



UNISON

**SOUTH EAST
REGIONAL COUNCIL**

CONSTITUTION AND RULES

Updated: 10 February 2024

UNISON SOUTH EAST REGIONAL COUNCIL
INDEX

Constitution and Rules	3 - 14
Appendix 1: Election Procedures	15 - 21
Appendix 2: Standing Orders	22 - 25
Appendix 3: Remit and Roles of Officers and Committees	26 – 29
Appendix 4: Other Regional Consitutions And Rules	30
Appendix 5: Working Together Guidelines	31 - 333

UNISON SOUTH EAST REGIONAL COUNCIL CONSTITUTION AND RULES

1. Name and Area of Operation

UNISON South East Regional Council shall operate in the South East Region as defined in the National Rules.

2. Acceptance of the Constitution

The Rules and Constitution of the Regional Council shall always be consistent with the rules of UNISON.

3. Aims and Objectives

The Regional Council shall:

- a) Be a forum for Branches, regional Self Organised Groups, Young Members Forum, and Retired Members group to discuss and produce regional policy on a variety of issues.
- b) Discuss and campaign on domestic and international political and organisational issues which affect its members and strive to maintain and improve quality of services to the public.
- c) Ensure equality of treatment and opportunity for all members and for the elimination of discrimination.
- d) Ensure effective functioning of the lay structures within the Region.
- e) Work with other unions, organisations, charities, or individuals, national and international, in accordance with UNISON's policies.

4. Functions

The Regional Council shall:

- a) Determine each year a set of objectives and priorities for the Region in line with the national objectives and priorities.
- b) Monitor and comment on the deployment of resources allocated to the Region to ensure that the objectives of UNISON are being pursued in the most effective manner.
- c) Assist and support the Regional Service Groups on issues relating to or of concern to the wider membership.

- d) Encourage the development and maintenance of a strong and flexible Branch structure in accordance with the principles laid down by the National Executive.
- e) Assist in implementing National policy and developing campaign strategies, particularly relating to recruitment and retention within the Region.
- f) Ensure that appropriate education and publicity activities take place within the Region.
- g) Advise the National Executive Council (NEC) on matters of policy, outside the responsibility of Service Groups, and assist in its development.
- h) Receive regular and frequent reports from NEC members to facilitate the accountability of national representatives.
- i) Assist in the administration and organisation of UNISON's Welfare and Retired Members activities.
- j) Discuss branch motions on issues outside the responsibility of Service Groups and Labour Link, and agree up to two motions to be submitted by the Region for consideration at the union's National Delegate Conference.
- k) Consider branch motions regarding UNISON Regional policy, organisation and activities.
- l) Assist branches in promoting proportionality and fair representation among Conference delegates in accordance with UNISON's rules.
- m) Elect Officers of the Region as laid out in section 10.
- n) Elect the Regional Committee, Strategic Committees, and Organising Networks and Sub-Groups.
- o) Ensure representation of the Region at National level.
- p) Agree on regional priorities for debate at National Delegate Conference, following consultation with Branches and Self Organised Groups in the region.
- q) Ensure representation of UNISON on outside bodies, including TUC Regional Councils.
- r) Convene such meetings of a Branch as are required by the Rule Book where the officers of such a Branch have failed to do so.

5. Representation

- a) Representation from and within the Region should reflect the principles of fair representation and proportionality.

- b) Branch delegates to the Regional Council must be elected as follows:
- 1st seat: general
 - 2nd seat: women
 - 3rd seat: fair representation (comprising the following categories: low paid; Black members; disabled members; lesbian, gay, bisexual and transgender members; young members)
 - Branches with 4 or more delegates are required to apply the above recurring pattern

 - At least 50% of branch delegates shall be women.
- *Reserved low paid seats are seats reserved for women members who earn below a defined basic hourly rate. The rate is updated annually by the increase in median earnings defined by the Annual Survey of Hours and Earnings in the December immediately preceding the election.*
- c) Each constituent body shall advise the Regional Secretary of the name and contact details of its delegates for the ensuing year 28 days before the Regional Council AGM.
- d) Constituent bodies which have not registered a delegation prior to the Regional Council AGM, and constituent bodies who wish to amend a previously registered delegation, may do so 28 days before any subsequent Regional Council meeting (prior to the following year's Regional Council AGM). In both cases, the principles of proportionality and fair representation must be maintained within the delegation.
- e) Substitute delegates may attend meetings provided that proportionality and fair representation within the delegation is maintained.
- f) All representatives and substitutes must be members of a UNISON branch in the South East Region. All representatives and substitutes except those representing Retired Members must be full members of UNISON.
- g) Delegates may be appointed on a job-share basis, but only one may attend as a delegate at any given meeting. The Regional Secretary must be informed of the arrangements.
- h) If a women's reserved seat or a fair representation seat is shared, then both sharers must comply with the seat requirements. I.e, it is not sufficient for one sharer to meet the proportionality or fair representation requirements of the seat.
- i) For the purposes of proportionality, each sharer counts as one delegate.

