

AMICUS NEC

TUC CENTRE LONDON

16TH MARCH 2004

Present:

Derek Simpson, General Secretary

Arthur Adshead, Sharon Allen, Ian Allinson, Billy Ayre, Derek Barlow, Ray Bazeley, Judy Box, Allan Cameron, Brian Cole, Steve Davison, Dave Dutton, Alastair Fraser, Pauline Frazer, Gill George (part meeting), Eddie Grimes, Simon Hemmings, Jerry Hicks, Graham Hunt, Dave Hutchinson, Bobby Irvine, David Jones, John King, Alan Mercer, Stuart McGhie, Mick McLoughlin, Tam Mitchell, Janet Moir, Dave Nestor, John Oliver, Brian Pemberton, Mo Reideman, Sue Sharp, Bill Spiers, Mickey Stewart, Dean Taylor, Peter Taylor, Ian Templeman, Meurig Thomas, Dave Trafford, Howard Turner, Malcolm Vass, Colin Walker, Gordon Whitman

In attendance:

Roger Lyons, Joint General Secretary
Lucy Anderson [Deputy General Secretary – Designate],
Les Bayliss [Assistant General Secretary],
Danny Carrigan [Assistant General Secretary],
Doug Collins [Assistant General Secretary],
Paul Talbot [Assistant General Secretary], Richard
O'Brien, Michael Short, John Lloyd, Georgina Hirsch,
Michael Cardell, John Gibbins, Chris Matheson, Siobhan
Endean

21/04 Apologies

Vi Huddart, Jane Lewis, Mick Millichamp, Rod Pickford,
Brian Rice, Walter Wilson.

22/04 Obituaries

The NEC stood as a mark of respect for deceased former
colleagues:

Alan Boffey, Arthur Hall, Colin Hampshire, Tom Harding,
Sam Williams and Spanish trade unionists killed in the
Madrid blast.

23/04 GPFC Report

Written reports of the GPFC meetings held on 16th February and 15th March were presented by the General Secretary:

[i] Lifting of suspensions of members from holding office

It was confirmed that the GPFC had agreed to recommend to lift suspensions applying to Dave Beaumont and Sue Michie subject to their written confirmation not to pursue any appeal regarding the original suspensions. This was AGREED.

[ii] Branch Officers Honoraria

The recommendation to introduce a standard honoraria for Amicus branch secretaries and treasurers was AGREED. Payments to former AEEU branch officers holding office on 31st December 2003 would be reduced in a phased way with a view to paying the standard rates by 2007.

The agreed position was

At the GPFC on 16 February there was discussion of the level of lay branch officer honoraria and the existing former AEEU branch officers expenses regime; it was then proposed to phase these out over a period to 2007. The following analyses the existing branch officers expenses in order to make an explicit proposal with costs attached.

For the last quarter of 2003 we paid branch officers expenses to 645 individuals covering 368 branches (91 individuals were both secretary and treasurer). On an annualised basis the total gross payment of branch officer's expenses would be £1,556,000. It is therefore proposed that:

- The standard amount of honoraria to be paid would be £150 for a branch treasurer, £350 for a secretary and £500 for an individual holding both offices provided that the branch membership was greater than 500. Where the branch membership was less than 500 the amounts would be reduced pro-rata. For branches with less than 500 members, this means 70p. per member for the secretary, 30p. per member for the treasurer and a £1 per member for the combined role.*
- Former AEEU branch officers holding office at 31st December 2003, who continue in office thereafter, in 2004 would receive 75% of the amount they received in 2003; in 2005 they would receive 50%; in 2006 - 25%. If any of those amounts were less than the standard honoraria described above, then the standard amount would be paid.*
- The arrangements regarding former AEEU lay branch officers would only apply only to those individuals holding office on 31 December 2003 and would be fixed in relation to payments made in 2003. They would not apply to those taking office after 31 December 2003 and would not be affected by any increase in member numbers arising from any branch mergers.*

[iii] Lay Members' Expenses

The GPFC recommendation for Amicus lay members' expenses was AGREED by 31 votes to 9.

