

Model Rules and Standing Orders for Trades Union Councils and County Associations of Trade Union Councils

For the guidance of trades union councils and county associations

Includes Rules for Trades Union Councils' Annual Conference and the timetable for annual conference.

September 2014

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Model Rules for Trades Union Councils

For the guidance of trades union councils

The General Council of the Trades

Union Congress has approved the following Model Rules and Standing Orders, prepared by the Trades Councils Joint Consultative Committee, for the use of Trades Union Councils. Trades union councils may maintain or introduce their own constitution, rules and standing orders to the extent that they are compatible with the following rules.

The purpose a trades union council, county trades union council or county association, recognised by the Trades Union Congress (TUC), is to bring together union branches at a local level to campaign around issues affecting working people in their workplaces and local communities.

Rule 1: Name

The name of the Council shall be the...... Trades Union Council. The Council shall be registered annually by the TUC.

Rule 2: Objects

The objects of the Council shall be:

- (a) Raise public awareness of rights at work and the union role in enforcing those rights;
- (b) To promote the interests of all its affiliated unions and to secure united action on all questions affecting or likely to affect those interests;

Note: In all cases where there is more than one Trades Union Council in a district, the Trades Union Councils concerned may establish liaison arrangements within the district to enable them to reach a common view and to ensure that united representations are made by the district council. This can be achieved by the Trades Union Councils concerned establishing liaison committees, or by joint meetings of officers or Executive Committees.

- (c) Act as the voice of trades union branches in the local community and to support and work for the application of objectives that the TUC and Regional TUC may from time to time determine, as well as making more widely known, in its area, national policies declared by the TUC;
- (d) Follow the programme of work agreed by the annual conference and the TUCJCC;
- (e) Promote organising and recruitment drives to build union membership;
- (f) Support union and community campaigns for dignity and respect in the workplace and beyond;
- (g) Promote equality and diversity in all its activities
- (h) Campaign in support of local or regional industrial action officially authorised by the union or unions concerned;
- (i) Improve generally the economic and social conditions of working people;
- (j) Help promote suitable cultural, educational, social and sports facilities for all working people;
- (k) Where a County Association of Trades Union Councils exits, each trades union council must affiliate to and play an active part in the work of the appropriate CATUC.

- Each Trades Union Council in England and Wales is also required to register with the General Council. Such registration may be made at any time and will remain current and operative from the date it is received by the TUC until the last Friday in the following year.
- (m) In no circumstances shall the Council: cooperate with or subscribe to the funds of fascist parties or any subsidiary organisation of these parties; any organisations whose policies or activities are contrary to those of the Trades Union Congress; or subscribe to the funds of any industrial organisation which has been proscribed by the General Council. Nor shall the Council subscribe to the funds of any political party. The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade unions shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992. Note: This rule must be included as printed.
- (n) Play a leading role in antifascists/racist activity
- (o) Play a leading role in developing awareness in green and climate change issues in their locality.

Rule 3: Registration

i. In order for a TRADES UNION COUNCIL or, COUNTY TRADES UNION to be recognised by the TUC it must register with the General Council. An initial registration by a new trades union council may be made at any time and will remain current and operative from the date it is received by the TUC. All trades union councils and county trades councils must re-register by the last Friday in January to be able to participate that year in those activities listed under Rule 3, iv.

- ii. TRADES UNION COUNCILS and COUNTY TRADES UNION COUNCILS must submit copies of their constitution, rules and standing orders when registering for the first time or, when re-registering, if they have been altered in the previous year together with the most recent financial accounts.
- iii. All TRADES UNION COUNCILS and COUNTY TRADES UNION COUNCILS must provide evidence to the TUC on re-registration that they have met at least once in the previous year for the purpose of nominations to TUC Regional Councils or the Wales TUC, as applicable, and for the nomination of delegates to, and the submission of motions to, the Conference of Trades Union Councils.

Delegates at the meeting at which nominations are dealt with must originate from at least three branches from a minimum of two different unions. Officers of the trades union council should endeavour to ensure that over 10% of all delegates entitled to attend and vote are present at that meeting to enable the broadest support. It is recognised that this may not always be possible

- iv. TRADES UNION COUNCILS that are registered with the General Council may:
 - a. Participate in the activities of and be represented on the TUC Regional Council.
 - b. Submit motions for consideration by the Conference of Trades Union Councils through their appropriate COUNTY TRADES UNION COUNCIL or COUNTY ASSOCIATION
 - c. Be represented at the Conference.
 - d. Nominate an individual to be the representative for their area on the TUC Joint Consultative Committee.
 - e. Participate in the ballot to elect a representative on to the TUC Joint Consultative Committee.
 - f. Make applications to the TUC development fund.
- v. The General Council may, on the recommendation of the TUCJCC, deregister a Trades Union Council or County Trades Union Council where, in its opinion, the actions of that Trades Union Council, or County Trades Union Council, bring the union movement into disrepute.
- vi. Registration with the TUC confers no authorisation to speak on behalf of the Trades Union Congress; Trades Union Councils, and County

Trades Union Councils should bear this in mind in any publicity.

vii. The TUC initials or the TUC logo should not be used and any website, press release or similar communication should make clear the role of the Trades Union Council as the voice of trade union branches in the local community.

Rule 4: Constitution

(a) The Council shall only consist of representatives of trade unions or branches of trade unions, whose place of meeting are within the area covered by the Council or who have members working or living in the area. Councils may seek to involve local shop stewards committees, Student Unions and other appropriate organisations.

Note: A trade union branch normally affiliates to the Trades Union Council in the area in which it meets, where members work or where delegated members live.

(b) The application of any trade union branch, from a TUC affiliated union, shall be submitted to the full Council for its approval.

Rule 5: Representation

(a) Trade union branches affiliated to the Council shall be allowed representation on the following basis:

100 members or under - 1 delegate 101 members to 250 - 2 delegates 251 members to 300 - 3 delegates One delegate for every additional 250 members (maximum of 8 delegates) **Note:** The above scale is merely shown as an example, because a uniform scale would make Trades Union Councils with a large membership unwieldy and would stultify those with only a few small affiliated branches.

Trades Union Councils will have to adopt a suitable scale, having regard to the total affiliated membership and the number of affiliated branches.