6. Composition of Regional Council

The Regional Council shall consist of the following:

a) Branches

Each branch is entitled to be represented at the Regional Council, in accordance with the principles set out in section 5, on the following basis:

- 2 delegates for the first 500 full members or part thereof
- 1 additional delegate thereafter per 500 full members or part thereof

b) Service Groups

No direct representation to the Regional Council.

c) Self-Organised Groups

Each recognised Self-Organised Group is entitled to appoint two delegates to the Regional Council, in accordance with the principles of proportionality and fair representation, who shall have the same rights as Branch delegates (except for card votes).

d) Young Members

Members of the Young Members' Forum are entitled to appoint two delegates to the Regional Council, in accordance with the principles of proportionality and fair representation, who shall have the same rights as Branch delegates (except for card votes).

e) Retired Members

Members of the Retired Members' Group are entitled to appoint two delegates to attend and vote at the Regional Council, in accordance with the principles of proportionality and fair representation, as stipulated in the Rulebook.

f) Labour Link

The Region's Labour Link Committee is entitled to appoint two delegates to the Regional Council, in accordance with the principles of proportionality and fair representation. These delegates can attend and speak, but not vote.

g) National Executive Council

Members of the National Executive Council (NEC) for the Region can attend and speak, but not vote. Any NEC members in the Region who occupy National Service Group or reserved seats may similarly attend and speak, but not vote.

NEC Members may attend Regional Council in the capacity of a delegate from a branch or other body in which case they will have all the rights of a delegate from that body in addition to those of an NEC member.

h) The Regional Convenor, Deputy Convenors and Co-Chairs of the Strategic Committees

The Regional Convenor, Deputy Convenors and Co-Chairs of the Strategic Committees shall be members of the Regional Council with the same rights as Branch delegates (except for card votes).

i) Observers

Any UNISON members in the Region may attend meetings of the Regional Council but are not entitled to speak or vote.

7. Administrative and Financial Year

The administrative and financial year of the Regional Council shall run 1st January to 31st December each year.

8. Meetings of the Regional Council

The Regional Council shall meet three times per year, including the Annual General Meeting.

a) Annual General Meeting

The annual meeting of the Regional Council shall be held in February of each year and include the following business:

- i. To receive/adopt the Annual Report and Annual Statement of Accounts
- ii. To consider and approve the Regional Action Plan for the ensuing year
- iii. To elect the Regional Convenor, Deputy Convenor(s) and other officers as set out in section 10
- iv. To elect 2 Regional representatives, in accordance with the principles of proportionality and fair representation, to attend UNISON's Annual Conference
- v. To elect the Regional Committee, the Strategic Committees and the Sub Groups.
- vi. To elect 2 Regional representatives, in accordance with the principles of proportionality and fair representation, to attend the TUC.

b) Special Meetings

A special meeting of the Regional Council shall be convened following:

- i. a resolution of the Regional Council

- ii. a resolution of the Regional Committee
- iii. receipt of a requisition from a minimum of 10% of the Branches in the Region by the Regional Secretary.

9. Quorums

The quorum of the Regional Council shall be one third of the total delegates entitled to vote.

The quorum for the Regional Committee, the Strategic Committees, and the recognised Sub Groups, shall be one third of the filled membership of each Committee / Group.

10. Election of Officers

At the AGM of the Regional Council the following officers shall be elected by secret ballot in accordance with the requirements set out against each post, or group of posts below.

(a) Regional Convenor Group:

One Convenor and two Deputy Convenors, of which at least two shall be women. At least two of the Service Groups as listed under 17 (a) must be represented within the Regional Convenors Group.

The Convenor Group shall be elected for a period of office of one year.

Any full member of a branch within the South East Region may be nominated for each of these posts. Candidates may stand for both Convenor and Deputy Convenor posts, although not more than one post may be held. The election of the Regional Convenor shall be completed first, and the name of the successful candidate removed from the subsequent ballot for the election of the Deputy Convenors.

(b) Co-Chairs of Strategic Committees (Development and Organising, Finance and Resource Management):

Any full member of a branch within the South East Region may be nominated for each of these posts. Candidates may stand for the Convenors Group and for Co-Chairs of Strategic Committees, although not more than one post may be held.

Two Co-Chairs of each Strategic Committee shall be elected by the Regional Council once the election of the Convenor Group has been completed and any successful candidates removed from the subsequent ballots. Any full member of a branch within the South East Region may be nominated for these posts, but no one may stand for more than one of them. The elections will take place concurrently. They will each be elected for a period of office of one year. At least one Co-Chair of each Strategic Committee must be female.

(c) Auditors

The Regional Council shall elect two auditors in accordance with the principles of proportionality and fair representation.

Any full member of a branch within the South East Region may be nominated for these posts. If the AGM fails to elect lay auditors, professional auditors shall be appointed.

11. Regional Committee – Functions of the Regional Committee

The Regional Committee shall be the operational body of the Regional Council. It shall operate within the policies laid down by the Regional Council. The Regional Committee shall exercise the functions of the Regional Council between its meetings.*

The Regional Committee shall consider any motions admitted to the agenda of Regional Council, but not heard for reasons of iniquity, or because they were not reached during the meeting.

The Regional Committee may also consider urgent motions regarding UNISON Regional organisation and activities (but not policy) which arise between meetings of the Regional Council.

* With the exception of elections as laid out in (4) (l) (m) (n) and (o).

