

# **PLYMOUTH AND DISTRICT TRADES UNION COUNCIL**

## **RULES 2005**

*All Previous Rules Rescinded*

### **1. NAME**

'The name of the Council shall be "Plymouth and District Trades Union Council".

### **2. OBJECTS**

The objects of the Council shall be:

- (a) to provide services to affiliated branches and campaign groups on a wide range of industrial, social and community issues;
- (b) to promote the interests of all its affiliated organisations and to secure united action on all questions affecting or likely to affect those interests, including making representations to local authorities about matters of common concern to trade unionists within the district and nominating representatives to a number of statutory committees;
- (c) to create, promote and enhance active working relationships between local trade unions and progressive campaign groups concerned with equality, peace and social justice.
- (d) to act as the local body of the TUC, and to support and work for the application of such objects as the TUC may from time to time determine, including making more widely known in its area national policy by the TUC;
- (e) to improve generally the economic and social conditions of working people, including seeking improvements to the social services, education, housing, health and welfare benefits;
- (f) to help promote suitable cultural, educational, social and sports facilities for all working people;
- (g) to challenge all forms of prejudice and promote anti-discriminatory policies, activities and equal opportunities regardless of race, age, gender, sexuality and sexual identity, religion and ethnicity.
- (h) to affiliate to and play an active part in the work of its appropriate County Association of Trades Union Councils.
- (i) In furtherance of the above objects, the Council may co-operate with the local Labour Party, providing that no part of the funds of the Council derived from the general funds of affiliated Trades Unions shall be applied directly or indirectly in the furtherance of the political objects, as specified in Trades Union legislation.

### **3. CONSTITUTION**

3.1. The Council shall consist of representatives of branches of Trade Unions, eligible for affiliation to the Trades Union Congress, whose places of meeting are within the area covered by the Council.

3.2. The Council may accept affiliation of local bona-fide campaign groups concerned with the promotion of equality, human rights, Peace and social justice, who may send

representatives without voting rights.

3.3. The application of any organisation desiring to affiliate shall be submitted to a meeting of the full Council for its approval or otherwise.

3.4. The Council shall refuse to accept the Credentials of a delegate from an affiliated trade union branch or community campaign if the delegate in question is a member or supporter of a fascist party, or any organisation supporting fascist aims, or a member of any organisation proscribed by the TUC General Council.

## **4. REPRESENTATION**

### **4.1. Trade Union Representation**

- (a) Each Trade Union Branch or Society affiliated may send two delegates for each 100 or part thereof, with a maximum of 8 for any one Branch.
- (b) Each delegate on entry shall produce a Trade Union Credential Card showing the Society or Branch he or she represents before taking a seat.
- (c) No member or Branch shall use the name of the Council without first having obtained permission. In case of emergency the Chair and Secretary may give such consent, and shall report at the next meeting of the Council.

### **4.2. Campaign Representation**

- a) Formally constituted campaigns where there is local organisation within Plymouth and surrounding districts can send no more than 2 representatives to Council meetings, Council sub-committees and working groups.
- b) Campaign affiliates will be able to produce a bona-fide constitution and proof of representation when requested.
- c) Campaign affiliates will have no voting rights.
- d) No member or Campaign group shall use the name of the Council without first having obtained permission. In case of emergency the Chair and Secretary may give such consent, and shall report at the next meeting of the Council.

## **5. CONTRIBUTIONS**

### **5.1. Trade Unions**

Each affiliated trade union Branch shall contribute an affiliation fee of 10p per member, payable (annually, half-yearly or quarterly) in advance or on January 1<sup>st</sup>, April 1st July 1st or October 1st respectively, subject to adherence to their Branch Rules and financial procedures. No Branch will be deemed to have affiliated where there has been no payment whatsoever for that year.

### **5.2. Campaign Organisations**

Campaign groups can enjoy affiliate membership on payment of a minimum £10 per annum, which may be paid in parts on a quarterly basis.

## **6. COMPOSITION OF EXECUTIVE**

- (a) The Executive shall be elected at the Annual Meeting of the Council and shall be composed of eight members, being the officers and five elected members from the floor. No Union is to have more than one representative as an EC member elected from the floor.
- (b) In the event of resignation or dismissal or death of any member of the Executive the vacancy shall be filled by the next in order of ballot;

## **7. NOMINATION OF EXECUTIVE**

- (a) Each affiliated branch shall have the right to nominate a candidate to represent its Union on the Executive.
- (b) All nominated candidates must be delegates to the Council, and the names of nominees for the Executive shall be in the hands of the Secretary not later than the Council meeting in February of each year.
- (c) Campaign representatives will have no formal seat at the executive.
- (d) The Executive Committee will allow observers to attend all its meetings but without speaking or voting rights, and only where the observer represents a trade union or campaign group affiliated to the Council.

## **8. ELECTION OF THE EXECUTIVE**

The Executive shall be elected by ballot at the Annual Meeting of the Council, the necessary number of nominees securing the highest number of votes to be declared elected.

## **9. MEETING OF THE EXECUTIVE**

- (a) The Executive shall conduct the detailed business as and when required and offer timely reports to subsequent meetings of the Council. Five elected members shall form a quorum.
- (b) Any member of the Executive being absent 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 each month. A special meeting of the Executive may be called in the event of urgent business arising as and when deemed by the Chair and Secretary.

## **10. COUNCIL MEETINGS**

- (a) The Annual Meeting of the Council shall take place in the month of March each year. The balance sheet for the previous year shall be circulated to all affiliated organisations.
- (b) The Ordinary General Meetings of the Council shall take place on the first Wednesday in each month to commence at 7.15 pm and shall close at 9.30 pm, unless by special resolution of the Council.
- (c) Should any delegate be absent from the Council three meetings in succession, the

Secretary may notify their Branch of the fact.