Small Councils, with affiliations from several small branches, may find it suitable to allow two delegates for up to twenty-five members, three delegates for fifty members, and four for one hundred members, again for example.

Rule 6: Affiliation Fees

Each affiliated trade union branch shall contribute a minimum affiliation fee of $\pounds 10$ per annum. Each trade union council will set its own affiliation fee per member.

Rule 7: Composition of Executive Committee

Each trades union council will need to decide, preferably at its inaugural meeting or an AGM, whether it needs to establish an Executive Committee to carry out the decisions of the council between meetings.

If the trades union council decides not to have an executive committee, go to Rule 11.

Where it is agreed to establish an Executive the following should apply.

 (a) The Executive Committee shall be elected at the Annual Meeting of the Council, and shall be composed of members representing the various industry groups of the trades union council as may be determined from time to time.

Note: A system of grouping unions into trade or sector groups ensures that all sections of the local working community are represented on the Executive. Smaller Trades Union Councils may find it advisable to commence with a simpler rule for their Executive Committee such as 'The Executive Committee shall be elected at the Annual Meeting and shall be composed of the officers and members of the Council'. In addition some Councils may find it valuable to ensure that there are women members on the Executive and have a Women's' Group. Consideration should also be given as to how other groups of people in union membership are represented in terms of ethnicity, disability or sexual orientation.

(b) Each trade union branch affiliated to the Council shall be allocated to its appropriate group by the Executive Committee.

Rule 8: Nomination of Executive Committee

(a) Each affiliated branch shall have the right to nominate to the Executive Committee.

Note: Councils which have a Women's Group can adopt the following additional clause: 'Unions having women members shall, in addition, have the right to nominate one member to represent the Women's Group on the Executive Committee." This also applies if other groups have been established to reflect the diversity of the trades union council

- (b) A nomination for any group of representatives may only be made by a branch in that group.
- (c) All nominated candidates must be delegates to the Council.
- (d) Nominations for the Executive shall be:
 Either Submitted by affiliated branches in writing to the Secretary at least 21 days prior to the Annual Meeting.

Or Made verbally at the Annual Meeting.

Trades union councils must make it clear in their rules which formula applies.

Branches may also send written nomination to a vacancy which occurs during the year

Rule 9: Election of the Executive Committee

The Executive Committee shall be elected by (ballot) vote at the Annual Meeting of the Council, the necessary number of nominees in each group securing the highest number of votes to be declared elected.

Rule 10: Meetings of the Executive Committee

(a) The Executive Committee shall conduct the detailed business and report to meetings of the Council.

(b) Any member of the Executive being absent at three consecutive Executive Meetings shall, unless a satisfactory reason for such absence has been sent to the Secretary, be deemed to have vacated office, and the vacancy shall be filled as provided for in rule 6(b). (c) Executive meetings shall be held on A special meeting of the Executive Committee may be called in the event of urgent business arising as and when deemed necessary by the president and Secretary.

Rule 11: Council Meetings

- (a) The Annual Meeting of the council shall take place in the month of
- Note: Councils will wish to bear in mind that registration with the TUC must be completed by the last Friday in January to ensure that it can participate that year in all the activities associated with registration, including application for a development grant. Registration does not require the decision of the AGM though this may be an appropriate meeting to make that decision.
- (b) The ordinary General Meeting of the Council shall take place on the to commence at pm, and shall not continue afterpm, unless by special resolution of the Council. A list of attending delegates shall be kept.
- (c) Each delegate shall receive from the secretary not less than days clear notice of the business to be transacted at such meetings, where possible by email.
- (d) A Special Meeting may be called at any time by the Executive Committee, or in the case of urgency, by the President and Secretary, or upon written request of.....delegates. In the latter case the object of the meeting must be clearly stated upon the requisition.

(e) No business shall be transacted at any meeting of the Council at which less than delegates are present.

Rule 12: Officers

 (a) The officers of the Council shall be President, Vice-President, Secretary and Treasurer.

Note: Some Trades Union Councils have officers other than those stated above, such as Minute Secretary, Women's Officer, Race, Equality or green development officer, or Trustees. If any Council wishes these offices to be established, the necessary provision should be made in the above rule.

- (b) All officers of the Council shall be elected at the Annual Meeting to serve for one year and shall be eligible for re-election.
- (c) Upon retirement from office, they shall hand over to their successors or to the Executive Committee all books, cash, keys, papers and other property of the Council.

Rule 13: Duties of Officers

President

The President shall preside at all meetings of the Council and Committees to see that the business at meetings and of the Council generally is conducted in the proper manner. At meetings where the President is not in attendance, the Vice-President shall preside; in the absence of both, the meeting shall elect one of the members present to preside.

Secretary

The Secretary shall attend all meetings of the Council, Executive Committee and Sub-Committees, and ensure a correct record of the proceedings is kept and conduct the business of the Council in accordance with the rules.

The Secretary shall issue to each delegate notice of Council meetings seven clear days prior to the meetings except in the case of emergency meetings, when the notice shall be left to the discretion of the President and the Secretary.

Should any delegate be absent from the Council three meetings in succession, the Secretary shall notify the delegate's branch of the fact.

The Secretary shall receive all moneys due to the Council, and shall pay these to the Treasurer without delay.

The Secretary shall prepare the Annual Report and submit it for comment to the AGM of the trades union council.

Treasurer

The Treasurer shall keep account of all sums of money received from the Secretary and shall bank them in the name of the Council.

The Treasurer shall make and record such payments as may from time to time be authorised by the Council or the Executive Committee.

The Treasurer shall keep a true account of income and expenditure.

All cheques must be signed by at least two of the following officers: President, Secretary or, Treasurer.

The Treasurer shall prepare the annual Balance Sheet for inclusion in the Financial Statement to the AGM.

The Financial Statement may form part of the Annual Report by the Secretary or be considered separately. The Treasurer shall submit their accounts and Financial Statement to the auditors prior to reporting to the AGM.

The Treasurer shall submit regular financial statements to the trades union council or whenever requested by the Executive Committee.

Rule 14: Auditors

The Council at its Annual Meeting shall appoint two Auditors, whose duty is to audit all accounts and the Annual Financial Statement, to certify their correctness or otherwise and report their findings at the Annual Meeting of the Council.

