’ INTERESTS AND ASPIRATIONS WOULD BE BEST FURTHERED BY REPRESENTATIVES WHO REFLECT THE GENDER, GRADES, SEXUALITY, ETHNICITY AND DISABILITIES ENCOUNTERED BY MEMBERS.

2. MEMBERSHIP

- 2.1 Every person wishing to become a member shall complete and sign a prescribed form for membership, using their address or by using the prescribed on-line system for joining, and shall return it to the Branch office. Membership shall commence on the date details of membership are entered into the membership records system.
- 2.2 A candidate for membership shall not be deemed elected unless approved by the Branch Committee (Stewards’ Forum) or a meeting of the Branch or, as may be formally delegated by those bodies.

3. THE ELECTION OF STEWARDS

- 3.1 Stewards will be elected by and from the workgroup that they represent. Election will take place annually, in the month preceding the Annual General Meeting, and will be ratified by that meeting.
- 3.2 All members of the workgroup will be entitled to stand for election on an individual or job share basis. In the event of a contest, all members of the workgroup shall be entitled to take part in a vote, which should be conducted by a secret ballot and administered by a Branch Officer.
- 3.3 In the event of a Steward resigning prior to the annual election, the Branch Committee (Stewards' Forum) shall be empowered to hold a by-election, on the same basis as above.
- 3.4 Members have the right to remove a Steward from office following a majority vote of the work group. Where such action is proposed the Branch Committee (Stewards' Forum) has the responsibility to ensure that all parties have the opportunity to put their case and that the matter is dealt with as speedily and smoothly as possible.

4. THE BRANCH COMMITTEE (STEWARDS FORUM)

- 4.1 The Branch Committee (Stewards Forum) shall consist of:
 - All Stewards
 - One representative of the Branch Retired Members Section (this representative may attend at all meetings but shall not be entitled to vote on issues relating to pay and conditions of members in employment).
 - Any Branch member of the Executive Council or Officer of the Regional Council.
 - All Branch Officers.
 - Representatives of any Branch Self Organised Groups. See Section 12
- 4.2 The quorum for the Branch Committee (Stewards Forum) shall be 1/3rd of those eligible to attend.
- 4.3 Any member of the Forum who wishes to place an item on the Agenda, must notify the Branch Secretary two weeks prior to the meeting.
- 4.4 Any member of the Forum who wishes to raise a matter which has arisen within the two weeks prior to the meeting must notify the Branch Chair or Branch Secretary by no later than 5pm on the day prior to the Stewards Forum meeting taking place. This will be tabled under AOB.
- 4.5 Any Steward/Officer who is absent from work due to illness will not be deemed to be eligible to attend and will not be included in the quorum. Any Steward/Officer who is absent from work due to illness should notify the Branch Secretary in writing in advance of any meeting that they are unable to attend.
- 4.6 Stewards are required to attend a minimum of 4 meetings per year unless they are absent from work due to illness and have notified the Branch Secretary as per 4.5 above. Any Steward who fails to attain the minimum required attendance at meetings may be de-selected by the Branch Committee.

5. FREQUENCY AND CONTENTS OF MEETINGS

- 5.1 The Annual General Meeting shall be held in the January – March quarter each year and the following business shall be transacted -.
- The receiving of reports from the Branch Officers and Branch Committee (Stewards Forum), including a report on the Branch finances and presentation of Branch accounts.
 - The ratification or election of Branch Officers for the coming year.
 - Such business as may be required by the Branch rules.
 - Such policy and branch rule change motions as may be validly received.
- 5.2 General Meeting(s) may be called by the Branch Committee (Stewards Forum) to discuss specific issues.
- 5.3 Aggregate Meetings may be called by the Branch Committee (Stewards Forum) to discuss specific issues:
- The receiving of reports from the Branch Officers and Branch Committee (Stewards Forum), including a report on the Branch finances and presentation of Branch accounts.
 - All members shall have the right to speak and vote at only one aggregate meeting. Branch Officers will have the right to vote at only one aggregate meeting, but will have the right to speak at all aggregate meetings.
 - Such policy and branch rule change motions as may be validly received.
 - All decisions will be reached by a simple majority of all votes at all aggregate meetings.
- 5.4 Special General Meetings may be held by requisition of 20 members or 5% of the membership, whichever is the greater. The issues for consideration must be specified when the meeting(s) are called for. Special meetings are subject to the same procedures as the Annual General Meeting, General Meetings and Aggregate Meetings. Members will be informed of the subject(s) for discussion when notified of the meeting arrangements.
- 5.5 The quorum will be 40 for decision making but no quorum necessary for information giving and listening to speakers.
- 5.6 For Aggregate Meetings add all aggregate attendances together.