The recommendation is attached in Appendix 1 of these minutes.

[iv] Branch and Regional Council Finances

The GPFC recommendation to approve the following motion was AGREED:

“That in accordance with the provision of Rules 30[1] and 30[7] this NEC approves that from 1st January 2004 retained fund balances at branch and regional level will be under the control of the Union centrally.”

It was confirmed that the NEC could approve additional expenditure for regional councils and branches over and above their annual plan as laid down in Rule 21[8].

[v] Branch Standing Orders

The GPFC recommendation to approve the draft standing orders was AGREED.

Branch Standing Orders are attached as Appendix 2 of these minutes.

[vi] Affiliations

The GPFC recommendation to affiliate to War on Want [£50], trade union CND [£650], Liberation [£50] and Unite Against Fascism [£1,000] was AGREED.

[vii] Unifi Merger

Unifi's special conference had voted by 5 to 1 to ballot members to transfer their engagements to Amicus. Discussions continued concerning the position of Uniservice

It was AGREED to approve the transfer of engagements subject to approval of the final draft.

[viii] GPMU Merger

Discussions were proceeding positively.

[ix] Policy and Rules Conference

The GPFC recommendation of approving the paper on arrangements for the Policy and Rules Conference was AGREED with the clarification that the Women's Conference would be comprised of 150 delegates.

The agreed proposal is attached as Appendix 3 of these minutes.

[x] Delegation of NEC powers and role of individual NEC Members

The General Secretary introduced the GPFC recommendation for delegation of NEC powers. Such delegation to the General Secretary and the GPFC was required to ensure the efficient management of the Union between NEC meetings. Reports would be given to each NEC meeting, which could, if necessary, reverse the action taken. Delegated authority could not be used contrary to any NEC decision.

The General Secretary reported that he had ruled at the Scottish Labour Party Conference in Inverness that Amicus would support the continuation of the 'First Past the Post' systems for elections.

In terms of the role of individual members, a paper summarising the GPFC discussion on 16th February had been presented by the General Secretary to the GPFC on 15th March. The role of the NEC was to provide overall governance for the Union. This Government was vested in the NEC collectively and not as individuals. NEC members' role was not to replace the Union's rules, procedures or structures. However, where these broke down the complaints procedure would operate. If this failed to resolve matters then NEC members were entitled to refer issues to the General Secretary for consideration by the NEC. To assist NEC members a rota of invitations had been drawn up for Regional Sector Conferences.

After discussion it was moved that the paper on the delegation of powers should stay on the table to allow discussions with constituents and that a decision would be taken at the next NEC meeting. This motion was LOST by 21 votes to 17.

The GPFC recommendation on delegation of powers and role of individual NEC members was approved by 33 votes to 6 [Ian Allinson, Jerry Hicks and Colin Walker asked for their votes against to be recorded].

The Recommendation on delegation of powers was:

The GP&FC notes and welcomes the discussions on delegation of NEC powers. In particular we welcome the expanded explanations underpinning the necessity for delegation of NEC powers to the General Secretary.

The GPFC recognises that delegation is required in order to facilitate the efficient management of the union according to the Rulebook. It is also clear that delegation does not mean any powers are given up, merely that the authority of the NEC is vested in the General Secretary between meetings. Moreover, the General Secretary will report to every NEC meeting at which decisions can, if necessary, be reversed. It is also clear that the General Secretary cannot use delegated authority contrary to a decision already taken by the NEC.

The GPFC notes the paper already circulated to members, which provides an indication of the type of issues that may arise.

In view of this, the GPFC recommends that the NEC agrees to delegate powers to the General Secretary between NEC meetings to enable the General Secretary to manage the union efficiently and effectively.

The Recommendation on Role of Individual NEC members was:

Following the GPFC meeting of 16th February 2004, I was asked to prepare a paper to summarise the discussion on the role of NEC members.

The Chair of the NEC pointed out that the role of the NEC was to provide overall governance for the union, rather than day-to-day operational management. This governance is vested in the NEC collectively and not as individuals.

