

**CITIES OF LONDON  
& WESTMINSTER  
TRADES COUNCIL**

***RULES & STANDING ORDERS***

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## ***RULES & STANDING ORDERS***

### **RULES**

#### **1.Name**

The name of the Council shall be "THE CITIES OF LONDON AND WESTMINSTER TRADES COUNCIL" incorporating Paddington and Marylebone (registered with the TUC 1953).

#### **2.Objects**

(i)The objects of the council shall be:

- a. To promote the interests of all its affiliated organisations and to secure united action on all questions affecting or likely to affect those interests.*
- b. To improve generally the economic and social conditions of the workers.*
- c. To assist in improving trade union organisation and supporting local or wider official industrial action .*
- d. To make more widely known national trade union policy declared by the TUC .*
- e. To nominate representatives of the trade union viewpoint to committees, organisations, tribunals and to other local bodies.*
- f. To affiliate to and play an active part in the work of the Greater London Association of Trades Councils and take part in the work of the S&ERTUC.*
- g. To promote equality in all activities and oppose racism; fight for dignity & respect in the workplace*
- h. To promote the spirit of trade union internationalism*
- i. To follow the programme of work of the TUCJCC*

ii) In no circumstances shall this 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.

#### **3. Constitution**

(i) The Council shall consist of representatives of trade unions or branches of trade unions with membership in the area covered by the Council.

(ii)The application of any organisation desiring to affiliate shall be submitted to the full Council for its approval or otherwise.

(iii)Organisations affiliated to the Council shall be allowed representation on the following basis:-

**Up to 150 members - 2 delegates with one additional delegate for each further 100 members, or part thereof, up to a maximum of 6 delegates.**

#### 4. Contributions

(i) Each affiliated organisation shall contribute **an affiliation fee of 8p per member per annum or a minimum fee of £10.00 (whichever is the greater)**, payable on affiliation and annually in advance thereafter.

(ii) Any affiliated organisation or branch becoming 3 months in arrears without a satisfactory explanation may be deemed to have terminated its affiliation.

#### 5. Composition of Executive Committee

The Executive Committee shall be composed of the Officers and up to 12 other Members. No Union shall be allowed more than 3 Members on the Executive Committee (excluding the Officers). All Officers and Executive Committee Members shall be elected at the Annual General Meeting. Any vacancy arising during the year can be filled at an ordinary meeting (after 1 months notice to branches) until the next AGM.

#### 6. Meetings of the Executive Committee

(i) Executive meetings shall be held as and when determined by the full Council. 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.

(ii) A valid Executive Committee meeting can only take place if 2 of the Officers are present. Any business not considered by the Executive Committee shall be referred to the next meeting of the Council.

(iii) Any Officer or Member of the Executive being absent at 3 consecutive Executive meetings shall, unless a satisfactory reason for such absence has been submitted to the Secretary, be deemed to have vacated office and the vacancy shall be filled as provided for in *Rules 5 and 11*.

(iv) The Officers and, where decided by the full Council, the Executive Committee shall conduct the detailed business of the Council and report to the Council.

v) The Officers or the Executive Committee are empowered to draft and present motions to the full Trades Council for consideration.

vi) The Officers or the Executive Committee are empowered to draft and forward motions to the GLATUC and other bodies to which the Trades Council is affiliated provided those motions are in accordance with Trades Council policy. If the wish is to forward motions not already policy they shall first bring those motions before the full Trades Council.

#### 7. Ordinary Council Meetings

(i) Ordinary meetings of the Council shall be held in each month (except August or when the date co-incides with a public holiday). These meetings shall not last longer than 2 hours unless by special resolution of the Council, stating the purpose and duration of the extension, passed by a simple majority of votes cast.

(ii) The Secretary shall send to delegates at least 3 clear days before any ordinary Council meeting notice of the business to be transacted.

#### 8. Special Council Meeting

A Special Meeting of the Council may be called at any time, or in the case of urgency, by the President and Secretary, or upon the written request of at least 6 affiliated branches/TU organisations, clearly stating the purpose for which the Meeting is requested. In the case of a Meeting requested by at least 6 affiliated branches/TU organisations, it shall be held within 10 days of the receipt of the request by the Secretary from all the 6. In every case, notice of the date of the Meeting (not necessarily the venue) shall be posted to delegates/organisations not less than 7 days prior to the date of the Meeting. The object of the Meeting shall be clearly stated on the notice. No other business shall be discussed at such Meetings.

### 9. Annual General Meeting

The Annual General Meeting of the Council shall take place in the month of March in each year.

### 10. Method of Election

Election of Officers, Executive Committee Members, delegates to other bodies etc., whether at the Annual General Meeting or to fill casual vacancies, shall be by show of hands, unless the Meeting shall decide on a ballot vote.