12. Composition of the Regional Committee

The composition of the Regional Committee shall be as follows (in line with the principles of proportionality and fair representation):

(a)	Regional Convenor	1 seat
(b)	Deputy Regional Convenors	2 seats
(c)	Co-Chairs of Strategic Committees	4 seats
(d)	Directly elected members who are full members of Regional Council	
	24 seats of which:	5 general seats 15 women seats 4 low paid women seats* (*as defined in Section 5)
(e)	Service Groups	2 seats per Service Group (at least one woman)
(f)	Self-Organised Groups	2 seats per recognised Group (at least one woman)
(g)	Retired Members Committee	2 seats (at least one woman)
(h)	Young Members Forum	2 seats (at least one woman)
(i)	Labour Link	2 seats (at least one woman)
(j)	The Region's representatives on the National Executive Council may attend and speak, but not vote	

-
- (k) Any NEC members in the Region who occupy National Service Group or reserved seats may similarly attend and speak, but not vote.
-

Only delegates to the Regional Council who are full members of UNISON are eligible to be elected to section 12(d) of the Regional Committee.

An NEC member who is elected to the Regional Committee in any section other than 12(i) or 12(j) shall have all the rights of any other member elected in that category.

13. Meetings of the Regional Committee

The Regional Committee shall meet a minimum of four times a year, as required.

14. Elections to the Regional Committees

- a) The elections of section 12(d) of the Regional Committee and of the directly elected sections of the Strategic Committees shall be by secret ballot of the delegates present at the AGM of the Regional Council. The ballots shall be conducted in accordance with the election procedures attached. The ballots will take place once the elections of the Convenor Group and the Co-Chairs of the Strategic Committees have been completed and any successful candidates removed from the ballot papers.
- b) Members of the Regional Council who are full members of UNISON are entitled to be nominated for each of the Strategic Committees.
- c) The Chairs of all Committees and groups except Regional Committee and Strategic Committees, and unless otherwise stated in these rules, shall be elected by and from their respective Committee or Group at the first meeting of the Committee or Group following the Regional Council AGM.

15. Composition of Strategic Committees, Organising Networks and Sub Groups

Strategic Committees

a) Development and Organising Strategic Committee

2 Co-Chairs of the Committee

12 directly elected seats, of which: 3 general seats; 9 women seats

1 representative elected by each recognised Self Organised Group and the Young Members Forum.

1 representative elected by each Service Group.

b) Finance and Resource Management Strategic Committee

2 Co-Chairs of the Committee

12 directly elected seats, of which: 3 general seats; 9 women seats

1 representative elected by each recognised Self Organised Group and the Young Members Forum

1 representative elected by each Service Group.

Organising Networks

c) Communications Officers

All elected branch Communications Officers in the region.

A chair and vice-chair shall be elected at the first meeting of the network following the Regional Council AGM.

The network shall meet at least twice a year.

d) Education Coordinators

All elected branch Education Coordinators in the region.

A chair and vice-chair shall be elected at the first meeting of the network following the Regional Council AGM.

The network shall meet at least twice a year.

e) Health & Safety

All elected branch Health and Safety Officers in the region.

A chair and vice-chair shall be elected at the first meeting of the network following the Regional Council AGM.

The network shall meet at least twice a year.

f) International Relations

All elected branch International Officers in the region.

A chair and vice-chair shall be elected at the first meeting of the network following the Regional Council AGM.

The network shall meet at least twice a year.

g) Welfare

All elected branch Welfare Officers in the region.

A chair and vice-chair shall be elected at the first meeting of the network following the Regional Council AGM.

The network shall meet at least twice a year.

Sub-Groups Of The Regional Council

h) Branch Support and Organising Fund Group

- 1 Regional Convenor
- 2 Deputy Convenors
- 2 Co-Chairs of Development and Organising Strategic Committee
- 2 Co-Chairs of Finance and Resource Management Strategic Committee
- 6 Chairs of Regional Service Group Committees
- 4 Chairs of Regional Self Organised Groups

The group will be chaired by the Regional Convenor.

i) Regional Equality Action Group

- 5 Chairs of the Regional Black Members, Disabled Members LGBT Members, Women Members, and Young Members Groups / Forums
- 1 representative from the Regional Convenors Group
- 4 seats directly electable by the Regional Committee, of which: 1 general seat; 3 women seats.

The group will elect a Chair at it's first meeting of the year from the SOG Chairs.

j) Regional Honoraria Panel

- 2 Co-Chairs of the Finance and Resource Management Strategic Committee
- The 3 members of the Regional Convenors Group

The panel will be chaired by the Co-Chairs of the Finance and Resource Management Committee.

k) Regional Objectives Group

- The 3 members of the Regional Convenors Group
- 4 Co-Chairs of the region's Strategic Committees
- Members of the NEC for the region
- Members of the NEC from the region representing Service Groups or in other reserved seats

The group will be chaired by the Regional Convenor.

l) Regional Standing Orders Committee

- The region's representative on the National Standing Orders Committee (SOC)
- 1 representative from the Regional Convenors Group

4 directly elected seats, of which: 1 general seat; 3 women seats.

The committee will be chaired by the region's representative on the National SOC.

The Regional Convenor and Deputy Regional Convenors shall have the right to attend all Organising Networks and Strategic Committees and speak but not vote [unless otherwise elected to the Committee].

Members of the National Executive Council for the Region and NEC members in the Region who occupy National Service Group or reserved seats shall have the right to attend the Strategic Committees and speak but not vote [unless otherwise elected to the Committee].

NEC Members may stand for election to and, if elected, participate fully in Strategic Committees.