Since it is both impossible and inappropriate for the NEC to manage the union on a day-to-day basis, it is clear that it was never intended that individual NEC members act in this way. The union has a Rulebook, and procedures adopted under that Rulebook for managing its operations. It has senior officers in each region and sector, who report to the General Secretary and, through him, to the collective NEC. Members set policy in their sector by the National Industrial Committees and National Sector Conferences, and globally for the union via the Policy Conference. Individual industrial issues should be raised within these structures under the management of the relevant National Officer.

Where these agreed structures break down, there is a complaints procedure. Should this fail to resolve matters then NEC members are entitled to refer issues to the General Secretary for redress and consideration by the NEC. Nevertheless, the role of the NEC is to provide governance and not replace the industrial structures, such as reps/stewards committees or national industrial committees. Where NEC members are naturally involved in these structures having sought election, they are not different from any other suitably qualified member and have those same rights.

Management of the union's employees is the responsibility of the General Secretary, to whom they ultimately report. No individual NEC member has any authority (as an individual) to give instructions to or seek reports from any officer of the union, nor to influence operational or management policy in their sector or region, or nationally, other than through channels available to any other individual member already discussed.

NEC elections were structured around constituencies to ensure that no sector dominated the NEC and that there would be a fair cross section. It was not intended that there be a representative function for NEC members in these constituencies, as, say, comparable to a Member of Parliament dealing with and raising questions related to his/her parliamentary constituency. Indeed there are numerous sectors that are not directly represented on the current NEC (e.g. electrical engineering, tobacco, shipbuilding).

Nevertheless, it would be helpful to ensure additional facility over and above that strictly provided by rule by arranging that a NEC member be invited to each regional sector conference. This procedure would allow the NEC to have its report complemented by one of its own number and at the same time assist in widening the understanding of each NEC member as well as providing an opportunity to the representatives to hear directly from the NEC.

It was AGREED to endorse the General Secretary's exercise of delegated power at the Scottish Labour Party Conference in clarifying Amicus policy on electoral systems as being for the 'first past the post' system.

The General Secretary's recommendation that NEC members should attend such conferences as the TUC Congress and the Labour Party Annual Conference on a rota basis as far as possible was also agreed.

It was also confirmed that regional NEC members would be invited to Regional Branch Conferences.

[xi] NEC Elections Nominations for Sectors

The GPFC recommendation that these would be available on individual application was AGREED.

[xii] Dates of future NEC and GPFC Meetings

It was AGREED that the NEC would meet on Tuesday 11th May, Wednesday 14th July, Tuesday 7th September and Tuesday 16th November.

The GPFC would ideally meet approximately two weeks before the NEC

24/04 General Secretary's Report

Campaigns

[i] Pensions

The union's campaigns on pensions continues. This had included a successful lobby of Parliament to coincide with the Pensions Bill's second reading aimed at seeking amendments.

- to provide for retrospection where pension funds had been lost,
- compulsory employer contributions,
- extended consultation for individuals and trustees,
- the inclusion of pension arrangements under the same legislation as wages to allow application to industrial tribunals and
- proposals for the basic State Pension.

Amicus MPs have been briefed. A survey of members and the general public on general issues has revealed wide support for the Amicus campaign and that the pensions crisis would influence voting intentions. Amicus continues to support the Allied Steel and Wire pensioner's legal challenge as part of its campaign. Amicus would be supporting the TUC demonstration on the 19th June.

[ii] Manufacturing

The General Secretary reported on campaigning to achieve a level playing field for employment legislation in Europe and the Amicus approach to Government procurement. Regional manufacturing demonstrations were planned.

[iii] Offshoring

A joint union commission had been established to scrutinise government policy. Employers and government claimed savings would boost investment and lead to lower prices. However, Amicus believed savings would be used to boost dividends and director's salaries.

[iv] Equal Pay

Each National Officer had been instructed to provide target companies for equal pay audits.

[v] Equalities

Amicus was pursuing a legal challenge to the Government's implementation of the EU Equalities Directive.

[vi] Property

A short-term property review would be presented to the May NEC. It was AGREED to sell Cudham Hall.