6. CALLING AND CONDUCT OF MEETINGS

- 6.1 The calling and conduct of Branch Meetings shall be regulated by Standing Orders (see Standing Orders & Code of Practice).
- 6.2 Branch Committee (Stewards Forum) shall be held 10 times a year on a monthly basis with additional meetings if necessary and shall have the following functions:
- In the absence of a members meeting to consider and establish Branch policy.
 - To delegate appropriate items to any sub-committee for consideration and for determination.
 - Consider all recommendations from any sub-committee of the Branch Committee (Stewards Forum) and approve any sub-committee meeting minutes.

- To oversee, direct and where appropriate determine the conduct of local negotiations.
 - The Branch Committee (Stewards Forum) shall administer Branch business in accordance with the Branch and National rules. NOTE: In certain cases the National Rules will require compliance with the National Executive guidelines etc. but in other circumstances the National Executive advice will be discretionary for the Branch.
 - Shall coordinate, direct and where appropriate determine local negotiations conducted by Branch Officers/Convenors and Stewards in the Branch.
 - Shall establish effective representation of members interests by Stewards in each work group
 - Shall maintain a record of membership showing the work group in which a member is employed.
 - To consider all applications for membership except as properly delegated.
 - Shall maintain records of all financial transactions, assets and liabilities using the national online branch accounting system (OLBA).
 - Shall develop an appropriate annual budget as part of the joint branch assessment process in accordance with the union's objectives and priorities.
 - Should ensure Branch Officers, Convenors and Stewards are properly exercising their functions.
 - To receive reports from Branch Officers / Convenors / Stewards and take all necessary steps to maintain the domestic machinery of the Branch in effective working order.
 - To consider and where appropriate, deal with all matters of ordinary current administration, and all matters affecting the interest of members of the Branch, whether raised by members thereof or arising from communications from National or Regional level, or otherwise, except where delegated to Convenors / Branch Officers or Stewards of the Branch.
 - To deal with all questions of emergency except as properly delegated.
 - To elect any Sub-Committees from the members of the Branch Committee (Stewards Forum). In addition any Sub-Committees may, in special circumstances, and subject to the approval of the Branch Committee (Stewards Forum), co-opt members who may or may not serve on the Branch Committee (Stewards Forum).
- 6.3 Should the Branch Committee meeting be inquorate, then an electronic meeting can be held.
- 6.4 Branch Sub-Committees shall be elected by the Branch Committee (Stewards Forum) to deal with any issue as delegated.
- 6.4 Sub-Committees have to report to the Branch Committee (Stewards' Forum) except as delegated and shall meet as and when determined.
- 6.5 The composition of the Political Sub-Committee will be determined by the APF Committee and is answerable to the APF Committee.

7. MOTIONS FOR BRANCH MEETINGS

- 7.1 Motions for discussion by a Branch Meeting can be proposed by individual Branch members or the Branch Committee (Stewards' Forum).
- 7.2 Motions must be sent to the Branch Secretary for consideration either one month before a Branch Meeting or two weeks before a Branch Committee Meeting (Stewards Forum).
- 7.3 Emergency Motions will be allowed at the discretion of the Chair

8. AMENDMENTS TO THE BRANCH CONSTITUTION

- 8.1 Amendments to the Constitution will be considered by Branch Members at the Annual General Meeting, provided that one month's notice of a proposed amendment is given to the Branch in writing.

9. ALTERATIONS OF THE RULES

- 9.1 The rules shall not be altered or rescinded, except with the consent of at least 66% of the members present and voting at an Annual or Special Branch Meeting.