Rule 15: Retirement of Officers

Upon retirement from office, officers shall hand over to their successors, or the Executive Committee, all books, cash, keys, papers and other property of the trades union council.

Rule 16: Deputations

Any delegate appointed to attend any conference or transact business on behalf of the Council, shall be allowed out-of-pocket expenses, which must not exceed actual standard railway fare paid plus an allowance for hotel expenses, etc., of per day when he/she is called upon to stay overnight, or otherwise a fee ofto cover incidental expenses during the day.

Rule 17: Alteration of Rule

Alteration of rule shall only take place at the Annual Meeting, and requires two-thirds of the delegates present voting in favour of the proposed alteration. Three months notice shall be given to the Secretary of any proposed alteration of rule to be discussed at the Annual Meeting. Changes to rules must be submitted to the TUC for approval.

Rule 18: Unauthorised Use of Name of Council

The unauthorised use by any delegate of the name of the council is expressly forbidden.

- (a) Any delegate who, for whatever reason, uses the name of the Council without the expressed permission of the Council shall be requested to attend a full meeting of the Council which will consider the alleged contravention of Rule 18 (a). The Council shall inform the delegate's branch of the action being taken under this rule:
- (b) At the hearing before the Council, the delegate concerned will have a full opportunity of presenting his /her case. After hearing all the evidence the Council, if finding the contravention of Rule 18 (a) proved, shall have the power to:
 - exclude the delegate from meetings of the council; or
 - permanently withdraw the credentials of the delegate concerned.

The branch of the delegate concerned shall be informed of the decision of the Council.

Rule 19: Dissolution of Trades Union Council

In the event of a Council's annual registration not being renewed, or the trades union council can no longer operate effectively, the officers shall hand over the funds and property of the council to the County Association Where no county association exists the property and funds shall be handed over to the Regional TUC. The County Association or Regional TUC shall retain these funds as a provision for the reestablishment of a trades union council in the area or have discretion to use the funds and property to the benefit of trades union councils, and advancing the trades union council programme of work or for the union movement as a whole.

Model Rules for County Associations of Trades Union Councils

For the guidance of County Associations of Trades Union Councils

The General Council of the Trades

Union Congress has approved the following Model Rules and Standing Orders, prepared by the Trades Councils Joint Consultative Committee, for the use of County Associations of Trades Union Councils. Adaptation may be required to meet local circumstances

Rule 1: Name

The name of the Association, the rules of which have been approved by the General Council of the Trades Union Congress, shall be [] (name of county) Association of Trades Union Councils.

Rule 2: Objects

The objects of the Association shall be to:

- Liaise on matters of joint concern with the TUC Regional Council and act as its representative body in the County, helping to publicise and administer regional and national TUC policy,
- (b) Act as an electoral body for Trades Union Councils representatives on the TUC (name of region) Regional Council.
- (c) Promote the effective working of Trades Union Councils in (name of county) and to co-ordinate their activities, particularly by making representations to the () County Council and to other bodies at county level about matters of common concern to Trades Union Councils within (name of county). Assist trades union councils to fulfil their aims and objectives set out in Rule 2 of the model rules for trades union councils;

(d) Assist, in conjunction with the Trades Union Councils Joint Consultative Committee, the development of Trades Union Councils in (name of county) by helping them to obtain affiliations on full membership from all trade union branches in their areas and promoting the establishment of new Councils in particular local authority areas where none currently exist.

Rule 3: Registration

- (a) In order for a COUNTY ASSOCIATION to be recognised by the TUC it must reaister with the General Council. An initial registration by a new county association may be made at any time and will remain current and operative from the date it is received by the TUC. All county associations of trades union councils must re-register by the last Friday in January to be able to participate in the coming year in those activities listed under Rule 3. iv
- (b) COUNTY ASSOCIATIONS must submit copies of their current constitution, rules and standing orders if they have been altered in the previous year and their most recent financial accounts when applying to the TUC for registration or re-registration.
- (c) All COUNTY ASSOCIATIONS must provide evidence to the TUC on re-registration that they have met at least once in the previous year for the purpose of nominations to TUC Regional Councils or the Wales TUC as applicable, and for the nomination of delegates to and the submission

of motions to the Conference of Trades Union Councils.

- (d) TRADES UNION COUNCIL COUNTY ASSOCIATIONS that are registered with the General Council may:
 - (i) Take part in activities of and be represented on appropriate TUC Regional Council.
 - (ii) Submit motions for consideration by the Conference of Trades Union Councils
 - (iii) Be represented at the Conference.
 - (iv) Make applications to the TUC development fund.
- (c) The General Council may, on the recommendation of the TUCJCC, deregister a County Association where in its opinion the actions of that County Association bring the union movement into disrepute.
- (d) Registration with the TUC confers no authorisation to speak on behalf of the Trades Union Congress; County Associations should bear this in mind in any publicity.
- (e) The TUC initials or the TUC logo must not be used. Any website, press release or similar should make clear the role of the Association as the voice of trade union branches in the local community.

Rule 4: Constitution

The Association shall consist only of duly elected representatives of affiliated Trades Union Councils which are registered by the Trades Union Congress.

Rule 5: Representation

- (a) Representation of Trades Union Councils shall be based on affiliation fees paid to the Association as follows:
 - Up to 5,000 members = 1 representative*
 - 5,000 to 10,000 members =2 representatives
 - 10,000 to 20,000 members
 = 3 representatives
 - Over 20,000 members = 4 representatives

* This scale is shown as an example. CATCs will have to adopt a suitable scale depending on the number and size of Trades Union Councils in the county. CATCs in counties with a small number of Councils may wish to allow, for example, 2 delegates for every 5,000 members, 3 for 10,000 members and 4 for 20,000 members.

(b) Trades Union Councils shall notify the Association Secretary of the names and addresses of their delegates immediately after their Trades Union Councils Annual Meeting.

Rule 6: Association Meetings

- (a) The Annual Meeting of the Association shall take place in the month of () each year.
- (b) The Ordinary General Meetings of the Association shall take place on

 (), and start at
 () am/pm and finish at
 () am/pm.