A longer-term property review arising from planned mergers would be presented in due course.

[vii] Integration

It was AGREED that National Officers and National Secretaries should have the common title of National Officer.

[viii] NEC Induction

The General Secretary outlined arrangements for NEC induction sessions, which would include an overnight followed by presentations on the State of the Union, administration and finance and presentations by Assistant General Secretaries on their areas of responsibility.

[ix] Anchor Housing Association Staff Association

Anchor HA Staff Association had voted by 97% to transfer their engagements to Amicus. The following motion was AGREED:

“The NEC welcomes the ballot of members of the Anchor Housing Group Staff Association and agrees to lodge the transfer of engagement document with the Certification Officer and authorises the General Secretary to take all further necessary steps to complete the merger.”

[x] Nick Burdon and Dennis Blockley Fund

The General Secretary reported on the actions, proposed in a paper to the NEC, to support the fund which were AGREED.

These proposals were:

- *A letter to go out in the General Secretary’s name to all Branches and Regional Councils requesting donations to the Fund at least once a year*
- *To allow an Amicus training centre, to be used by a student(s) for one week’s study on a no cost (to the fund) basis.*
- *An article in the Union’s magazine*
- *A link from the Amicus Website to the Fund’s own website*
- *To continue to give the Fund the support they have so far received at Annual Conference including students attending if time and circumstances permit, collections, reports of the Fund being circulated inside the hall by Standing Orders, comments in the NEC report where possible etc.*

- *To provide for a senior officer/manager, to be a Trustee of the Fund and to remain as the main link between the Fund and Amicus.*

These provisions subject to a review of delivery of international aid/charity arrangements

[xi] Craft Sector

Arising from the previous NEC and other representations the General Secretary reported that the arrangements for the Craft Sector were listed in Rule 13 which had been fully debated at the Rules Commission and Amicus Rules Conference. The Craft had chosen not to be designated as an industrial sector, preferring to retain their previous structures. As a consequence their working representatives attended Regional Sector Conferences as observers and that they could not be elected to Regional Councils via that route or through Craft Committees. Craft members could seek election to the Policy Conference via Regional Branch Conferences or via the National Craft Conference.

[xii] Colombia

Roger Lyons reported on the recent joint War on Want/TUC delegation to Colombia and outlined the appalling situation facing trade unionists in that country. It was AGREED that campaign materials and the report on the delegation would be circulated to NEC members. A film had also been made of the visit.

[xiii] Finance Report

The 2004 financial projection indicated adjustments arising from harmonisation of contribution rates, rule book changes regarding political levy, reductions in paying membership, rule book provisions regarding branch and regional funds, changes in pension funding and annual pay increases.

The budget figures were discussed and the NEC agreed proposals, and actions taken, to ensure the long term viability of the Union.

The General Secretary reported on discussions with officers and staff concerning a pay increase and approaches to harmonisation. A full pay audit was to be conducted on the union's staff in accordance with recently revised equal pay guidance.

He outlined the current consultation concerning proposed action to deal with deficits in the Union's three pension funds.

The General Secretary reported on the arrangements for voluntary redundancy, which had been accepted to date by 33 officers and 94 members of staff.

It was NOTED that arrangements would need be to made to replace Regional Secretaries and some National Officers.

It was AGREED:

- [a] That the voluntary redundancy programme be approved;
- [b] that necessary action be taken to implement legal advice concerning un-funded pension arrangements for former AEEU full-time Executive Council Members;
- [c] to endorse the Finance Report;
- [d] to progress discussions with full-time officials and staff on pay and harmonisation.

25/04 Organising and Industrial Report

A report was presented which outlined membership and recruitment in January. The report was NOTED.

26/04 Political Report

A report was AGREED which recommended that each Regional Political Conference should elect:

- [a] a Regional Political Committee of 20 members, at least four of whom should be women;
- [b] two members [at least one of whom should be a woman] to the National Political Committee. The NEC would nominate six members to serve on the National Political Committee;
- [c] three members [at least one of whom should be a woman] to the National Labour Party Conference. Six members of the NEC would also be elected to Party Conference. One delegate would be elected from Northern Ireland from the Irish Conference;
- [d] one member to attend the Labour Party Women's Conference. Four members would also be elected by the National Women's Conference and two from the NEC.