- (d) A Special Meeting may be called at any time by the Executive, or in the case of urgency, by the Chair and Secretary or upon written request of 10 delegates. In the latter case the object of the meeting must be clearly stated upon the requisition and in all cases no other business to be transacted. The Secretary will notify all delegates.

## **11. OFFICERS**

- (a) The Officers of the Council shall be Chair, Vice Chair, Secretary, Assistant Secretary and Treasurer who shall remain in Office for one year, and shall be Elected at the Annual Meeting.
- (b) All Officers are eligible for re-election. In the event of three or more candidates being nominated for a single office the successful candidate must have a clear majority of the members voting, and if this is not obtained in the first vote elimination must take place until such a vote is obtained. In all elections a ballot may be demanded, such demand to be put and decided by vote of the meeting.
- (c) They shall receive such remuneration as may be decided upon by the Council upon the recommendation of the Executive. Upon retirement from Office they shall hand over to their successors or the Executive all books, cash, keys, papers and all other property of the Council.

## **12. DUTIES OF OFFICERS**

**Chair:** The Chair shall preside at all meetings of the Council and Committee and shall see that the business at meetings and of the Council generally is well conducted in a proper manner. They shall have a deliberate and casting vote.

**Vice Chair:** At meetings where the Chair is not in attendance the Vice-Chair shall preside in the absence of both the E. C. shall elect one of their members to preside.

**Secretary:** The Secretary shall attend all meetings of the Council Executive and Sub-Committees, keep a correct record of the proceedings and conduct the business of the Council in accordance with the rules. They shall keep a true account of postage, etc; expenditure and assist the Treasurer in preparation of the Annual Balance Sheet. They shall issue to each delegate printed notice of all Council meetings during the year. They shall keep an inventory of all property of the Council. The Secretary shall give to the Council one month's notice of their intention to vacate office.

**Assistant Secretary:** To assist the Secretary in any and all duties as identified above, and act under the auspices and with the agreement of the Secretary.

**Treasurer:** The Treasurer shall keep account of all moneys received and bank same in the name of the Council. They shall give a correct statement of the financial position of the Council at each monthly meeting of the EC and present all bills for authorisation of payment. They shall make such statement as may from time

to time be authorised by the Executive and when necessary shall sign cheques for authorised payment.

### **13. AUDITORS**

The Council at its Annual Meeting shall appoint two Auditors who shall not be Officers of the Trades Council 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 Council.

### **14. DEPUTATIONS**

- (a) Should a delegate be appointed to attend to any business of the Council which necessitates their going out of town, they may be allowed second class rail fare, and reasonable out-of-pocket expenses.
- (b) Delegates shall not be eligible for expenses in connection with time lost from work, other than through the normal channels of their own trade union Branch.

### **15. PROSCRIBED ORGANISATIONS**

In no circumstances shall the Trades Union Council co-operate with or subscribe to the funds of any organisation whose policies or activities are contrary to those of Congress. Nor shall the Trades Union Council co-operate with or subscribe to the funds of any political party other than the local Labour Party, with which the Council may co-operate providing 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 current Trades Union legislation. The Council has the right to refuse to issue credentials to, or withdraw credentials from, a delegate who has disrupted work of the Trades Union Council.

### **16. 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 voting in favour of the proposed alteration. Three months notice shall be given to the Secretary of any proposed alteration of rule which it is desired shall be discussed at the Annual meeting.

### **17. STANDING ORDERS**

- (1) Business shall be taken in the following order:

Welcome to new and appointed delegates

Minutes of previous meeting, and Matters Arising

Reports

Any motion the consideration of which was adjourned at the previous meeting

Motions

## Class Struggle

Correspondence and other Urgent Business (to have been notified to the Chair before commencement of meeting).

- (2) Quorum: The business and decisions of the Council shall only be binding and bona-fide where the quorum is in place. The Quorum shall consist of representatives of no less than 4 affiliated trade union branches numbering 5 people, including male and female gender representation.
- (3) Motions  
Notices of motions from affiliated Branches shall be sent to the Secretary in writing not less than 5 working days before a Council meeting at which they are to be discussed. Such motions shall be only from affiliated branches and placed upon the Agenda in the order in which they are received by the Secretary.
- (4) Motions shall be discussed only where the meeting quorum is in place at the start of the debate. 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 confirmed to the explanation or point of order. Seven minutes shall be allowed to the mover of the resolution, and five for each succeeding speaker. The mover shall have four minutes to reply to this discussion, but they shall introduce no new matter into their reply.  
The time limit for speakers shall not apply in a special address to the Council.
- (5) If an amendment be carried it shall displace the motion and itself become the substantive motion, where-upon any amendments may be moved thereto. The Chair may demand that all motions and amendments shall be handed up to them in writing.
- (6) When an amendment is made to an original motion, no second amendment shall be discussed until the first amendment is disposed of
- (7) When the 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 Chair shall give the mover of the original motion the opportunity to reply after which the motion under discussion shall immediately be put to the vote.
- (8) The decision of the Chair on any point of order shall be final.
- (9) In the case of voting being equal the Chair may make a second and casting vote.
- (10) No resolution passed by the Council shall be rescinded or amended at the same meeting at which it was passed. Notice of its amendment or rescindment must be given as provided in Standing Orders 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.

- (11) Any delegate desiring to address Council must identify themselves and their union and address the Chair, and when any delegate is called to order they shall resume their seat until the point is decided.
- (12) 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 shall immediately take effect.

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