- (c) Each delegate shall receive from the Secretary not less than () clear days notice of the business to be transacted at such meetings.
- (d) A Special Meeting may be called at any time by the Executive Committee, or in the case of urgency, by the Chair and Secretary, or upon a written request of () affiliated Trades Union Councils. In the latter case the object of the meeting must be clearly stated upon the requisition.
- (e) No business shall be transacted at any meeting of the Association at which less than () delegates are present.

Rule 7: Executive Committee

A county association, in all likelihood, will have an executive committee but it is not a necessity. An EC may make it easier for the CA to conduct its business. If an EC is created then the following applies.

- (a) The Executive Committee shall consist of () members.
- (b) No Trades Union Council shall be entitled to more than one seat on the Executive Committee (excluding Association officers).
- (c) The Executive Committee shall conduct the detailed business of the Association and report to the Association.
- (d) Executive Committee meetings shall be held (). A special meeting of the Executive Committee may be called in the event of urgent business arising as and when deemed necessary by the Chair and Secretary.
- (e) () members of the Executive Committee shall form a quorum.

Rule 8: Officers

The officers of the Association shall be the President, Vice-president, Secretary, and Treasurer. The President, Vice-president, Secretary and Treasurer shall be elected at the Annual Meeting, to serve for one year. These Officers shall be ex-officio members of the Executive Committee with full voting powers.

NOTE: CATUCs may have officers other than those stated in the Model Rules, such as Minute Secretary, Financial Secretary, Registrar or Trustee. CATUCs may also elect officers to organise and promote the work of the association – for example, Women's Officer, Race, Equalities and green issues Officers If any CATUC wishes to have such officers the necessary changes can be made to these model rules.

Rule 9: Duties of Officers

President

The President shall preside at all meetings of the Association and Committees and see that the business at meetings and of the Association generally is conducted in a proper manner. At meetings where the President is not in attendance, the Vice-president shall preside; in the absence of both, the meeting shall elect one of the members at present to preside.

Secretary

The Secretary shall attend all meetings of the Association, Executive Committee and Sub-Committees, keep a correct record of the proceedings and conduct the business of the Association in accordance with the rules. The Secretary shall receive all moneys due to the Association and shall pay these to the Treasurer without delay.

The Secretary shall issue to each delegate notice of Association meetings () clear days prior to the meeting except in the case of emergency meetings, when the notice shall be left to the discretion of the President and Secretary.

Should any delegate be absent from three meetings in succession, the Secretary shall notify the delegate's Trades Union Council of the fact.

Treasurer

The Treasurer shall keep account of all sums of money received from the Secretary and shall bank them in the name of the Association.

The Treasurer shall make such payments as may from time to time be authorised by the Association or the Executive Committee, and when necessary shall sign cheques for authorised payments.

The Treasurer shall keep a true account of income and expenditure

The Treasurer shall prepare the Balance Sheet for inclusion in the Annual Financial Statement to the AGM.

The Treasurer shall submit their accounts and Financial Statement to the auditors prior to reporting to the AGM.

The Treasurer shall submit a regular financial statement to the County Association and whenever requested by the Executive Committee.

All cheques must be signed by at least two of the following officers; President, Secretary Treasurer.

Rule 10: Retirement of Officers

Upon retirement from office, officers shall hand over to their successors or to the Executive Committee all books, cash, keys, papers and other property of the Association.

Rule 11: Auditors

The Association at its Annual Meeting shall elect two Auditors, whose duty it shall be to audit all accounts and the Annual Financial Statement, certify as to their correctness or otherwise, and report upon their findings at the Annual Meeting of the Association.

Rule 12: Nominations of Officers and Executive Committee

All nominees for officers, auditors and the Executive Committee must be delegates to the Association.

- EITHER Nominations for President, Vice-President, Secretary, Treasurer, Executive Committee and Auditors shall be taken at the Annual Meeting.
- OR Nominations for President, Vice-President, Secretary, Treasurer, Executive Committee and Auditors shall be taken at the (name of month) meeting.
- OR Nominations for President, Vice-President, Secretary, Treasurer, Executive Committee and Auditors shall be submitted by Trades Union Councils to the Secretary, together with the written consent of the nominee, not later than 21 days prior to the Annual Meeting.

Rule 13: Election of Officers and Executive Committee

The President, Vice President, Secretary, Treasurer, Executive Committee and Auditors shall be elected at the Annual Meeting of the Association.

NOTE: This rule should state whether voting will take place by ballot or by show of hands.

Rule 14: Casual Vacancies

In the event of the resignation or death of any officer or member of the Executive Committee, the vacancy shall be notified to the next ordinary meeting of the Association, when nominations shall be taken and EITHER a vote/ballot shall be held. OR a vote/ballot shall be held at subsequent ordinary meeting.

Rule15: Absence from Meetings

Any member of the Executive Committee being absent from three consecutive Executive Committee meetings shall, unless a satisfactory reason has been sent to the Secretary, be deemed to have vacated office and the vacancy shall be filled as provided for in Rule 14.

Rule 16: Election of the Associations Representatives on the TUC Regional Council

The Associations representative(s) on the TUC () Regional Council shall be elected by vote/ballot at the Annual Meeting of the Association, the necessary number of nominees securing the highest number of votes to be declared elected. Candidates shall be nominated in the manner laid down under Rule 12.

Rule 17: Affiliation Fees

Each Trades Union Council shall pay an affiliation fee of EITHER () pence per hundred members per annum OR () per cent of affiliation fees received from branches payable (annually, half-yearly, or quarterly) in advance.

Trades Union Councils not conforming to this rule will be debarred from attending the Annual General Meeting of the Association.

Rule 18: Trades Union Councils Reports

- (a) Every affiliated Trades Union Council shall furnish the Association with a copy of their rules and annual balance sheet.
- (b) Trades Union Councils shall submit to the Association reports of their activities at least twice a year.

Rule 19: Deputations

Any delegate who may be appointed to attend any Conference or transact any business on behalf of the Association shall be allowed his out-of-pocket expenses, which must not exceed actual second-class railway fair paid plus an allowance for hotel expenses, etc., of () per day when she/he is called upon to stay overnight, or otherwise a fee of () to cover incidental expenses during the day.