### 11. Vacancies

The positions of Officers, Executive Committee Members and Delegates (as in *Rule 10*) becoming vacant, shall be filled by the Council after at least 1 months written notice has been given to affiliated branches: such notice to include, if necessary, details of the existing composition of the Executive Committee with reference to *Rule 5*.

### 12. Officers

The main Officers of the Council shall be President, Secretary & Treasure. Additional Officers shall be elected where decided by the AGM - Vice-President, Organising Secretary and Assistant Secretary. The Council may also elect Officers to cover areas of equalities – Women, Ethnic Minorities & LGBT. Upon retirement from Office any Officer shall hand over to their successors, or to the Executive Committee, all books, cash, keys, paper and other property of the Council.

### 13. Duties of Officers

(i)President: The President shall preside at all Meetings of the Council and Committees and see that the business at Meetings of the Council 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 1 of the Members to preside.

(ii)Secretary: The Secretary shall attend all Meetings of the Council, Executive Committee and Sub-Committees keep a record of the proceedings and conduct the business of the Council in accordance with the Rules. The Secretary shall prepare the Annual Report. Where the Secretary cannot attend a Meeting or Committee the Assistant Secretary shall fulfil the necessary functions and if neither can attend there shall be appointed a substitute.

(iii)Treasurer: The Treasurer shall keep the financial accounts of the Council in accordance with *Rule 14* and submit a written report at regular intervals throughout the year and an Annual Report to the AGM..

(iv)Organising Secretary: The Organising Secretary shall be responsible for the recruitment of trade union affiliations to the Council and for the recruitment of non-trade unionists into the Movement within the area covered by the Council. She/he shall maintain an up-to-date list of all bona fide trade union branches and organisations in the area and keep accurate records of all the affiliated branches and their delegates. Such records are not to be disclosed to any person outside the Council without the agreement of the full Council and in accordance with disclosure obligations.

(v) Assistant Secretary: The Assistant Secretary shall assist the Secretary in such ways as they shall agree between them and as the council may decide. The Assistant Secretary shall have no direct responsibility to the Council except when serving as acting Secretary during periods when the Secretary is unable to carry out the duties.

vi) Other Officers duties shall be determined by the AGM as and when required and will be set down in writing for the period of Office.

#### 14. Finance

(i) The Treasurer shall keep account of all monies received and bank the same in the name of the Council at the Co-operative Bank.

(ii) He/She shall make such payments as may from time to time be authorised by the Council or Executive Committee.

(iii) The Bank shall be provided with the signature of President, Secretary and Treasurer and cheques will be honoured under any 2 of these signatures.

(iv) The financial year of the Council shall end either at the date of the AGM or the day preceding.

(v) The Treasurer shall present a written report at regular intervals throughout the year. All affiliations must be reported to the Council for their approval.

(vi) The Secretary or any other Officer may be allowed a float with the agreement of the Executive Committee. No float is to exceed £50.

(vii) The Secretary shall keep an account of all her/his expenditure in a cash book, as shall any Officer involved in regular expenditure.

(viii) All expenditure must be reported in writing to the full Council for approval.

(ix) Records shall be kept of all stock taken over at the commencement of Office and of all stock purchased during term of Office, duly signed by the Council member responsible. Account shall be given to the Treasurer of any discrepancy between the stock in that record and the stock in hand.

(x) All monies collected or received in the name of the Trades Council must pass to the Treasurer.

#### 15. Auditors

The Council at its Annual General Meeting shall appoint 2 Auditors whose duty it shall be to audit all the accounts and the annual financial statement, certify as to their correctness or otherwise and report upon their findings to the Annual General Meeting of the Council following their election.

#### 16. Expenses

Officers of the Council, Delegates appointed by the Council and others conducting business on the instructions of the Council shall be allowed such expenses as may be decided by the Council on the recommendation of the Officers.

#### 17. Sub-Committees

The Council shall establish Sub-Committees as required which shall consist of those elected by the Council. Sub-Committees shall report to the Council..

*18. Trades Council Affiliations to Outside Bodies*

All affiliations to outside bodies shall be dealt with at the AGM. Voting shall be by simple majority of those present. Any affiliation that is brought forward during the course of the year may only be dealt with at an ordinary meeting if the organisation concerned was founded since the date of the AGM or there were special circumstances whereby the Council could not be in receipt of information relating to the outside body. All affiliations are subject to the other Rules laid down. Delegates shall be elected, where necessary, each year at the AGM.