16. Finance and Resource Management

- a) The Finance and Resource Management Committee shall be accountable to the Regional Council. The Committee shall be accountable to the Region for all finances in the Region relating to the lay member budget.
- b) The Co-Chairs of the Finance and Resource Management Committee and the Regional Secretary shall be responsible for the funds of the Regional Council and shall ensure that no financial liabilities are incurred or payments made except under the authorisation of the Regional Council. The accounts shall be prepared by the Co-Chairs of the Finance and Resource Management Committee and the Regional Secretary to the end of the financial year and then audited and submitted to the Annual General Meeting of the Regional Council.
- c) Further information on the governance of the lay member budget can be found in the region's Financial Standing Orders. The Financial Standing Orders have the same authority as the Regional Constitution.

16. Groups recognised at Regional level

(a) Service Groups

- i. Business and Environment (*comprised of branches within the Energy and Water, Environment and Transport Service Groups*)
- ii. Community
- iii. Health Care
- iv. Higher Education
- v. Local Government
- vi. Police and Justice

(b) Self Organised Groups

- i. Women Members
- ii. Black Members
- iii. Disabled Members
- iv. Lesbian, Gay, Bisexual and Transgender (LGBT+) Members

(c) Young Members Forum

(d) Retired Members Committee

(e) Labour Link Committee

18. Voting System

Voting at the Regional Council shall be by show of hands except for elections of officers and committee representatives, which shall be by secret ballot. There shall be a facility for a card vote for motions (not elections) and a request at the Regional Council meeting by 10% of delegates registered at the meeting can demand such a vote. The card vote entitlement of each branch will be that recorded in the branch linecount from the preceding year. It is for each branch delegation to determine how it will cast its votes up to its maximum entitlement. Delegates not representing branches shall not participate in a card vote.

19. Meeting Styles

Any committee or group within the region recognised by this constitution, including Regional Council, Regional Committee, the strategic committees and sub-groups, may be held in-person, online, or hybrid.

20. Alteration of Rules

These rules shall not be altered or rescinded except with the consent of at least two thirds of the members present and voting at the Annual General Meeting of the Regional Council. Any proposed change to these Rules must be circulated to all delegates and constituent bodies with the notice of the meeting and may not be subsequently amended.

Any changes to these rules will come into effect from the following year's Regional Council Annual General Meeting.

APPENDIX 1: UNISON SOUTH EAST REGIONAL COUNCIL **ELECTION PROCEDURES**

1. ELECTION OF OFFICERS

Regional Convenor Group: Regional Convenor; Two Deputy Regional Convenors

- a) Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit nominations on the basis of up to one nomination per post. A nomination form will be circulated at least **60** days prior to the date of the Annual General Meeting. All circulated papers will be posted to the regional website.
- b) Completed nomination forms must be returned to the Regional Secretary at least **28** days prior to the date of the Annual General Meeting. The nomination form must be signed by the relevant Secretary or Chair of the Branch, Committee or Group and must indicate the meeting at which the nomination was agreed. The nominee must also indicate a willingness to stand.
- c) Candidates may submit an election address of up to **200** words (not including details of positions held) to be received by the Regional Secretary at least **28** days prior to the date of the Annual General Meeting.
- d) Candidates may stand for both the Regional Convenor and Deputy Regional Convenor posts, although not more than one post may be held.
- e) The Regional Secretary will circulate details of candidates standing for election, including any election addresses, to all delegates at least **14** days prior to the date of the Annual General Meeting.
- f) Any nominee may withdraw before the commencement of the relevant ballot.
- g) Elections will be held at the Annual General Meeting by secret ballot on the basis of one vote per delegate present at the meeting for each post. The election of the Regional Convenor will take place first. The name of the successful candidate will be removed from any subsequent ballot in this section as no more than one post may be held.
- h) The results will be reported to the Regional Council Annual General Meeting.
- i) The elected Regional Convenor will take the chair from the next meeting.

**Co-Chairs of Strategic Committees: Development and Organisation
Finance and Resource Management**

- a) Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit nominations on the basis of up to one nomination per post. A nomination form will be circulated at least **60** days prior to the date of the Annual General Meeting. All circulated papers will be posted to the regional website.
- b) Completed nomination forms must be returned to the Regional Secretary at least **28** days prior to the date of the Annual General Meeting. The nomination form must be signed by the relevant Secretary or Chair of the Branch, Committee or Group and must indicate the meeting at which the nomination was agreed. The nominee must also indicate a willingness to stand.
- c) Candidates may submit an election address of up to **200** words (not including details of positions held) to be received by the Regional Secretary at least **28** days prior to the date of the Annual General Meeting.
- d) Candidates may be nominated for more than one position.
- e) No candidate may stand for more than one Co-Chair of a Strategic Committee. If nominated for more than one post, candidates must withdraw any additional nominations at least 7 days prior to the date of the Annual General Meeting.
- f) The Regional Secretary will circulate details of candidates standing for election, including any election addresses, to all delegates at least **14** days prior to the date of the Annual General Meeting.
- g) Any nominee may withdraw before the commencement of the relevant ballot.
- h) Elections will be held at the Annual General Meeting by secret ballot on the basis of one vote per delegate present at the meeting for each post. The elections will take place concurrently.
- i) The results will be reported to the Regional Council Annual General Meeting.

