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| **South East Region Logo Lower Res**  **UNISON**  **SOUTH EAST**  **REGIONAL COUNCIL** CONSTITUTION AND RULES *Updated: 8 February 2020* |

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| **UNISON SOUTH EAST REGIONAL COUNCIL CONSTITUTION AND RULES** |

# Name and Area of Operation

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

# Acceptance of the Constitution

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

# Aims and Objectives

The Regional Council shall:

1. 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.
2. 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.
3. Ensure equality of treatment and opportunity for all members and for the elimination of discrimination.
4. Ensure effective functioning of the lay structures within the Region.
5. Work with other unions, organisations, charities, or individuals, national and international, in accordance with UNISON’s policies.

# Functions

The Regional Council shall:

1. Determine each year a set of objectives and priorities for the Region in line with the national objectives and priorities.
2. 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.
3. Assist and support the Regional Service Groups on issues relating to or of concern to the wider membership.
4. Encourage the development and maintenance of a strong and flexible Branch structure in accordance with the principles laid down by the National Executive.
5. Assist in implementing National policy and developing campaign strategies, particularly relating to recruitment and retention within the Region.
6. Ensure that appropriate education and publicity activities take place within the Region.
7. Advise the National Executive Council (NEC) on matters of policy, outside the responsibility of Service Groups, and assist in its development.
8. Receive regular and frequent reports from NEC members to facilitate the accountability of national representatives.
9. Assist in the administration and organisation of UNISON’s Welfare and Retired Members activities.
10. 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.
11. Consider branch motions regarding UNISON Regional policy, organisation and activities.
12. Assist branches in promoting proportionality and fair representation among Conference delegates in accordance with UNISON’s rules.
13. Elect Officers of the Region as laid out in section 10.
14. Elect the Regional Committee, Strategic Committees, and Standing Committees.
15. Ensure representation of the Region at National level.
16. Agree on regional priorties for debate at National Delegate Conference, following consultion with Branches and Self Organised Groups in the region.
17. Ensure representation of UNISON on outside bodies, including TUC Regional Councils.
18. 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.

# Representation

1. Representation from and within the Region should reflect the principles of fair representation and proportionality.
2. 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 uprated annually by the increase in median earnings defined by the Annual Survey of Hours and Earnings in the December immediately preceding the election.

1. 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.
2. Consituent bodies which have not registered a delegation prior to the Regional Council AGM, and consistuent 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.
3. Substitute delegates may attend meetings provided that proportionality and fair representation within the delegation is maintained.
4. 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.
5. 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.
6. If a women’s reserved seat or a fair representation seat is shared, then both sharers must comply with the seat requirements. Ie, it is not sufficient for one sharer to meet the proportionality or fair representation requirements of the seat.
7. For the purposes of proportionality, each sharer counts as one delegate.

# Composition of Regional Council

The Regional Council shall consist of the following:

1. **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

1. **Service Groups**

No direct representation to the Regional Council.

1. **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).

1. **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).

1. **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.

1. **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.

1. **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.

1. **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).

1. **Observers**

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

# Administrative and Financial Year

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

# Meetings of the Regional Council

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

1. **Annual General Meeting**

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

1. To receive/adopt the Annual Report and Annual Statement of Accounts
2. To consider and approve the Regional Action Plan for the ensuing year
3. To elect the Regional Convenor, Deputy Convenor(s) and other officers as set out in section 10
4. To elect 2 Regional representatives, in accordance with the principles of proportionality and fair representation, to attend UNISON’s Annual Conference
5. To elect the Regional Committee, the Strategic Committees and the Standing Committees
6. To elect 2 Regional representatives, in accordance with the principles of proportionality and fair representation, to attend the TUC.
7. **Special Meetings**

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

1. a resolution of the Regional Council
2. a resolution of the Regional Committee
3. receipt of a requisition from a minimum of 10% of the Branches in the Region by the Regional Secretary*.*

# 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, the Standing Committees, and the regognised Sub Groups, shall be one third of the filled membership of each Committee / Group.

1. **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.

1. **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.