It was further AGREED that the Union's Political Officers should be:

Scotland - Hugh Scullion

North West	-	Debbie Brannan
North East	-	Davey Hall
Yorkshire	-	Dick Croft
West Midlands	-	Andy Taylor
East Midlands	-	Nigel Hadfield
Eastern	-	Alf Brewer
Wales	-	Graham Smith
London	-	Joe McGowan
South East	-	Sarah Carpenter
South West	-	Patrick Canavan

It was AGREED to support the Amicus and ACTSA project with a budget of £50,000.

27/04 Correspondence

- a. Request of Pat Mortimer for NEC dispensation to attend Regional Women's Conference.

Not approved by 24 votes to 8.

- b. Request of Ted Knight for NEC dispensation to hold any lay office.

Not approved by 28 votes to 6.

An NEC member raised a question and complaint as to how Ted Knight had obtained his home address for a mailing that that member had received at home. The General Secretary explained that similar queries concerning address distribution had been raised from all political sides during the recent NEC election. Investigation of the complaints confirmed that no addresses had been released on authority from the union.

STANDING ORDERS SUSPENDED.

Motion from Thameside and London South East Branch on the Iraq War.

- (i) During discussion it was moved that the vote be taken.

Carried by 19 votes to 9.

- (ii) Vote on the motion:

Lost by 17 votes to 11.

- c. Request of Hayes Branch for NEC dispensation for Peter Anderson to attend the London Branch Conference.

Not approved by 20 votes to 7.

- d. Request of Chelmsford No. 1 Branch for NEC dispensation for Mike Adams to attend the Eastern Branch Conference.

Not approved by 20 votes to 7.

- e. Request of John Hird for NEC to accept service as local councillor in terms of full-time employment.

Not approved by 25 votes to 2.

- f. Branch mergers proposed:

Falkirk and Forth Valley
Northallerton and Darlington
Newcastle East and Byker
Phillips Washington and Washington
Motherwell and Monklands Lodge

Approved.

28/04 Disputes and Repudiations

Payment of Dispute Benefit for members at William Cook and London Taxi International was AGREED.

It was AGREED to repudiate industrial action at:

FKI Energy Technology Blackwood
NSS Industrial Ltd., Buxton Clement Project
AMEC Industrial Wallsend

APPENDIX 1 – LAY MEMBERS' EXPENSES

This appendix refers to NEC minute 23/04 [iii]

The National Executive Council (NEC) is legally responsible for the finances of the Union.

In order to fulfil this requirement, the NEC is obliged to ensure that appropriate financial procedures operate and are fully complied with at all times.

The following updated guidelines replace previous procedures in respect of Claims for Expenses.

1. CLAIM FORMS

Members submitting a claim for the reimbursement of expenses in respect of union meetings and activities on behalf of the Union, **MUST** ensure the following requirements are met:

- i) Full details of the relevant expenditure incurred must be included on the appropriate Lay Members Expenses Form.
- ii) All receipts wherever practicable must be attached to support each item of expenditure.
- iii) The Regional Secretary or National Officer responsible for the meeting will ensure that the claim submitted is legitimate (and therefore valid for payment by the union) and will sign the claim form on behalf of the member involved.

The respective Regional Secretary or National Officer, will be authorised not only to ensure that all claims submitted are legitimate but where necessary to reject a claim that is not in accordance with these guidelines.

The Finance department will usually make payment within five working days of receiving the claim form. A new claimant may also send their Bank or Building Society details to enable the transaction to be paid direct to their respective Bank/Building Society account by BACS.

2. TRAVEL

In respect of claims relating to travel costs, the NEC has agreed that members will wherever possible be expected to utilise the most economical means of transport. Officers and others organising meetings, courses and conferences should ensure that rail warrants are used for rail travel wherever possible. Travel costs will only be reimbursed as follows:

- i) By car – a rate of 32p per mile will apply. For travel outside a member's own region, mileage can be claimed only up to the equivalent of the second class rail fare. Where several members travel in one car, only the driver may claim for mileage.