10. DISSOLUTION OF THE BRANCH

- 10.1 The Branch may be dissolved by resolution passed at an Annual or Special General Meeting provided that: -
 - At least one month's notice, in writing, to dissolve the branch has been given by the Branch Secretary to each member of the Branch.
 - at least 75% of the Members present vote in favour of the proposal.
- 10.2 Other than a National Merger, where the Branch is dissolved, any net assets of the Branch shall be dealt with as the Regional Council may decide in consultation with Members of the Branch or the Branch Committee (Stewards Forum).

11. BRANCH OFFICERS

11.1 The Branch shall elect the following Branch Officers:

- Branch Chairperson
- Vice Chairperson
- Branch Secretary
- Assistant Branch Secretary
- Treasurer
- Assistant Branch Treasurer
- Equality Officer
- Health and Safety Officer
- Women's SOG Officer
- **LGBT+ SOG Officer**
- Disabled members SOG Officer
- **Black members SOG Officer**
- **Education Co-ordinator**
- **Lifelong Learning Co-ordinator**
- Communications Officer
- Membership/Recruitment Officer
- International Officer
- Young Members Officer
- Welfare Officer
- Sports and Social Officer
- **Environmental Officer**
- Labour Link/Political Officer (elected by Affiliated Political Fund payers known as UNISON Labour Link)
- Auditors:- The Branch shall elect 2 Auditors who shall not hold any Branch office.

EACH BRANCH OFFICE MAY BE SHARED BETWEEN TWO OR MORE MEMBERS, SUBJECT TO THE APPROVAL OF THE BRANCH. ANY MEMBER OF THE BRANCH WHO HAS BEEN A MEMBER FOR AT LEAST THIRTEEN (13) WEEKS AND IS NOT IN ARREARS WITH THEIR SUBSCRIPTIONS SHALL BE ENTITLED TO BE NOMINATED FOR ELECTION TO ANY OF THE BRANCH OFFICES. ANY NOMINATION MUST BE SUPPORTED BY AT LEAST FIVE (5) MEMBERS OF THE BRANCH. SOG OFFICERS MUST BE AN ELIGIBLE MEMBER OF THE GROUP THEY SEEK TO REPRESENT.

12. SELF ORGANISATION

12.1 The Branch will facilitate the establishment of self-organised groups for women, disabled members, lesbian, gay, bisexual and transgender **plus** members (LGBT+) and Black members. Self-organised groups will be crucial to UNISON achieving proportionality and fair representation at all levels.

12.2 The Branch should reflect the particular needs of disabled members and make use of the facilities and resources within UNISON to encourage and support disabled people to become involved.

12.3 The aim of self-organisation is to enable members within these groups to:

- i. meet and share concerns and aspirations, and establish their own priorities, elect their own representatives to other levels of self-organisation and to other appropriate levels in the organisation.
- ii. work within the established policies, rules, and constitutional provisions of the Branch Standing Orders and UNISON rules.

12.4 Responsibilities of the Branch Stewards Forum Committee

The Branch Stewards Forum committee has the responsibility for facilitating the establishment of self-organised groups and should ensure that:

- i. appropriate members are encouraged to participate in self-organised groups.
- ii. there is representation from each of the self-organised groups at the stewards Forum. The Chairperson and Secretary of each self-organised group shall be entitled to attend the Stewards Forum committee as ex-officio officers.
- iii. that officers and delegates from self-organised groups are democratically elected and are accountable to members, self-organised groups and the Stewards Forum.
- iv. all minutes will be ratified by the Stewards Forum.

13. RETIRED MEMBERS' SECRETARY

13.1 The retired members in the Branch shall have the right to elect a Retired Members' Secretary. Such an election shall take place annually by and from the retired members in the Branch and shall be reported to the Annual General Meeting.

14. CONVENORS

- 14.1 Full and/or part-time Convenors * shall be appointed in accordance with BMBC Trade Union Facilities Agreement and at the discretion of the Branch Committee (Stewards Forum). Convenors are not to be classified as Branch Officers and all references in these rules and Standing Orders shall be construed accordingly. * SUBJECT TO RELEASE FROM WORK BY BMBC.

15. LEARNING REPRESENTATIVES

- 15.1 Learning Representatives shall be selected for each work group or workplace in accordance with branch arrangements.
- 15.2 The selection of Learning Representatives shall be reported to the branch for ratification and issuing of credentials.