1. **Co-Chairs of Strategic Committees (Education, Training & Development; Publicity & Campaigning; Finance):**

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.

1. **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.

1. **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 inquoracy, 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).

1. **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):

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| --- | --- | --- |
| (a) | Regional Convenor | 1 seat |
| (b) | Deputy Regional Convenors | 2 seats |
| (c) | Co-Chairs of Strategic Committees | 6 seats |
|  | *(Education, Training & Development; Publicity & Campaigning; Finance)* | |
| (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.

1. **Meetings of the Regional Committee**

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

1. **Elections to the Regional Committees**
2. The elections of section 12(d) of the Regional Committee and of the directly elected sections of the Strategic and Standing 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.
3. Members of the Regional Council who are full members of UNISON are entitled to be nominated for each of the Strategic Committees. Any full member of a branch within the South East Region may be nominated for each of the Standing Committees.
4. The Chairs of all Committees and groups except Regional Committee and Strategic Committees 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.
5. **Composition of Strategic and Standing Committees**

**Strategic Committees**

1. **Education, Training and Development 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.

1. **Finance 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.

1. **Publicity and Campaigning 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.

1 member of the Retired Members Committee

###### Standing Committees

1. **Health & Safety**

8 directly elected seats, of which: 2 general seats; 6 women seats

1. **International Relations**

8 directly elected seats, of which: 2 general seats; 6 women seats

1 member of the Young Members’ Committee

1. **Welfare**

6 directly elected seats, of which: 2 general seats; 4 women seats

2 members of the Retired Members’ Committee, of which: 1 general seat; 1 women seat

**Sub-Groups Of The Regional Council**

1. **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.*

1. **Regional Honoraria Panel**

2 Co-Chairs of the Finance Stategic Committee

The 3 members of the Regional Convenors Group

*The panel will be chaired by the Co-Chairs of the Finance Committee.*

1. **Regional Objectives Group**

The 3 members of the Regional Convenors Group

6 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.*

1. **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 Standing 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 and Standing Committees.

1. **Finance**
2. The Finance Committee shall be accountable to the Regional Council. The Finance Committee shall be accountable to the Region for all finances in the Region relating to the lay member budget.
3. The Chair of the Finance 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 Chair of the Finance 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.
4. A copy of the annual statement of accounts shall be sent to the Secretary of each Branch in the Region and to each member of the Regional Council prior to the Annual General Meeting of the Regional Council.
5. 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 Consitution.
6. **Groups recognised at Regional level**
7. **Service Groups**
8. Business and Environment *(comprised of branches within the Energy and Water, Environment and Transport Service Groups)*
9. Community
10. Health Care
11. Higher Education
12. Local Government
13. Police and Justice
14. **Self Organised Groups**
15. Women Members
16. Black Members
17. Disabled Members
18. Lesbian, Gay, Bisexual and Transgender Members
19. **Young Members Forum**
20. **Retired Members Committee**
21. **Labour Link Committee**
22. **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.

1. **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.

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| APPENDIX 1: UNISON SOUTH EAST REGIONAL COUNCILELECTION PROCEDURES |

1. **ELECTION OF OFFICERS**

### Regional Convenor Group: Regional Convenor; Two Deputy Regional Convenors

1. 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.
2. 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.
3. 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.
4. Candidates may stand for both the Regional Convenor and Deputy Regional Convenor posts, although not more than one post may be held.
5. 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.
6. Any nominee may withdraw before the commencement of the relevant ballot.
7. 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.
8. The results will be reported to the Regional Council Annual General Meeting.
9. The elected Regional Convenor will take the chair from the next meeting.