Rule 20: Proscribed Organisations

In no circumstances shall the Council co-operate with or subscribe to: the funds of fascist parties or any subsidiary organisation of these parties; any organisations whose policies or activities are contrary to those of the Trades Union Congress; or any industrial organisation which has been proscribed by the General Council. Nor shall the Council subscribe to the funds of any political party. The Council may cooperate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated trade unions shall be applied directly or indirectly in the furtherance of the political objects specified in Section 72 of the Trade Union and Labour Relations (Consolidation) Act, 1992.

Note: This rule must be included as printed.

Rule 21: Alteration of Rules

No alteration of rule shall take place except as decided at the Annual Meeting and then only upon a vote of two-thirds of the delegates present voting in favour of the proposed alteration. Three months notice shall be given to the Secretary of any proposed alteration of rule to be discussed at the Annual Meeting. Any change in these rules must be notified to the TUC for approval.

Rule 22: Dissolution of Association

In the event of the Association's annual registration with the TUC not being continued, the officers shall hand over the funds and property of the Association to the Regional TUC to be held in trust. The Regional TUC shall have discretion to use the funds and property to benefit of trade union councils and the advancement of the trades union councils programme of work or for the trade union movement as a whole.

ANNUAL CONFERENCE OF TRADES UNION COUNCILS AND ELECTION OF TUCJCC

ANNUAL CONFERENCE OF TRADES UNION COUNCILS AND ELECTION OF TUCJCC

TRADES UNION COUNCIL which are not registered by last Friday in January of the year of the Conference are not eligible to either submit motions, take part in the TUC JCC ballot process or attend the Conference.

1. DATE OF ANNUAL CONFERENCE

The Annual Conference of Trades Union Councils shall be held on one of the last three weekends in May or either of the first two weekends in June, except when otherwise determined by the Trades Union Councils' Joint Consultative Committee.

The Conference shall be organised by the TUC Office with support from the host TRADES UNION COUNCIL and /or COUNTY TRADES UNION COUNCIL and the Regional TUCJCC rep

2. BUSINESS OF CONFERENCE

The business of the Conference shall be taken as follows:

- Welcome on behalf of the General Council
- Welcome by a representative of the local trades union council or, where none exists, by the a representative of the TUC Regional Council
- Chair's Address
- Appointment of Tellers
- Appointment of Scrutineers
- Report of Trades Union Councils' Joint Consultative Committee
- Motions and Amendments
- Produce a Programme of Work for the forthcoming year

• To confirm the election of the TUCJCC

The conference may also include workshops or informal plenary sessions and invited speakers

3. PRESIDENT OF CONFERENCE

The Chair of the Trades Union Councils' Joint Consultative Committee, which is an Advisory Committee to the TUC General Council, presides at the Annual Conference of Trades Union Councils. In his or her absence the chair shall be taken, if possible, by another General Council member of the TUCJCC, elected by the Committee.

4. MOTIONS

- (a) Trades Union Councils wishing to submit motions for consideration by the Conference must do so through their County Association (see footnote1below). Motions should be concerned with the organisation or work of Trades Union Councils or County Associations (including issues relating to local authorities). or with implementing some aspect of Congress policy. County Associations may forward two motions selected or drafted from those submitted. Motions may be no longer than 400 words.
- (b) Motions from County Associations must be received at the TUC not later than the first Monday 10 weeks prior to conference or 7 days before the TUCJCC March/April meeting.

1. Alternative arrangements are to be made in Wales for Trades Union Councils where County Associations no longer exist.

(c) Each County Association may submit two amendments to the motions on the Agenda. County Trades Union Councils may submit one. Such amendments must reach the TUC by the first Monday 6 weeks prior to conference and may be no longer than 60 words.

> Movers to accept or reject amendments to their motion(s) by the Friday three weeks prior to conference.

- (d) The TUCJCC will be responsible for the preparation of the Agenda, and motions and amendments will appear in the name of the County Associations concerned. No motion, amendment or reference back can be accepted which is explicitly in conflict with declared Congress policy or decisions of a special conference of Executive Committees called by the General Council.
- (e) Composite motions -Where the TUCJCC consider it appropriate, the TUC office will cooperate with the County Associations moving the motions and amendments in order that composite motions may be obtained wherever possible.

The agreement of the movers of motions and amendments will be sought and compositing arrangements will be completed 10 days prior to conference.

(f) In the event of the unintended absence from Conference of a delegate from a County Association which has submitted a motion which is included in the Conference agenda, the Chair may, at his or her discretion, formally move the motion on behalf of the County Association. (See also Rule 11, (e))

(g) Trades Union Council or County Association represented at the Conference may, subject to the approval of the TUCJCC, submit an emergency motion for consideration by the Conference. Any such emergency motion must be received by the TUCJCC not later than their meeting on the morning of the day prior to the holding of the Conference. NOTE:

> The TUCJCC will adhere strictly to the following criteria when considering proposed emergency motions for the Conference agenda:

> (i) The substance of the proposed emergency motion must concern a new issue which falls within the objects of Trades Union Councils and County Associations, and which was not generally known prior to the closing date for motions and amendments and could not, therefore, have been submitted as a substantive motion.

> (ii) The substance of the proposed emergency motion concerns an event occurring after the closing date for motions and amendments which substantially and significantly alters the nature of an issue which was generally known prior to the closing and is not already the subject of a motion on the Conference agenda.

5. SELECTION OF TRADES UNION COUNCILS' CONFERENCE MOTION TO BE SENT TO THAT YEAR'S CONGRESS

Following the decision of the TUC General Council in 2009, to allow a motion from the trades union councils' conference to be submitted each year to Congress, the following selection procedure will take place.

Only resolutions passed by the conference can be voted on.

A numbered ballot paper will be given to each delegate. The ballot paper will have spaces for the delegate to insert the number and title, as it appears in the final conference agenda, of the resolution that they wish to vote for. Each delegate will be allowed one vote.

A clearly marked ballot box will readily available to delegates. Delegates will be able to vote after the first motion has been passed.

Voting will close 15 minutes after the last motion has been voted on by conference and counting will begin immediately.

The Chair will announce the results of the ballot at the earliest opportunity prior to the close of conference.

6. REPRESENTATION

 (a) Each Trades Union Council registered by the General Council may be represented at the Conference by one delegate, who shall be allowed one vote. Each County Association or County Trades Union Council may be represented by up to three delegates, each with the right to vote.

