**MODEL BRANCH STANDING ORDERS**

To be read in conjunction with Rule 17 and the EC’s Branch Standards document

1 Notice of Meeting and Quorum

The branch shall meet at regular intervals, at least quarterly {insert if branch will meet more

frequently}. The date, start and finish time and place of the branch {insert if meeting place

and time of meeting fixed} meeting shall be posted on the Unite website and otherwise

communicated to branch members.

Five branch members present shall form a quorum. If within half an hour of the time

appointed for the meeting to commence, a quorum is not present, the meeting shall be

dissolved.

2 Officers of the Branch

2.1 Officers of the branch which shall include Chair, Secretary, Treasurer and

Equalities Officer who shall be elected at every third AGM of the branch

starting from the period January to March 2018.

2.2 In the absence of the elected Chair, the Secretary should not chair the

meeting. A branch member should be elected as ad hoc Chair for the

duration of the meeting and should sign any paperwork (eg nomination

forms) as such.

2.3 Delegates to represent the branch at local Trade Union Councils should be

elected annually in the Autumn to take office in the following January and to

Constituency Labour Parties annually in the Spring to take office mid-year.

3 Agenda and Order of Business

3.1 The Branch Secretary shall be responsible for receiving all papers and drafting

the Agenda.

3.2 The Agenda for a branch meeting would usually include the following items:

3.2.1 Apologies for absence

3.2.2 Minutes of the previous branch meeting and matters arising

3.2.3 Secretary’s report on recruitment and organisation, including 100%

campaigns and greenfield organising

3.2.4 Treasurer’s financial report

3.2.5 Reports from workplace reps and the equalities officer

3.2.6 Other reports, e.g. Trades Union council or Constituency Labour Party

3.2.7 Correspondence

3.2.8 Date of next meeting

3.3 Any member may introduce other business for the consideration of the meeting but

must notify the secretary in advance.

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3.4 The branch secretary shall be responsible for the taking of Minutes of the branch

meeting.

**4 Conduct of Business**

4.1 The Chair shall be responsible for the conduct of the meeting. Members may only

speak when called by the Chair. The Chair shall have discretion on whether to allow a

member to speak more than once on a subject.

4.2 The Chair shall have the same speaking rights as any other member. In addition, the

Chair may intervene during or at the conclusion of any discussion, to clarify the

issues decided and/or to sum up the discussion.

4.3 A member who wishes to raise a point of order (which must be confined to the

manner in which the meeting is being conducted) should say “point of order” and

hold his/her hand aloft until called by the Chair. Subject to that exception, members

should not interrupt another speaker.

4.4 The ruling of the Chair on any question relating to the conduct of the meeting shall

be final unless a challenge to the Chair is supported by at least two thirds of the

members present.

4.5 Save as provided herein, the business of the Branch shall be conducted in

accordance with the normal rules of debate as laid down by Walter Citrine in the

ABC of Chairmanship.

4.6 In the event of an equality of votes, the proposition before the Branch shall not be

carried.

Smoking/Alcohol

5.1 There shall be no smoking or consumption of alcohol allowed at the Branch meeting.