- ii) By train – 2nd class return rail fare will apply.
- iii) Air fares will only be appropriate on the basis that the Officer authorising the expenditure considers that either the distance involved, the start time of the meeting coupled with the alternative higher costs of overnight accommodation, make air fares the only practicable means available
- iv) The Union, both to reduce travel disruption to members and to ensure that train costs are minimised, issues Rail Travel Warrants. Members are expected to apply for such warrants fourteen days prior to the meeting.

3. SUBSISTENCE

When lunch is not provided as part of a Union related activity, a subsistence allowance of £5.00 will be claimable. The Union activity involved must be clearly identified and must be claimed on each occasion. If it is necessary to claim for an evening meal subsistence allowance of £10.00 will apply. All claims must have a relevant receipt attached. In addition, an additional supplement of £25.00 will be paid to members who have to stay a night on Union business in central London.

4. LOSS OF PAY

It is the accepted practice that members will negotiate time off with pay from their employer for Union responsibilities.

If the employer will not co-operate the appropriate Regional Secretary/National Officer must be approached to resolve the problem and in the circumstances where this is unsuccessful, loss of pay must be accompanied by confirmation from the employer indicating the loss of net pay. In exceptional circumstances where this is not possible (e.g. due to short notice etc), payment will only be made on the authority of the appropriate Regional Secretary/National Officer. Loss of pay is restricted to those members employed and working. Self-employment and loss of earnings related to shift working must be proven.

The following earnings-related claims will not be paid:

- i) Overtime payments
- ii) Bonus payments
- iii) Missed Tribunal or Civic Duty payments etc.

Claims for loss of earnings must be identified for each meeting and must relate to net pay only. No “overall figures” will be accepted.

5. OVERNIGHT ACCOMMODATION

Where overnight accommodation is essential, the Union will reimburse reasonable actual accommodation costs. Accommodation will be booked by the Union wherever possible. All claims relating to accommodation must be agreed with the authorising officer in advance.

APPENDIX 2 – BRANCH STANDING ORDERS

This appendix refers to NEC minute 23/04 [v]

AMICUS BRANCH STANDING ORDERS

These Standing Orders are issued and may be amended from time to time by the National Executive Council in accordance with its powers under Rule 19(6). They are subject to and should be read in conjunction with the rules of the Union and in particular Rule 19. They may only be varied in respect of a particular branch with the prior approval of the National Executive Council.

1. The branch shall meet at the designated time, day and place which can only be changed with the consent of the Regional Council. If the Regional Council refuses to agree to a change, the branch may appeal in writing to the National Executive Council whose decision shall be final.
2. If the designated day for a branch meeting falls on a public holiday, the branch may decide at a previous meeting to hold the meeting on a different day. A meeting which takes place on a day other than the designated day shall not be entitled to elect branch officers or branch delegates, nominate a candidate for office or approve a resolution to be submitted to any other body of the Union unless it is a special summonsed meeting pursuant to rule 19(5).
3. The quorum for a branch meeting shall be not less than 5 members of the branch. The meeting shall begin promptly at the designated time or as soon thereafter as there is a quorum. Any delay in opening the meeting or in dealing with any branch business shall require the approval of the members present.
4. The branch Chair shall be responsible for the conduct of branch meetings. If he/she is absent, the members present shall elect a substitute to take his/her place for that meeting.
5. All those present at the meeting shall sign and print their names in the attendance register which shall be retained by the branch Secretary. If the Chair is not satisfied that an individual is a member of the branch, he/she may require that individual to write his/her full name and address in the attendance register and to produce proof of identity (e.g. union card, driving licence etc.) to the branch Secretary before taking any part in the meeting.
6. Members who attend the branch meeting place to pay contributions but do not take any part in the branch meeting shall not sign the attendance register or be counted as being present at the meeting.