Proxy voting shall not be allowed.

Where a County Association or County Trades Union Council elects two delegates, at least one of those delegates shall be a woman.

Where a County Association or County Trades Union Council elects three delegates at least one of those delegates shall be a woman and at least one other delegate must fall within one of the following categories:

- i. A bisexual, gay, lesbian, or transgender trade unionist
- ii. A trade unionist with disabilities
- iii. A black trade unionist
- iv. A trade unionist under 27 years of age

Where possible funding for the second and third delegate will be paid from any sponsorship raised. This should cover hotel costs and travel expenses.

(b) Nomination forms for delegates to the Conference of Trades Union Councils and County Associations must be received at Congress House no later than the first Friday 5 weeks prior to Conference. Nomination forms arriving after this date shall only be approved at the discretion of the TUCJCC who shall also decide the pooled fare to be paid by the delegate(s) whose nomination(s) were received after the closing date.

7. ELECTION OF TRADES UNION COUNCILS JOINT CONSULTATIVE COMMITTE

(a)The Trades Union Councils' Joint Consultative Committee is a Committee of the General Council consisting of members appointed by the General Council and of one Trades Union Council representative from each of the nine electoral areas; a nomination may be made by any Trades Union Council, County Trade Union Council or County Association for the representative for their area.

(b)The TUCJCC should meet at least five times a year

- (c) No candidate shall be eligible for election to the Committee unless he or she is a delegate to the Conference. If a nominee is unable to attend the Conference because of serious illness, or other reason acceptable to the TUCJCC, his or her nomination shall stand and the Trades Union Council or County Association concerned may be represented by a substitute delegate who is eligible under Rule6 (a) and who completes the appointment of delegate form.
- (d) Sitting members of the TUCJCC who are nominated to the TUCJCC are not required to be a delegate of their Trades Union Council to the Conference; this is to allow their Trades Union Council to nominate a voting delegate to the Conference.
- (e) A Trades Union Council nominating its own delegate for the Committee shall submit the nomination form, together with the appointment of delegate form. A Trades Union Council may

nominate a delegate of some other Trades Union Council or County Association in their area, but this nomination will only be valid if the Trades Union Council of which that nominee is a member is not itself sponsoring some other nominee.

- (f) Nominations must be submitted not later than the first Monday 10 weeks prior to conference and ballot papers, together with candidates' statements, shall be circulated immediately after the March/April meeting of the TUCJCC. The vote will be held by postal ballot and all registered Trades Union Councils, whether represented at the Annual Conference or not, shall be entitled to one vote. Voting papers must be received by the TUC not later than the Wednesday prior to the commencement of Conference.
- (g) The nominee securing the highest number of votes in each area shall be declared elected and shall serve until the next Conference: he or she will be eligible for renomination. Should the ballot in any area result in a tied vote, the candidate securing the lowest number of votes shall be eliminated and a second ballot shall be held at the Conference. Trades Union Council delegates at the Conference from the area concerned shall be issued with ballot papers and the candidate securing the highest number of votes shall be declared elected.

Should this ballot result in a tied vote, the tied candidates only will be submitted to a vote, by a show of hands, of all delegates to the Conference. Before this vote is taken the written statements of any of the tied candidates, which were circulated with the first postal ballot as provided in Rule 6 (e), shall be circulated to all delegates at the Conference. The candidate securing the highest number of votes shall be declared elected.

- (h) Should any vacancy be declared during the period of the office of the Committee, the Committee shall decide whether the vacancy may be filled by the highest unsuccessful candidate in the area for which the vacancy is declared, or a new election be held, or, because of the short period of office remaining, the vacancy shall not be filled until the next annual election.
- (i) Candidates may submit, together with their nomination form, a statement of up to 100 words about their service to the trade union Movement. The statement shall be confined to details of the candidate's service to the trade union Movement. Any candidate found to be making a false statement shall be disqualified from election.
- (j) The Chair of the TUCJCC, which is an Advisory Committee to the TUC General Council, is elected by the TUCJCC from among the General Council members on the Committee at its first meeting after each Congress.

The Chair presides at the Conference of the Trades Union Councils following the date of his or her appointment. In his or her absence the chair shall be taken, if possible, by another General Council member of the TUCJCC elected by the Committee.

8. POOLED FARES

All Trades Union Council and County Association delegates to the Conference must participate in the pooled fare, and any balance due to the pool must be paid before entry to the conference hall.

The TUCJCC shall have the authority to base the calculation of the pooled fare on the most favourable rail fares obtainable. Irrespective of the actual mode of travel used by delegates, the amounts to be paid into and out of the pool will be based on these rail fares.

9. TELLERS AND SCRUTINEERS

- (a) The Conference shall appoint four tellers for the purpose of recording votes in connection with the business of the Conference.
- (b) Two County Associations in each electoral area (chosen on a rota basis, i.e. in alphabetical order) may appoint as a scrutineer, for the purpose of counting votes recorded in the election for the TUCJCC and those cast in the ballot for the Congress motion, a delegate attending the Conference. If Conference so approves, the elected tellers may act as scrutineers. Scrutineers may not be nominees in the election.

10. REPORT AND AGENDA

The Trades Union Councils' Joint Consultative Committee shall submit to the Conference a report of their work during the past year. The report of the Committee and the Agenda for the Conference shall be printed and sent to each Trades Union Council and conference delegate 7 days prior to the Conference date.

11. DEBATE

- (a) The Report of the TUCJCC shall be discussed paragraph by paragraph, not as a whole. Each delegate speaking to a section of the Report or moving reference back shall be limited to three minutes.
- (b) The mover of a motion on the Agenda for the Conference shall be allowed five minutes, the seconder, and subsequent speakers, three minutes. The mover shall be allowed four minutes to reply to discussion. No new matter may be introduced with the reply. The motion shall be put immediately the mover has replied.
- (c) A delegate shall not speak more than once on each item unless permission is given by the Chair. Remarks made must be strictly confined to the explanation or point of order raised.
- (d) Only elected delegates can address the conference with the following exceptions – TUCJCC members speaking on behalf of the TUCJCC, Conference Chair or invited speakers.
- (e) The TUCJCC will inform the conference in advance of their position on motions (Support, Oppose, Listen & Decide, Remit or Oppose etc.).