16. HEALTH AND SAFETY REPRESENTATIVES

- 16.1 One or more Health and Safety Representatives shall be elected annually for each work group or workplace in accordance with branch arrangements.
- 16.2 The election of Health and Safety Representatives shall be reported to the branch for ratification and issuing of credentials.

17. POLITICAL AFFILIATIONS

- 17.1 Affiliations will be agreed by the Branch Political Officers.

18. HONORARIUM

- 18.1
- a) The Branch can pay discretionary honoraria to designated lay members of the Branch in recognition of the voluntary work they undertake for the Branch. All such payments are taxable and it is the recipients' responsibility to declare such payments to the Inland Revenue.
 - b) All honoraria are subject to the approval of the Annual General Meeting of the Branch and will be paid retrospectively after the AGM.
 - c) The amounts of such payments will be at the discretion of the Branch and will be reviewed when appropriate.
 - d) Stewards will only receive an honorarium subject to attendance at a minimum of 50% of Branch meetings held during the term of office.

19. BRANCH PROPERTY FUND

- 19.1 The Branch shall establish a Property Fund
- 19.2 The Property Fund will ring-fence monies specifically intended for the purchase of branch office accommodation. Any such funds will not be available for any other purpose.
- 19.3 Monies will be transferred from the general fund as determined by the Stewards Forum and in accordance with a structured, time-limited plan, which will be approved by the Regional Committee as per the Union's Branch finance guidelines.
- 19.4 The Property Fund may be dissolved following a decision of a quorate general meeting, whereupon any allocated funds would be returned to the Branch general fund balance.

Standing orders and code of practice

STANDING ORDERS

FOR THE ANNUAL GENERAL MEETING, GENERAL MEETINGS, AGGREGATE MEETINGS AND SPECIAL GENERAL MEETINGS

A General Meeting should be conducted in accordance with the Code of Practice which should be a guide to members of the Branch.

The authority for the conduct of the business of the Annual General Meeting, Branch General Meeting /Aggregate Meetings and Special General Meeting should continue to be vested in the Chairperson(s).

CODE OF PRACTICE

A THE CHAIRPERSON

The Chairperson of the Branch shall act as Chair of the above meetings. In their absence the Vice Chairperson will act as Chair. In the absence of the Chairperson and Vice Chairperson, the Branch Secretary or some other Member of the Branch shall call upon the meeting to elect a person to preside. Should the Chairperson appear later, the presiding Chairperson shall continue until the item of the agenda then under discussion is disposed of, before vacating the chair for the official holder.

B AMENDMENTS TO MOTIONS

Amendments to motions on the Agenda should be in writing and received by the Branch Secretary not less than 3 days before the meeting. This shall apply to motions not set forth on the Agenda.

C MOTIONS NOT ON THE AGENDA

Motions not set forth on the Agenda cannot be considered without the consent of the meeting. Such motions shall be in writing and received not less than 3 days prior to the date of the meeting (unless of an emergency nature). The Chairperson will read the motion to the meeting. The Chairperson may then declare the meeting adjourned for a period of not more than 5 minutes and put the question immediately as to whether the meeting will consider it or not. Amendments to such motions may be submitted.

D MOTION WITHOUT NOTICE AND IN PART WITHOUT DEBATE

The following motions may be moved without previous notice on the agenda :-

- a) That precedence be given to any particular business set forth on the agenda.
- b) That leave be given to withdraw or amend a motion or an amendment (or to refer a motion or amendment to the appropriate committee for consideration).
- c) "That the question be now put". The Chairperson shall have the discretion to caution the meeting not to accept this motion if, in their opinion there has been insufficient discussion of the particular motion or amendment under debate.