**Co-Chairs of Strategic Committees: Education, Training & Development**

**Finance**

**Publicity & Campaigning**

1. 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.
2. 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.
3. 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.
4. Candidates may be nominated for more than one position.
5. 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.
6. 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.
7. Any nominee may withdraw before the commencement of the relevant ballot.
8. 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.
9. The results will be reported to the Regional Council Annual General Meeting.
10. **REGIONAL COMMITTEE**

#### Elected Members:

1. 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.
2. 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.
3. 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.
4. 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.
5. Any nominee may withdraw before the commencement of the relevant ballot.
6. 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.
7. 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:
8. Four candidates with the highest number of votes to fill the ‘low paid’ seats.
9. Fifteen candidates with the next highest number of votes to fill the ‘women’ seats.
10. Five candidates with the next highest number of votes to fill the ‘general’ seats.
11. 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 determinded 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**

*(Education, Training & Development; Finance; Publicity & Campaigning)*

1. 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.
2. 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.
3. 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.
4. 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.
5. Any nominee may withdraw before the commencement of the relevant ballot.
6. Elections for the directly elcted seats on the Strategic Committees will be held at the Annual General Meeting by secret ballot.
7. **Education, Training and Development** - each delegate present at the meeting has up to 12 votes.
8. **Finance** - each delegate present at the meeting has up to 12 votes.
9. **Publicity & Campaigning** - each delegate present at the meeting has up to 12 votes.
10. 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:
11. **Education, Training and Development** - 9 women seats; 3 general seats

Additional seats to ensure the following minimum representation (excluding the Chair of the Committee):

4 members of the Regional Committee;

1 member of each recognised Self Organised Group Committee; Service Group Executive; Young Members’ Committee

Any additional seats shall be filled by the bodies from which the representative(s) will come.

1. **Finance** - 9 women seats; 3 general seats
2. **Publicity & Campaigning** - 9 women seats; 3 general seats

Additional seats to ensure the following minimum representation (excluding the Chair) of the Committee):

4 members of the Regional Committee;

1 member of each recognised Self Organised Group Committee; Service Group Executive; Young Members’ Committee; Retired Members’ Committee

Any additional seats shall be filled by the bodies from which the representative(s) will come.

1. The results will be reported to the Regional Council Annual General Meeting.

#### Representatives from other regional committees/groups

The committees / groups listed under section g as having reserved seats will elect their own representatives to the Strategic Committees. Representatives will take their seat on the committee at the time determinded 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
  1. **STANDING COMMITTEES**

*(Health & Safety; International Relations; Welfare)*

1. Branches, Self Organised Groups, Young Members Forum and the Retired Members Committee within the Region will be invited to submit two nominations per Standing 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.
2. 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 Chairperson 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.
3. 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.
4. 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.
5. Any nominee may withdraw before the commencement of the relevant ballot.
6. Elections will be held at the Annual General Meeting by secret ballot on the basis of one vote per seat on each committee.
7. All candidates will be included in a single list per committee. Candidates with the highest number of votes will be elected in the following order:
8. women seats
9. general seats

The Young Members Forum will elect their representatives to the International Relations Committee.

The Retired Members Committee will elect their representatives to the Welfare Committee.

These representatives will take their seat on the respective Standing 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 Standing 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.

1. Each committee will elect a chair at its first meeting.

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

Regional Convenor and Deputy Regional Convenors (unless otherwise elected to committee).

1. **SUB GROUPS**

*(Regional Equality Action Panel and Standing Orders Committee. Honoraria Panel and Objectives Group have no elections)*

1. 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.
2. 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.
3. 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.
4. 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.
5. Any nominee may withdraw before the commencement of the relevant ballot.
6. Elections will be held at the Annual General Meeting by secret ballot:
7. **Standing Orders Committee** – each delegate present at the meeting has up to 4 votes.
8. Elections will be held at the first meeting of the Regional Committee, following the region’s Annual General Meeting, by secret ballot:
9. **Equality Action Panel** - each committee member present at the meeting has up to 4 votes.
10. 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:
11. **Equality Action Panel** - 3 women seats; 1 general seat
12. **Standing Orders Committee** – 3 women seats; 1 general seat.