When a motion, that the TUCJCC wishes to ask for remittance on, has been moved and seconded the Chair shall call a TUCJCC speaker into the debate. The TUJCC speaker shall give the committee's view on the motion and the reason for asking for the remittance and advise conference that if remittance is not accepted then conference will be advised to vote against the motion.

The chair will then ask the mover if remittance is accepted, if yes then conference will be asked if remittance is accepted. If yes then the motion will be remitted to the TUCJCC who will consider the motion with the carried motions at their next meeting and report on action taken to the next Annual Conference.

If the mover or conference declines the remittance then the chair will inform the conference that the TUCJCC is opposed to the motion and debate will continue in the usual way.

(e) If any delegate, representing either a County Association or a County Trades Union Council, has informed conference that she or he is unable to attend Conference, and thereby not able to move their motion, the Chair of the Conference will have the discretion (after consulting the TUCJCC) to formally move that motion. If an apology or an explanation for absence is not forthcoming then the motion will fall.

12. ORDER OF SPEAKERS

Where practicable, each delegate shall use the rostrum when speaking. If the President rises to call a delegate to order, or for any purpose connected with the proceedings, the delegate speaking shall resume his or her seat, and no other delegate shall rise until the Chair has authorised the discussion to proceed.

13. PRESIDENT'S RULING

Should any delegate refuse to obey the Chair when called to order, he or she shall be named by the Chair, and shall be expelled from the hall for the remainder of the session, and shall not be allowed to take further part in the Conference proceedings without the consent of the Conference.

14. CLOSURE

The Previous Question, Next Business, or the Closure, may be moved and seconded only by those delegates who have not previously spoken during the debate, and there shall be no speeches on such motions.

Should the Closure be carried, the mover of the original motion shall have the right to reply in accordance with Rule 10(a) before the vote on the matter under debate is taken. In the case of motions of Next Business or Previous Question, if carried, no vote on the substantive motion is taken.

If, in the President's judgement, there is no material difference of opinion among the delegates he/she shall have power to stop the discussion and submit the proposition to the vote of the Conference.

15. VOTING

The method of voting shall be by show of hands, and no other business shall be taken, nor shall a delegate address the Conference while a vote is being taken. In the case of voting being equal, the President may give a casting vote on the advice of the TUCJCC.

16. SUSPENSION OF STANDING ORDERS

Any delegate may, for stated purposes, move the suspension of Standing Orders, and the motion, on being seconded, shall be put to the meeting without debate or amendment. If two-thirds of the delegates present agree with the motion, the suspension shall immediately take effect.

17. Delegate (or representative) to TUC Congress

The Conference of Trades Union Councils will be represented at the TUC Congress by a delegate.

(a) Each County Trades Union Council and County Association may nominate one candidate for selection as the delegate (or representative) to attend the following Congress.

Note: The trades union councils' delegate to Congress is a representative role and does not constitute a delegate under TUC Rules and Standing Orders (Rules 17, 18 and 22) and election as the conference delegate to Congress confers no right to speak to or vote on the business of Congress

- (b) Such nominees must be delegates to the Conference and their names and details on the nomination form provided must be received by the TUC at least one week prior to the opening date of the Conference;
- (c) Each candidate will submit on the appropriate form details of their service to Trades Councils, to the trade union Movement and to the community;
- (d) The selection of the successful candidate will be made by Conference.

Not with-standing the above model rules the following additional provisions shall apply for Trade Union Councils based in Wales

Name

- (a) For those County Unitary Authorities within Wales in which there exists only one Council it shall be identified asCounty Trades Council.
- (b) For those County Unitary Authorities in which more than one Council exists the Councils shall remain known asTrades Council.

County Association of Trades Union Councils

In all cases where there is more than one Trades Council in a County Unitary Authority, the Trades Councils concerned may establish a County Association within the County to enable them to reach a common view and to ensure that united representations are made to the County Unitary Authorities, and other public and private bodies, on matters concerning the County. The County Association so formed shall follow the TUC Model Rules for the Guidance of County Association of Trades Councils.

Representation at the Trades Union Councils' Conference

A County Trades Union Council or County Association may be

represented by up to two delegates at the Trades Union Councils Annual Conference, each with the right to vote. Where a County or County Association elects two delegates, one (or more) of those delegates shall be a woman.

Motions and Amendments to the Trades Union Councils' Conference

(a) A County Trades Union Council or County Association may submit one motion for the agenda of the Trades Union Councils Conference.

In the absence of a County Association, the Trades Union Councils in that County may submit motions, or amendments, via the Wales TUC office. If more than one Council in such a County submits a motion, or amendment, the Wales TUC office will make arrangements for those Councils within that County to select one motion, and if necessary one amendment.

(b) A County Trades Union Council or County Association may submit one amendment to the motions on the agenda of the Trades Union Councils' Conference.

Nominations for the election of the TUCJCC

All **County Trades Union Councils** and **Trades Union Councils** based in Wales have the right to nominate a candidate for the election of TUCJCC member for the Welsh electoral area.

MODEL STANDING ORDERS FOR MEETINGS OF TRADES UNION COUNCILS AND COUNTY ASSOCIATIONS

MODEL STANDING ORDERS FOR MEETINGS OF TRADES UNION COUNCILS AND COUNTY ASSOCIATIONS

These model Standing Orders cover all the points usually encountered at meetings. It is hoped that these will give useful guidance to running a meeting. There may be other points which reflect particular local circumstances that you may wish to include.