2. REGIONAL COMMITTEE

Elected Members:

- a) Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit one nomination per category of low paid; women; general. A nomination form will be circulated at least **60** days prior to the date of the Annual General Meeting. All circulated papers will be posted to the regional website.
- b) All nominees must be delegates to the Regional Council for the forthcoming year. Completed nomination forms must be returned to the Regional Secretary at least **28** days prior to the date of the Annual General Meeting. The nomination form must be signed by the relevant Secretary or Chair of the Branch, Committee or Group and must indicate the meeting at which the nomination was agreed. The nominee must also indicate a willingness to stand.
- c) Candidates may submit an election address of up to **200** words (not including details of positions held) to be received by the Regional Secretary at least **28** days prior to the date of the Annual General Meeting.
- d) The Regional Secretary will circulate details of all nominated candidates, including any election addresses, to all delegates at least **14** days prior to the date of the Annual General Meeting.
- e) Any nominee may withdraw before the commencement of the relevant ballot.
- f) Elections for the directly elected seats on Regional Committee will be held at the Annual General Meeting by secret ballot. Each delegate present at the meeting has a total of 24 votes from a single list, but nominees will be elected by category.
- g) Candidates for the directly elected seats with the highest number of votes will be elected from a single list in the following order according to their category:
 - i. Four candidates with the highest number of votes to fill the 'low paid' seats.
 - ii. Fifteen candidates with the next highest number of votes to fill the 'women' seats.
 - iii. Five candidates with the next highest number of votes to fill the 'general' seats.
- h) The results will be reported to the Regional Council Annual General Meeting.

Representatives from other regional committees/groups

The following committees / groups will elect their own representative(s). Representatives will take their seat on the Regional Committee at the time determined by the originating committee / group (the expectation being that this

would follow an election by the originating committee / group's Annual General Meeting).

Representatives will serve on the Regional Committee for the duration of the originating committee / group's annual democratic cycle (the expectation being that this would be from the end of their AGM to the beginning of the AGM the following year). No substitute representatives will be permitted.

- Service Groups 2 seats per Service Group (at least one woman)
- Self-Organised Groups 2 seats per recognised Group (at least one woman)
- Retired Members Committee 2 seats (at least one woman)
- Young Members Forum 2 seats (at least one woman)

Ex-officio members who may attend and speak, but not vote

- The Region's representatives on the National Executive Council
- Any NEC members in the Region who occupy National Service Group or reserved seats

Ex-officio members who may attend but not speak or vote

- Any UNISON member in the Region attending as an observer

3. STRATEGIC COMMITTEES

(Development and Organising, Finance and Resource Management).

- a) Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit two nominations per Strategic Committee (1 general, 1 woman). A nomination form will be circulated at least **60** days prior to the date of the Annual General Meeting. All circulated papers will be posted to the regional website.
- b) All nominees must be delegates to the Regional Council for the forthcoming year. Completed nomination forms must be returned to the Regional Secretary at least **28** days prior to the date of the Annual General Meeting. The nomination form must be signed by the relevant Secretary or Chair of the Branch, Committee or Group and must indicate the meeting at which the nomination was agreed. The nominee must also indicate a willingness to stand.
- c) Candidates may submit an election address of up to **200** words (not including details of positions held) to be received by the Regional Secretary at least **28** days prior to the date of the Annual General Meeting.
- d) The Regional Secretary will circulate details of all nominated candidates, including any election addresses, to all delegates at least **14** days prior to the date of the Annual General Meeting.
- e) Any nominee may withdraw before the commencement of the relevant ballot.
- f) Elections for the directly elected seats on the Strategic Committees will be held at the Annual General Meeting by secret ballot.
 - i. **Development and Organising** - each delegate present at the meeting has up to 12 votes.
 - ii. **Finance and Resource Management** - each delegate present at the meeting has up to 12 votes.
- g) All candidates will be included in a single list per Strategic Committee. Candidates with the highest number of votes will be elected in the following order:
 - i. **Development and Organising** – 9 women seats; 3 general seats
 - ii. **Finance and Resource Management** - 9 women seats; 3 general seats
- h) The results will be reported to the Regional Council Annual General Meeting.

Representatives from other regional committees/groups

The committees / groups listed under sections 15a and 15b of the regional constitution as having reserved seats will elect their own representatives to the Strategic Committees.

Representatives will take their seat on the committee at the time determined by the originating committee / group “(the expectation being that this would follow an election by the originating committee / group’s Annual General Meeting).

Representatives will serve on the applicable Strategic Committee for the duration of the originating committee / group’s annual democratic cycle (the expectation being that this would be from the end of their AGM to the beginning of the AGM the following year). No substitute representatives will be permitted.