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

1. **ORDER OF BUSINESS**
2. 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.
3. 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.
4. **SUBMISSION OF MOTIONS**
5. 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.
6. 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.
7. 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.
8. Copies of motions and rule changes submitted (including motions ruled out of order) shall be circulated with the final agenda.
9. **AMENDMENTS TO MOTIONS**
10. 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.
11. Notice of amendments shall be sent to delegates at least **4** days prior to the date of the meeting.
12. **EMERGENCY MOTIONS**
13. Any emergency motions shall be submitted to the Regional Secretary up to 3 working days before the commencement of the meeting.
14. 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.
15. The Regional Council shall decide whether to admit such motions on to the agenda by a simple majority of those present and voting.
16. Amendments to emergency motions may be accepted from the floor of the meeting.
17. 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.
18. **ORDER OF DEBATE**
19. 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.
20. 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.
21. 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.
22. A delegate shall not speak more than once on a motion, except in explanation or as the right of reply.
23. 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.
24. (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.
25. 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.
26. A delegate may address a point of order or ask a question through the Chair whilst the specific item is under discussion.
27. **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.

1. that an agenda item be given precedence
2. that a motion be referred to a regional group or committee for consideration
3. 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).
4. **VOTING ON MOTIONS**
5. Voting shall first be by a show of hands, except for elections of officers and committee representatives, which shall be by secret ballot.
6. 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.
7. 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.

1. **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.

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| **APPENDIX 3: GUIDANCE AND REMIT OF REGIONAL STRATEGIC & STANDING COMMITTEES AND ELECTED OFFICERS** |

1. **REGIONAL CONVENOR GROUP**

The Regional Convenor shall:

1. Be the senior lay representative within the Region
2. Guide the work and implement the policies of the Regional Council and Regional Committee
3. Chair the Regional Council and Regional Committee
4. Assist in the co-ordination of regional lay activity
5. Have an oversight of all the Region’s committees
6. Ensure that UNISON’s aims and objectives are pursued within the region
7. Both promote and represent the Region both within UNISON and other organisations as appropriate
8. Liaise with the Regional Secretary on the above and on the allocation of resources of the Region
9. Prepare the agenda for the Regional Council and Regional Committee meetings.
10. Attend joint regional management team and NEC meetings to co-ordinate regional objectives along with the chairs of Service Group Committees as necessary.
11. 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.

1. **CO-CHAIRS OF STRATEGIC COMMITTEES**

Each Co-Chair of the Strategic Committees shall:

1. Chair the relevant Strategic Committee and work closely with the relevant member of staff to oversee its work between meetings
2. Attend and be a representative on the Regional Council and Regional Committee
3. Assist in the co-ordination of regional lay activity with the Regional Convenor Group
4. Prepare the agenda in liaison with the relevant officer
5. Monitor budget in conjunction with the relevant member of staff
6. Attend joint regional management team and NEC meetings to co-ordinate regional objectives along with the chairs of Service Group Committees as necessary.
7. **CHAIRS OF STANDING COMMITTEES**
8. Chair the relevant Standing Committee and work closely with the relevant member of staff to oversee its work between meetings
9. Prepare the agenda in liaison with the relevant officer
10. Monitor budget in conjunction with the relevant member of staff
11. **REGIONAL STRATEGIC COMMITTEES, STANDING COMMITTEES AND SUB GROUPS**

The Region shall establish three Strategic Committees, five Standing Committees, and four Sub Groups responsible for developing specific areas of the Region’s activities. These committees shall report to the Regional Council.

### Strategic Committees

1. **Education, Training and Development Strategic Committee**

Responsible for the internal development of the union’s organisation and the union’s Education and Training programme within the Region and Branches. It shall assist in the co-ordination and training functions of other committees and groups.

1. **Finance 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.

1. **Publicity and Campaigning Strategic Committee**

Responsible for the focus and direction of regional campaigning and providing a forum for development of regional policies, including the allocation of funds from the General Political Fund (where devolved) and the Regional Pool.

Publicise and promote regional policies. Provide support and encouragement for branch communications in all formats and provide communication resources to other committees and groups within the Region.

**Standing Committees**

1. **Health & Safety**

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

1. **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.

1. **Welfare**

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

**Sub Groups**

1. **Regional Equality Action Group**

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

1. **Regional Honoraria Panel**

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

1. **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.

1. **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.

1. **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.

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| **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 refered 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

Honoraria Protocol (inquorate AGM)

Honoraria Protocol (over 10% of branch funding)

SERTUC Agreement

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| **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.