NOTES

- I. ANY MOTION FALLING UNDER SECTIONS (A) & (C) SHALL , ON THE SECONDING THEREOF, BE IMMEDIATELY PUT TO THE VOTE WITHOUT DISCUSSION, AND NO AMENDMENT SHALL BE ALLOWED.
- II. IF A MOTION "THAT THE QUESTION BE NOW PUT" IS CARRIED, THE MOTION SHALL TAKE EFFECT SUBJECT TO ANY RIGHT OF REPLY AND THE VOTE BE TAKEN IMMEDIATELY THEREAFTER.
- III. A MOTION "THAT THE QUESTION BE NOW PUT" SHALL NOT BE MOVED WHILE A MEMBER IS ADDRESSING THE MEETING.
- IV. NO MOTION UNDER PART (C) SHALL BE MOVED OR SECONDED BY A MEMBER WHO HAS ALREADY ADDRESSED THE MEETING ON THE MOTION OR AMENDMENT UNDER DEBATE.

E MOTION OR AMENDMENT NOT SECONDED

A Motion or amendment not seconded shall not be open to discussion until it has been seconded. If any motion or amendment fails to be seconded then the meeting shall proceed to the next business.

F RESERVING SPEECH

A member may formally second a motion or an amendment reserving their speech for a later period of the debate on that motion or amendment. Provided, however, that a motion “that the question be now put “is carried no speech so reserved can then be made.

G RESTRICTION ON MOVING OF MOTIONS AND AMENDMENTS BY ONE REPRESENTATIVE

A member shall not move or second more than one amendment to any one motion; neither the mover nor the seconder of a motion may move or second any amendment to such motion.

H MODE OF ADDRESS

The speaker shall stand and address the Chairperson. In the first place they shall state their name and the body they represent (where appropriate).

I MEMBER TO SPEAK ONCE ONLY

A member shall not speak more than once to the same motion or amendment, except in explanation, or (being the mover of a motion or of an amendment which has become the substantive motion) in reply.

J SPEAKING TIME

The mover of a motion may speak for not more than ten minutes in moving a motion. Other speakers (including the mover of an amendment) may speak for not more than five minutes. Not more than five minutes shall be allowed for a right of reply. These periods may be extended in individual cases at the discretion of the meeting.

K AMENDMENTS

If an amendment to a motion be moved and seconded, a further amendment shall not be moved until the first amendment is disposed off. If an amendment be negatived, a further amendment may be moved to the original motion, but only one amendment shall be submitted at the time. Whenever an amendment to a motion is declared to be carried, the motion, as amended, will thereupon become the substantive motion, to which a further amendment may be moved.

The mover of a motion (including the mover of an amendment which has become the substantive motion) shall have the right of reply, provided that the reply be confined to answering previous speakers, and no new matter be introduced. After the reply, if any, the motion or amendment as the case may be, shall be put to the vote forthwith. The mover of an amendment shall not be entitled to reply.

Where an original motion has been displaced by an amendment which has become the substantive motion the right of reply, as provided for above, passes to the mover of the latter, and where the meeting is dealing with a series of amendments such rights shift likewise to the mover of the amendment which has finally become the substantive motion before the meeting.

L CHAIRPERSON RISING

On the Chairperson rising, any member then standing shall immediately resume their seat.

M VOTING ON MOTION

Shall be by show of hands except when the meeting shall decide otherwise.

N EQUALITY OF VOTES

The Chairperson may give a casting vote in the event of there being an equality of votes on any matter. If the Chairperson does not wish to give a casting vote the motion is not carried.

O QUESTIONS AND POINTS OF ORDER

A member may raise a point of order or ask a question on the specific item under discussion at any time.

FUNCTIONS OF BRANCH OFFICERS AND REPRESENTATIVES

- ALL BRANCH OFFICERS AND REPRESENTATIVES SHALL BE ACCOUNTABLE WITHIN BRANCH ARRANGEMENTS TO THE MEMBERS THEY REPRESENT AND THE BRANCH COMMITTEE AND SHALL CARRY OUT THEIR DUTIES IN ACCORDANCE WITH UNISON'S RULES AND THE UNISON CODE OF GOOD BRANCH PRACTICE

P BRANCH SECRETARY

To be the Secretary to the Branch Committee (Stewards' Forum) and the lead Branch Officer for Branch-wide issues. (for job description see Annex One)

Q TREASURER

Shall conduct the Branch's financial business and keep accounts in accordance with the rules and on retirement from office, hand over to their successor or to the Branch Secretary all accounts, financial records and monies (after being duly audited).