7. A member of the Union who is not a member of the branch shall be entitled to attend a branch meeting as a visitor on condition that he/she writes his/her full name and address in the attendance register, identifies him/herself as a visitor and produces proof of identity to the branch Secretary. A visitor shall only be entitled to speak during the meeting with the consent of the meeting. A visitor shall not be entitled to take part in any vote of the meeting.
8. A full time officer who is acting as the Secretary and/or Treasurer of a branch but is not a member of the branch shall be entitled to speak on any matter but shall not be entitled to vote.
9. The meeting shall deal with branch business in the following order:
 - (1) If the Chair is absent, elect a substitute.
 - (2) Read branch minutes, consider any matters of accuracy, endorse the minutes and then deal with any matters arising.
 - (3) Election of branch officers and branch delegates to other bodies.
 - (4) Nomination of candidates for office within the Union.
 - (5) Approval of resolutions to be submitted to other bodies in accordance with the rules.
 - (6) Consideration of matters referred to the branch by the National Executive Council.
 - (7) Affiliations to Constituency Labour Parties and other local affiliations.
 - (8) Proposals for General Purposes expenditure.
 - (9) Consideration of correspondence received by the branch.
 - (10) Reports from delegates from the branch on meetings they have attended as a delegate.
 - (11) Consideration of any other matters raised by members of the branch or by a visitor to the branch.

Once a branch meeting has elected a branch officer or delegate; decided which candidate the branch wishes to nominate; or decided on a resolution to be submitted to another body; that question may not be reopened at that meeting.
10. The Secretary shall prepare a minute recording the number of members of the branch present and the decisions taken by the branch meeting which shall be read

out at the next branch meeting and, when endorsed by that meeting, signed by the Chair.

11. The Chair shall control the meeting and decide for how long members can speak and when more than one member wishes to speak, decide who shall speak first. If the Chair intervenes all those present shall be silent. No other member shall interrupt another member while that member is addressing the meeting. Members must comply with the Union's policy on harassment and no member shall use foul, abusive or threatening language or otherwise cause a disturbance. The Chair may exclude from the meeting a member who behaves in a disorderly, disruptive or otherwise unacceptable manner.
12. The Chair's ruling on any question shall be final unless it is challenged and the challenge upheld by not less than two thirds of the members voting.
13. Any member of the branch may make a proposal to the meeting in respect of any decision to be taken by the branch. There shall be no requirement that any such proposal must be seconded. The Chair shall put all proposals made to a vote at the meeting. Voting shall be by show of hands.
14. The Chair shall be entitled to vote on all matters before a meeting but in no case shall he/she have a second or casting vote. If the votes are equal, the proposition before the meeting shall fail.
15. A new member of a branch shall be entitled to play a full part in branch business except that he/she shall not vote on the nomination of a candidate for office (other than branch office) unless he/she was a member of the branch at the date the election was called and he/she shall not vote on the election of a branch delegate to another body or the approval of a resolution to be submitted to another body if he/she has already voted on the matter in his/her previous branch
16. Elections and nominations shall be decided by a single vote and the candidate who receives the most votes shall be declared elected or nominated. When the branch has to choose between competing proposals, this shall be decided by a single vote with the proposition that receives the most votes being adopted.
17. When a substitute delegate is to be elected this shall be done separately from and after the election of the delegate for whom he/she is to be a substitute.

This appendix refers to NEC minute 23/04 [ix]

AMICUS POLICY AND RULES CONFERENCE AMICUS NATIONAL SECTOR CONFERENCES

Under Rule the NEC confirm for Conferences 2004/5:

1. Size of Policy and Rules Conference and numbers of Delegates to be elected from Women's, National Sector, Regional Branch and Irish Conferences and National Equality Forums.