Ex-officio members who may attend and speak, but not vote

- Regional Convenor and Deputy Regional Convenors (unless otherwise elected to committee)
- The Region’s representatives on the National Executive Council (unless otherwise elected to committee)
- Any NEC members in the Region who occupy National Service Group or reserved seats

4. SUB GROUPS

(Regional Equality Action Panel and Standing Orders Committee. Branch Support and Organising Fund Group, Honoraria Panel and Objectives Group have no elections)

- a) Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit up to two nominations per directly elected seat on any of the Sub Groups (1 general, 1 woman). A nomination form will be circulated at least **60** days prior to the date of the Annual General Meeting. All circulated papers will be posted to the regional website.
- b) Candidates must be full members of a Branch, but do not need to be members of the Regional Council. Completed nomination forms must be returned to the Regional Secretary at least **28** days prior to the date of the Annual General Meeting. The nomination form must be signed by the relevant Secretary or Chair of the Branch, Committee or Group and must indicate the meeting at which the nomination was agreed. The nominee must also indicate a willingness to stand.
- c) Candidates may submit an election address of up to **200** words to be received by the Regional Secretary at least **28** days prior to the date of the Annual General Meeting.
- d) The Regional Secretary will circulate details of all nominated candidates, including any election addresses, to all delegates at least **14** days prior to the date of the Annual General Meeting.
- e) Any nominee may withdraw before the commencement of the relevant ballot.
- f) Elections will be held at the Annual General Meeting by secret ballot:
 - i. **Standing Orders Committee** – each delegate present at the meeting has up to 4 votes.
- g) Elections will be held at the first meeting of the Regional Committee, following the region's Annual General Meeting, by secret ballot:
 - ii. **Equality Action Panel** - each committee member present at the meeting has up to 4 votes.
- g) All candidates will be included in a single list per Sub Group. Candidates with the highest number of votes will be elected in the following order:
 - i. **Equality Action Panel** - 3 women seats; 1 general seat
 - ii. **Standing Orders Committee** – 3 women seats; 1 general seat.

APPENDIX 2: UNISON SOUTH EAST REGIONAL COUNCIL **STANDING ORDERS**

1. ORDER OF BUSINESS

- a) Copies of the final agenda will be circulated to each Branch Secretary and delegate **14** days prior to the date of the meeting of the Regional Council. All circulated papers will be posted to the regional website.
- b) The business of the meeting shall be dealt with in the order as laid out on the Agenda unless the Regional Council decides by a simple majority vote to vary the order of the agenda.

2. SUBMISSION OF MOTIONS

- a) Branches, regional committees and groups are permitted to submit motions and amendments to the Regional Council Agenda. The Regional Standing Orders Committee and Regional Secretary shall consider motions and amendments to ensure that they are competent in that they fall within the remit of the Regional Council and its functions as laid out in the National RuleBook.
- b) All motions for the agenda must be received from the relevant Secretary or Chairperson of the Branch, Committee or Group and must indicate the meeting at which it was passed. Motions must be received by the Regional Secretary at least **21** days prior to the date of the meeting.
- c) All rule changes must be received from the relevant Secretary or Chairperson of the Branch, Committee or Group and must indicate the meeting at which it was passed. Rule changes must be received by the Regional Secretary at least **28** days prior to the date of the Regional Council AGM.
- d) Copies of motions and rule changes submitted (including motions ruled out of order) shall be circulated with the final agenda.

3. AMENDMENTS TO MOTIONS

- a) All amendments to motions must be signed by the Secretary or Chairperson of the Branch, Committee or Group and received by the Regional Secretary at least **7** days prior to the date of the meeting. Rule change submissions may not be amended.
- b) Notice of amendments shall be sent to delegates at least **4** days prior to the date of the meeting.

4. EMERGENCY MOTIONS

- a) Any emergency motions shall be submitted to the Regional Secretary up to 3 working days before the commencement of the meeting.
- b) A motion is defined as an emergency motion if i) the issue has arisen since the deadline for motions to Regional Council, ii) the issue is not being dealt with by other business on the agenda.
- c) The Regional Council shall decide whether to admit such motions on to the agenda by a simple majority of those present and voting.
- d) Amendments to emergency motions may be accepted from the floor of the meeting.
- e) Any motions received after the deadline stated in 4(a) above, and which would otherwise meet the requirements for an emergency motion to be included on the agenda, shall be considered by the next chronological meeting of the Regional Committee. A statement of the facts of the motion may be read out at the Regional Council meeting.

5. ORDER OF DEBATE

- a) Every motion must be moved and seconded by a delegate actually present at the Regional Council before they can be discussed. Motions and amendments will fall if the delegates of the proposing Branch, Committee or Group are absent. If a motion or amendment is not seconded, it shall immediately fall and the Council shall proceed to the next business.
- b) A delegate 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 the motion.
- c) The mover of a motion or an amendment shall be allowed to speak for not more than **five** minutes and each succeeding speaker for not more than **three** minutes.
- d) A delegate shall not speak more than once on a motion, except in explanation or as the right of reply.
- e) If an amendment to a motion is moved and seconded, no further amendment may be moved until the first amendment is disposed of. Whenever an amendment is defeated, a further amendment may be moved to the original motion. Whenever an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.

- f) (i) The mover of a motion (or the mover of an amendment that has become a substantive motion) shall have the right of reply, provided that the reply is confined to answering previous speakers and no new matter is introduced. After the reply, the motion shall be put immediately to the vote. The mover of an amendment shall not be entitled to reply.
- (ii) 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. Where the meeting is dealing with a series of amendments, such rights shift likewise to the mover of the amendment that has finally become the substantive motion before the meeting.
- g) A delegate may address a point of order or ask a question through the Chair whilst the specific item is under discussion.

6. PROCEDURAL MOTIONS

Any delegate who has not already spoken in the debate may move any of the following motions at any time without previous notice on the agenda. The Chair shall then put the procedural motion to the Regional Council without debate.