R CHAIRPERSON

The Chairperson shall chair the Annual General Meeting; General Meetings; Aggregate Meetings (wherever possible); Special General Meetings, the Branch Committee (Stewards' Forum) and shall ensure that all meetings are carried out in accordance with Branch rules and standing orders. The SOGs, Young Members Forum and Retired Members Group shall elect a chair from within their respective group. Each of these groups will be deemed as a subcommittee of the Branch Committee and shall adhere to the Branch rules. Motions put to all sub committees will be ratified by the Branch Committee.

S EQUALITY OFFICER

Will ensure that the Branch adheres to National and Local guidelines where practicable.

T HEALTH AND SAFETY OFFICER

To be the Branch's lead officer on the Corporate Health and Safety Committee and to lead the Branch on all health and safety issues.

U STEWARDS

One or more Stewards shall be elected for each workgroup (as determined by the Branch) by the members in that workgroup in accordance with a scheme approved by the Branch Committee (Stewards' Forum). (For job description see Annex Two).

V CONVENORS

The appropriate number of Convenors shall be appointed by the Branch (for Job description see Annex Three).

NOTE : IN THE EVENT OF FULL-TIME RELEASE BEING CURTAILED BY BARNESLEY METROPOLITAN BOROUGH COUNCIL THEN ALTERNATIVE ARRANGEMENTS SHALL BE DETERMINED BY THE BRANCH COMMITTEE (STEWARDS' FORUM).

W LEARNING REPRESENTATIVES

Learning Representatives shall carry out the function of a learning representative as set out in the ACAS Code of Practice.

X HEALTH AND SAFETY REPRESENTATIVES

Health and Safety Representatives shall carry out the function of a safety representative as laid down by the Safety Representative and Safety Committee Regulations.

ANNEXES

- TO BE READ IN CONJUNCTION WITH THE UNISON RULEBOOK AND THE UNISON CODE OF GOOD BRANCH PRACTICE

BRANCH SECRETARY'S JOB DESCRIPTION

ANNEX ONE

- To be responsible for all Branch wide campaigns and issues, and matters of Branch and trade union organisation.
- To undertake the initial screening of all incoming correspondence.
- To be responsible for Branch external relations with the rest of UNISON and other trade unions.
- To be the lead officer for the "Top Tier" meeting (the core membership to include Convenors).
- To be the Secretary to the Branch Committee (Stewards' Forum), this to include handling all correspondence referred to the Committee.
- To consult and review the work of "Core" Branch Officers and Convenors.
- To draw up agendas ensuring that accurate minutes are taken.
- To ensure that decisions of the meetings are carried out by those to whom the tasks have been given, reporting to the Branch Committee (Stewards' Forum) all cases where emergency action has been taken.

STEWARDS' JOB DESCRIPTION

ANNEX TWO

- To negotiate within the terms of branch policy and subject to the decisions of the Branch and its Committees on behalf of its constituents' individual grievances; pay; gradings etc, group grievances; pay; gradings etc. and work site problems as well as vocational problems.
- To establish and maintain union organisation in their workgroup including the convening workplace meetings.
- To provide information and guidance to constituents.
- To consult with constituents on matters for discussion at Local Branch, Regional and National meetings.
- To attend meetings of the Branch Committee (Stewards' Forum) and Branch membership.

CONVENORS' JOB DESCRIPTION

ANNEX THREE

BARNESLEY COUNCIL AND THE RECOGNISED TRADE UNIONS, INCLUDING UNISON, HAVE DEVELOPED A JOB PROFILE FOR THE ROLE OF CONVENOR, WHICH SHOULD BE READ IN CONJUNCTION WITH THIS SECTION.

- To be the lead officers in the Branch dealing with service conditions matters concerning individuals or groups of members
- To support Stewards in carrying out their service condition roles.
- To be the lead officer for the Staff' Management meetings (the core representation to include the Branch Secretary).
- Handling all correspondence of a service conditions nature.
- To ensure that Shop Stewards' Committees (where formed) are carrying out their defined duties, liaising with Stewards accordingly.
- Servicing the defined Department Programme Area as designated and reporting back to the Branch Committee (Stewards' Forum).
- To ensure that Branch policy is carried out.
- To be aware of the elected Stewards performance in ascertaining whether their honoraria should be met.