Based on current membership the figures are as follows:

Paying Members **693,865**

Size of Conference
[one delegate per 1000 paying members] 694

Women's Conference 81

613

National Sector Delegates 460
[at least 75% of 613]

of which:

Aerospace [inc Shipbuilding]	41[39-2]
Business Services	3
Chemicals & Pharmaceuticals and Process	24[12-12]
Construction	34
Craft	14
Education	10
Elec. Eng., Electronics, IT	25
Energy	17
FPA, incl. CMA, Manufacturing Staff	29
Finance	24
Food, Drink & Tobacco	13
Foundry	10
General Industries	63
Government Departments	7
Health Service	43
Local Authorities	10
Metals	11
Motor Components	28
Motor Vehicles	19

Servicing	9
Transport	14
	[7 Airlines, 7 Railways]
Voluntary & not for Profit	12

This leaves:

Branch, Irish, Equalities Delegates	153
-------------------------------------	-----

of which:

Equalities	16
[Four from each of Youth, Disabled, Black & Ethnic Minority, LGBT]	

Branch, Irish	137
---------------	-----

of which pro rata to Membership:

North East	9
Yorkshire and Humberside	12
East Midlands	10
Eastern	9
London	13
South East	11
South West	9
West Midlands	14
North West	21
Scotland	12
Wales	10
Ireland	7

Nb: Additional delegates will be elected from Unifi and GPMU if these transfers are implemented in 2004.

2. Sectors for Conferences:

The above figures referred to the National Sectors listed in Rule 11.

The exact configuration of Sector Conferences used in the previous sections and the resulting National Officers are different to that list. For these reasons we will organise:

- separate Aerospace and Shipbuilding Conferences
- separate Chemicals & Pharmaceuticals and Process Conferences
- a single Foundry & Metals Conference
- separate Airlines, Airports, Aircraft Maintenance and Railways, Buses and Ferries Conferences
- the Business Services Conference jointly with the Finance Conference

3. Secretaries of Regional Sector Conferences, Regional Women's Conferences and Regional Equality Forums

This should be delegated to Regional Secretaries. Further consideration to be given to Secretaries of National Sector Conferences.

4. Number of Motions for Conferences

It is suggested that these split in the same proportions as delegates ie once number of motions for women is determined split 75% Industrial Sector, 25% Branch

- [a] from branches to the Regional Branch Conference
 - one General Policy Motion per branch
 - one Rule Amendment per branch

- [b] from Regional Branch Conferences [including Irish Conference] to the Policy Conference
 - two General Policy Motions per region
 - one Rule Amendment per region

- [c] from Regional Sector Conferences to National Sector Conferences
 - one Industrial Sector Motion per region
 - one General Policy Motion per region
 - one Rule Amendment per region

- [d] from National Sector Conferences to Policy Conference
 - two to five General Policy Motions per sector [will depend on size of sector] but making 84 in total
 - one to three Rule Amendments per sector but making 48 in total

- [e] from Regional Women's Conferences to National Women's Conference
 - one General Policy Motions per region
 - one Rule Amendment per region

- [f] from National Women's Conference to Policy and Rules Conference
 - eight General Policy Motions
 - four Rule Amendments

- [g] from Regional Equality Forums to National Equality Forum

- one General Policy Motion
- one Rule Amendment

[h] from national Equality Forums to Policy and Rules Conference

- one General Policy Motion
- one Rule Amendment

5. Size of National Sector Conferences

[a] 150 Delegates

Women
General Industries
Health

[b] 100 Delegates

Aerospace and Shipbuilding
Chemicals & Pharmaceuticals and Process
Construction
Electrical Engineering, Electronics and IT
Energy
Finance
FPA
Motor Components
Motor Vehicles
Women

[c] 60 Delegates

Education
Food, Drink & Tobacco
Government Departments
Local Authorities
Servicing
Transport
Voluntary and not for profit

[d] 30 Delegates

Business Services
Metals
Foundry

Based on the size of these National Sector Conferences, regional delegations will be calculated pro rata to membership together with consultation with Regional Secretaries and National Officers.

6. Regional Sector Committees

These are comprised of the delegates elected to the National Sector Conferences. However in some cases this can be a

small number. It is therefore suggested that regional sector committees should have a minimum of 6 delegates [ie if fewer than six delegates are to be elected to the National Conference, extra delegates should be added to the Sector Committee. If more than six delegates are to be elected to the National Conference then these delegates will serve as the Sector Committee.