- i. that an agenda item be given precedence
- ii. that a motion be referred to a regional group or committee for consideration
- iii. that the question now be put, subject to a right of reply if carried (the Chair may caution the Council not to accept this motion if in their view there has been insufficient debate).

7. VOTING ON MOTIONS

- a) Voting shall first be by a show of hands, except for elections of officers and committee representatives, which shall be by secret ballot.
- b) There shall be a facility for a card vote for motions (not elections) and a request at the Regional Council meeting by 10% of voting delegates registered at the meeting can demand such a vote. The card vote entitlement of each branch will be that set out in the last Annual Return submitted by the branch. It is for each branch delegation to determine how it will cast its votes up to its maximum entitlement. Delegates not representing branches shall not participate in a card vote.
- c) The Chair may give a casting vote if there is a tied vote on any matter.

8. SUSPENSION OF STANDING ORDERS

Any of these Standing Orders may be suspended with the approval of two thirds of those present and voting.

9. ALTERATION TO STANDING ORDERS

An alteration to the Standing Orders may be made at a meeting of the Regional Council by a properly submitted motion and a two-thirds majority.

APPENDIX 3: GUIDANCE AND REMIT OF REGIONAL COMMITTEES AND ELECTED OFFICERS

1. REGIONAL CONVENOR GROUP

The Regional Convenor shall:

- (a) Be the senior lay representative within the Region
- (b) Guide the work and implement the policies of the Regional Council and Regional Committee
- (c) Chair the Regional Council, Regional Committee, Branch Support and Organising Fund Group, and Objectives Group
- (d) Assist in the co-ordination of regional lay activity
- (e) Have an oversight of all the Region's committees
- (f) Ensure that UNISON's aims and objectives are pursued within the region
- (g) Both promote and represent the Region both within UNISON and other organisations as appropriate
- (h) Liaise with the Regional Secretary on the above and on the allocation of resources of the Region
- (i) Prepare the agenda for the Regional Council and Regional Committee meetings.
- (j) Attend joint regional management team and NEC meetings to co-ordinate regional objectives along with the chairs of Service Group Committees as necessary.
- (k) Monitor budgets in conjunction with the relevant member of staff

The Regional Deputy Convenors shall assist the Convenor to fulfil the duties as stipulated above, including deputising as required.

2. CO-CHAIRS OF STRATEGIC COMMITTEES

Each Co-Chair of the Strategic Committees shall:

- (a) Chair the relevant Strategic Committee and work closely with the relevant member of staff to oversee its work between meetings
- (b) Attend and be a representative on the Regional Council and Regional Committee
- (c) Assist in the co-ordination of regional lay activity with the Regional Convenor Group
- (d) Prepare the agenda in liaison with the relevant officer
- (e) Monitor budget in conjunction with the relevant member of staff
- (f) Attend joint regional management team and NEC meetings to co-ordinate regional objectives along with the chairs of Service Group Committees as necessary.

3. CHAIRS OF ORGANISING NETWORKS

- (a) Chair the relevant Organising Network and work closely with the relevant member of staff to oversee its work between meetings
- (b) Prepare the agenda in liaison with the relevant officer
- (c) Monitor budget in conjunction with the relevant member of staff

4. REGIONAL STRATEGIC COMMITTEES, ORGANISING NETWORKS AND SUB GROUPS

The Region shall establish two Strategic Committees, five Organising Networks, and five Sub Groups responsible for developing specific areas of the Region's activities. These committees shall report to the Regional Council.

Strategic Committees

a) Development and Organising Strategic Committee

Ensure organising is embedded into all regional activity. Monitor recruitment and retention across the region and responsible for implementing and promoting recruitment activity in Branches. Monitor Branch constitutions and rules. Develop proposals for Branch restructuring where there is strategic need. Monitor organising plans and scrutinise Branch activity around Branch Organising Frameworks to identify good practice and create new resources and tools. Develop strategies to support Branches struggling to meet the requirements of the rulebook and code of good branch practice.

b) Finance and Resources Management Strategic Committee

Responsible to the Region for monitoring all regional lay finances; proposing an annual budget to the Regional Council/Committee; allocating additional funds in accordance with the regional objectives as agreed by the Regional Council, and scrutinising activity against agreed action plans.

Administering and monitoring the region's Campaign Fund, Outreach Fund, Organising Fund, and Jim Handlay International Fund, including considering bids for funding.

Organising Networks

c) Communications Officers

A forum for Branch Communications Officers which will provide space to share good practice on Branch online and offline communications and focus on increasing the effectiveness of the union's campaigns.

d) Education Coordinators

Network Branch Education Coordinators, organise events and activities to promote activist education and member learning in the region, assist with the development of the region's training programme.

e) Health & Safety

Organise events and activities and responsible for providing health & safety support to and encouraging activity in branches.

f) International Relations

Focus on international and European affairs, both on issues of solidarity and those that affect the sphere of work and employment. Responsible for providing support to and encouraging activity in branches in the context of international relations.

g) Welfare

Provide support to the network of branch welfare officers and organise fundraising activities and welfare days.