*19. Alteration of Rules and Standing Orders*

No alteration of Rules or Standing Orders shall take place except as decided at the Annual Council Meeting, and then only upon a vote of two-thirds of the delegates present voting in favour of the proposed alteration. 3 months notice shall be given to the Secretary of any proposed alteration of Rules and Standing Orders which it is desired shall be discussed at the Annual General Meeting. Proposed alterations shall be sent to affiliates 2 months before the AGM.. Amendments to any Rule change proposals shall be accepted from branches up to 4 weeks prior to the Annual General Meeting and shall be circulated to affiliates 3 weeks before the AGM..

# **STANDING ORDERS**

1. The following items of business shall be taken at full Council Meetings -

- Apologies for absence Appointment of Tellers \*
- Minutes of the previous meeting\*
- Report of the Secretary and Executive Committee\* - including current industrial disputes
- Correspondence\*
- Treasurer's Report\*
- Organising Secretary's Report\* - including New and re-appointed delegates
- Motions\* - (1. any motion the consideration of which was adjourned at the previous meeting and 2. any new motion of which notice has been given)
- Sub-Committee Reports\*
- Other Reports\*
- Any other Business\*

*All items of correspondence not received within the time limit shall be referred to the next meeting of the Executive Committee. The time limit is 3 days before the date of the meeting. Any correspondence received after this date is dealt with at the discretion of the Chair & Secretary.*

The Officers shall be empowered to vary the order of the agenda to facilitate the conduct of Trades Council business.

2. Notices of motions shall be in the hands of the Secretary in writing not less than 10 days before the Council Meeting at which they are to be discussed. They shall be signed by the Secretary or the Chair of the Trade Union Branch/Organisation proposing the motion on the authorised headed paper of the Branch/Organisation.. Motions shall be placed on the Agenda in the order in which they are received by the Secretary.

3. Emergency motions, duly signed, on the authorised headed paper of the Branch, shall be handed in writing to the President before the commencement of the Meeting; and if the President so rules they shall be placed on the Agenda, to be taken after the Treasurer's Report. The President shall report on the receipt of all such motions, together with her/his decision, at the opening of the Meeting. Emergency motions must have valid reasons for emergency and will be accepted at the discretion of the President.

3. The mover of any original motion, but not of an amendment, shall have the right of 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 a point of order addressed to the President, when the remarks made must be strictly confined to the explanation or the point of order. No more than 5 minutes shall be allowed to the mover of a resolution and no more than 3 minutes for each succeeding speaker. The mover shall have no more than 3 minutes to reply to the discussion, but she/he shall introduce no new matter into her/his reply. The motion shall be put immediately the mover has replied..

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 procedural motions and amendments should be handed up to her/him in writing.

5. When an amendment is made to an original motion, no second amendment shall not be discussed until the first amendment is disposed of.

6. Speaking times

- A delegate introducing a Report shall have no more than 5 minutes in which to do so.
- Delegates speaking on any other matter (other than those covered by *Standing Order 3*, above) shall be allowed to speak for more than 3 minutes (subject to the ruling of the President).
- The time limit for speakers shall not apply in a special address to the Council.
- The time limit may be varied at the discretion of the President, with the approval of Council

7. No procedural motion shall be moved or seconded by a delegate who has already spoken in the debate. Other delegates who consider the question has been sufficiently discussed may propose one of the following motions:-

*(The President may refuse to accept the procedural motion if in her/his view it is premature to do so).*

a. That the question be now put If accepted by the President, this motion must be put immediately to the meeting without discussion. If it is carried the mover of the original motion shall have the opportunity of replying, after which the motion shall be immediately put to the vote.

b. Next Business. If accepted by the President, the mover of the original motion shall have the right to reply to it

without prejudice to her/his right of reply on her/his own motion. No other speeches shall be allowed.

*c. That the Motion do lie on the table.* (as in b. above). – such a motion may be discussed again with notice given to the Secretary and with the agreement of the full Council.

8 The decision of the President on any point of order or interpretation of the Rules shall be final unless challenged by not fewer than 10 members and unless two-thirds of the delegates present vote to the contrary. The motion shall be put by the Secretary in the terms "That the President's ruling be upheld", without discussion.

9. Voting shall be by show of hands except where the Rules require a ballot.

10. The President, being her/himself an accredited delegate, shall have the right to vote. In the case of voting being equal, the President may also give a casting vote except where a ballot has been taken.

11. No resolution passed by the Council 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 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. No question on which a decision has been taken shall be raised again until 3 calendar months have elapsed.

12. Any delegate desiring to address the Council must rise in their place and address the President, prefacing their remarks by stating their name and trade union branch/organisation and, if speaking to a motion, whether for or against; and when any delegate is called to order they shall resume their seat until the point is decided.

13. 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 present vote in favour thereof, but not otherwise, the suspension moved shall immediately take effect.

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