- Business should be taken in the following order: Minutes of previous meeting; New and re-appointed delegates; Report of Executive Committee; Correspondence; Any motion, the consideration of which was adjourned at the previous meeting; Reports, including TUC Unemployed Centres, climate change and green issues and anti-racist activity; and Motions, of which notice has been given.
- 2. Notices of motion should be sent by affiliated trade union branches to the trades union council Secretary in writing not less than (7) days before the trades council meeting at which they are to be discussed. With a similar timescale, trades union councils should forward notice of motions to the County Association Secretary in writing. Wherever possible sufficient notice should be given to enable delegates to seek the views of their branch to the proposals being made in the motion. This may mean that motions are laid on the table of the meeting for full discussion at the following meeting of the trades council or county association
- 3. The mover of any original motion but not an amendment shall have the right to reply but no other delegate shall be allowed to speak more than once on the same question unless permission be given to explain or on point of order addressed to the Chair when the remarks made must be strictly confined to the explanation or point of order. 5 minutes shall be allowed to the mover of a motion and 3 minutes for each succeeding speaker. The mover shall have 3 minutes to reply to the discussion, but she/he shall introduce no new matter into the reply. The motion shall be put immediately the mover has replied. The time limits for speakers shall not apply in a special address to the Association.
- 4 If an amendment be carried it shall displace the motion and itself become the substantive motion, whereupon any amendment may be moved thereto. The President may demand that all motions and amendments should be handed up to him/her in writing.
- 5 When an amendment is made to an original motion, no second amendment shall be discussed until the first amendment is disposed of.
- 6 When delegates consider a question has been sufficiently discussed the motion may be proposed that the question be now put. If this proposition is carried the President/Chair shall give the mover of the original motion the opportunity to

reply, after which the motion under discussion shall be immediately put to the vote.

- 7 The decision of the President/Chair on any point of order shall be final.
- 8 In the case of the voting being equal, the President/Chair may give a casting vote.
- 9 No resolution passed by the trades union council or Association shall be rescinded or amended at the same meeting at which it is passed. Notice of its rescindment or amendment must be given as provided in Standing Order No. 2, but the resolution shall not be rescinded or amended unless by the consent of two thirds of the delegates present at the meeting when it is considered.
- 10 Any delegate may for stated purposes move the suspension of Standing Orders. The motion on being seconded shall be forthwith put to the meeting without debate or amendment, and if two-thirds of the delegates vote in favour thereof, but not otherwise, the suspension moved shall immediately take effect.

Establishing a trades union council

Where a County Association of Trades Union Councils exists it is the responsibility of the Association to seek opportunities to establish a trades union council in an areas where none has existed. Where a trades union council has ceased to exist, or is failing to operate effectively, it is the responsibility of the Association to re-establish a trades union council.

In accordance with these rules the documents and finances of a trades council which ceases to exist should be handed over to the County Association of Trades Union Councils or, where this does not exist, to the Regional TUC. In the case of re-establishing a trades union council this documentation may be sufficient to establish what union branches were previously affiliated to the closed trades union council.

The County Association should inform the regional TUC of its intention to establish a trade union council. The CA should then write to all trade union branches in their area to inform the unions of the intention to form a trades union council. The County Association should invite unions to an open meeting to discuss the proposal and to seek support. It is important to establish that there is support for a trades union council and that a sufficient number of trade union branches would support it with delegates and affiliation.

If there is support then the meeting could establish the name of the trades union council and when the first meeting of the trades union council should take. Sufficient time should be given to ensure that the regional and area offices of trade unions in the area can be written to informing them of the creation of the trades union council asking them to inform their branches of the first meeting of the trades union council and requesting affiliation. Writing to the regional offices will ensure that unions are informed at the appropriate level about the creation of the trades council. Regional offices will also have access to all their union's branches which the County Association may not.

The County Association may also write to the union branches in the area where they have the information.

TIMETABLE FOR THE TRADES UNION COUNCILS ANNUAL CONFERENCE FOR THE GUIDANCE OF TRADES UNION COUNCILS AND COUNTY ASSOCIATIONS

TIMETABLE FOR THE TRADES UNION COUNCILS ANNUAL CONFERENCE FOR THE GUIDANCE OF TRADES UNION COUNCILS AND COUNTY ASSOCIATIONS

As from 2010 the annual conference takes place on one of the last three weekends in May or the first two weekends of June.

- Registration forms to be posted out to all Trades Union councils and county associations in October with a registration deadline of the <u>last Friday of January</u>
- 2. **Motions deadline** Motions to be received at the TUC by the Monday 10 weeks prior to conference
- 3. Nominations to TUCJCC deadline Nominations to be received at the TUC by the Monday 10 weeks prior to conference. As nominees must be delegates to conference they must also submit their delegate form with their nomination form. Sitting members need not be delegates to conference to enable their trades union council to send a delegate with voting rights to conference

TUCJCC meeting – Monday 9 weeks prior to conference

Preliminary agenda mailing - 9 weeks prior to conference

- 4. Delegate deadline Delegate nomination forms (other than nominations to TUCJCC see 3 above) to be received at the TUC 5 weeks prior to conference
- 5. Crèche deadline requests for crèche provision to be received at the TUC 5 weeks prior to conference
- 6. **Amendments deadline –** Amendments to conference motions to be received at the TUC by noon on the Wednesday 5 weeks prior to conference
- Deadline of acceptance of amendments proposers of motions will have until the Friday, 3 weeks prior to conference, to inform the TUC of their response to the proposed amendment
- 8. Compositing following receipt of attitudes to amendment by movers of motions, movers of motions and movers of amendments will have until the Wednesday prior to the start of conference to confirm, or otherwise, their agreement to the composite sent to them by the TUC. The TUC develops composite motions based on the instructions of the TUCJCC given at its March/April meeting as to which motions the committee wishes to see composited.

Report and Final Agenda mailing - One week prior to conference

- 9. Fraternal/Sororal rep to Congress deadline The TUC to receive nominations for fraternal or sororal delegate 1 week prior to conference
- 10. **Emergency motions deadline –** to be received at the TUC no later than the preconference meeting of the TUCJCC on the Friday morning before conference

The above timetable, agreed at the TUCJCC meeting in July 2009, suggests that the best time for Trades Union Councils and County Associations to hold their Annual General Meetings is in <u>January</u> each year.

Trades Union Councils and County Associations are strongly recommended to hold their AGM in January but if an AGM needs to take place after the closing date for registration, the TUC must be sent details of changes to the officers submitted on the registration form.

Registration must be by the last Friday in January and is not dependent on when the AGM takes place.

All trades union councils and county associations must register by the last Friday in January in order to participate, at any level, in that year's trades union councils' annual conference.

This timetable gives sufficient time for Trades Unions Councils to submit motions to County Associations, County Associations to determine their motions to Conference, as well as providing time for consultation on amendments to original motions and consultation on any subsequent composites decided on by the TUCJCC following the publication of the preliminary agenda.



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