Sub Groups

h) Branch Support and Organising Fund Group

Responsible for the allocation of funds from the Branch Support and Organising Fund and the monitoring of expenditure and projects linked to the fund.

i) Regional Equality Action Group

Take a strategic lead on equality issues within the region and promote good practice within Regional bodies and Branches.

j) Regional Honoraria Panel

Responsible for all Regional decision making in accordance with the Regional Honoraria Protocol(s).

k) Regional Objectives Group

Provide a forum for senior elected lay members in the region to meet with the Regional Management Team. It will take a lead on progressing and monitoring key strategic decisions for the Region.

l) Regional Standing Orders Committee

Consider all motions, amendments and emergency motions to ensure that they are competent in that they fall within the remit of the Regional Council and its functions as laid out in the National RuleBook.

5. PROJECT GROUPS

The Regional Council, Regional Committee or Strategic Committees may establish a project group to pursue specific campaigns and/or undertake specific activities, and shall determine its term, remit and roles. The membership of such groups need not be restricted to the core membership of the Regional Council,

Regional Committee or Strategic Committee, but must adhere to the rules of proportionality and fair representation. The project group shall report to the relevant parent committee or group.

APPENDIX 4: OTHER CONSTITUTIONS, RULES, PROTOCOLS, AND GUIDANCE

The region shall maintain electronic files of all constitutions for regional committees and groups, and of all branch rules within the region. Copies of all guidance notes referred to in this document will also be retained by the region electronically.

Regional constitutions shall be made available to any member of the region upon request.

Branch rules shall be made available to any member of that branch upon request.

Regional Constitutions

Service Groups

Business and Environment
Community
Health Care
Higher Education
Local Government
Police and Justice

Self Organised Groups

Black Members
Disabled Members
LGBT+ Members
Women Members

Others

Labour Link Committee
Retired Members Committee
Young Members Forum

Regional Protocols and Guidance

Financial Standing Orders
Honorary Protocol (inquorate AGM)
Honorary Protocol (over 10% of branch funding)
SERTUC Agreement

APPENDIX 5: WORKING TOGETHER GUIDELINES FOR MEETINGS

In UNISON we organise many meetings and everyone has an equal right to participate in these. We have the right not to be made to feel uncomfortable as a result of the behaviour of others. The trade union movement represents all working people, regardless of gender, race, religious belief, sexual orientation, age or disability. To help us work together successfully, the following guidelines have been drawn up.

Working Together

We all bring valuable knowledge and ideas to meetings. We can help to create the right atmosphere to allow us to share these equally by:

- Indicating to the chairperson whenever we wish to speak and waiting to be called upon.
- Listening to what others have to say and not interrupting.
- Make our own contribution politely, as clear and concise as possible and do not dominate the discussion.
- Ensure that everyone who wishes to speak is given encouragement and the opportunity to do so.

Language

Putting forward your views is an important part of a meeting. Take care not to use initials or jargon unless you explain what you mean. During the meeting, always use language that you know will not offend or hurt others. Discriminatory language of any description will not be tolerated. Language which contains discriminatory references and which is abusive or threatening in any way should not be used and nor should jokes or comments which perpetuate discrimination.

Body language is also an important part of communication and should not be used to interrupt or disconcert speakers.

If you experience anything during the meeting that you feel is not acceptable, please tell the chair.

Harassment

There must be no harassment or bullying at any time, including scheduled breaks and socialising afterwards. Harassment, in general terms is unwanted conduct which has the purpose or effect of violating the dignity of the person, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, provided that it could reasonably be considered to have that effect.

What is important is not necessarily the action, but how the recipient feels about what has been done.

It may be related to age, disability, gender reassignment, race, maternity, pregnancy, marital or civil partnership status, religion or belief, sex, sexual orientation or any personal characteristic of the individual, and may be persistent or an isolated incident.

Smoking

Smoking or use of e-cigarettes is not permitted in UNISON meetings. Participants who smoke will be able to do so in outside areas as designated by the venue during scheduled breaks.

Mobile Telephones

Please switch all mobile phones to silent or vibrate at the start of the meeting. If the Chair notifies the meeting that there is an induction loop system in use, then unfortunately it is not sufficient to switch them to silent or vibrate as the incoming signals will still interfere with the system and they should instead be turned off. If you need your phone on during the meeting, please notify the Chair.

Timekeeping

It is helpful if everyone tries to arrive on time and stay until the end of the meeting. As this is not always possible please try to ensure the meeting is not disrupted if you arrive late or leave early and notify the Chair in advance where possible.

Access

No-one should be prevented from participating in a meeting because of access requirements. The Regional Disability Access Passport should be completed in advance of a meeting to request appropriate adjustments. Individuals should update the passport as and when their needs change, and send an up to date version. The Regional Access Standards should be adhered to in meetings to ensure that everyone can fully participate. If lunch is being provided please also notify us of any special dietary needs.

Personal assistants and service providers

Where requested, meetings of the committee are supported by a number of service providers such as technicians, interpreters and personal assistants. Please make sure that nothing you do interferes with them carrying out their work.

Personal assistants and service providers do not get involved in policy development discussions, even if they are active members of UNISON. They are present to ensure that access is in place, barriers are removed and that meetings can proceed.

Allergies

Please notify the Chair of any allergies in advance of the meeting that may affect your participation. If the Chair notifies the meeting of any allergies, please respect this and ensure that anything in the room that may affect another attendee is removed in advance of the meeting and is not present throughout the meeting.

Finally

These guidelines are intended to help us all during meetings to make sure that no-one feels excluded as a result of the language, action or attitudes of others. They also aim to promote UNISON's policies on equal opportunities in a positive and practical way.