

## **STANDING ORDERS – AREA ACTIVIST MEETINGS**

### **1) Purpose**

The Area Activist Meetings shall have two purposes:

- 1.1 strategic geographical focus– concentrating on the industrial situation in the geographical area it covers and set a local strategic agenda, including an organising strategy within the parameters of national policy
- 1.2 to elect representatives to attend the relevant Area Activists Committee

### **2) Attendees**

- 2.1 The Area Activist meeting shall be composed of activists in different companies, sectors and branches across the specific geographical area with the region which it covers.
- 2.2 The Executive Council will place a requirement upon Regional Secretaries to ensure that there is the maximum participation of women and BAEM accountable representatives at the Area Activist Meeting.
- 2.3 Any individual representative is only entitled to attend one Area Activists meeting and stand for election to only the Area Activists Committee to be elected at that meeting. That should be in the Area in which his/her workplace is situated.
- 2.4 When the Area Activist Meeting is divided into occupational or other constituencies, only those delegates from that constituency may vote at the meeting in the election for that section of the Area Activists Committee.
- 2.5 Area Activist Committees will usually consist of not less than 10 delegates and not more than 20.
- 2.6 The Regional Secretary shall set the date for the Area Activist Meetings, and ensure that appropriate Regional Officials are given sufficient notice of the scheduled dates. The Regional Secretary shall send a calling notice to all appropriate accountable representatives of workers advising of the date, time and venue of their specific Area Activists meeting.

### **3. Chair**

- 3.1 The meeting shall elect a delegate to Chair the meeting from amongst the delegates in attendance.
- 3.2 The Chair shall have an ordinary vote on all matters
- 3.3 The Chair shall not have a casting vote

### **4. Secretary**

4.1 The Regional Secretary (or other appropriate regional official delegated by the Regional Secretary) shall act as Secretary to the meeting – advising the chair as appropriate and recording decisions taken and the outcome of the elections.

## **5. Order of Business**

5.1 The Order of Business for the Meeting shall include:

5.1.1 Report of the Secretary on the conduct of the Meeting including the elections.

5.1.2 Election of Chair

5.1.3 Apologies for Absence

5.1.4 Election of Tellers

5.1.5 Discussion of Regional Strategy (including organising strategy) for the geographical area covered by the Area Activists Committee to be led off by the Regional Officer. Motions on organising, campaigning and public policy issues relevant to the particular area will be taken here.

5.1.6 Equalities

5.1.7 International

5.1.8 Election of delegates to sit on the Area Activist Committee

## **6. Conduct of election of delegates to sit on the Area Activists Committee**

6.1 The Regional Administration shall provide details of the number of delegates to be elected to the Area Activists Committee and the constituencies they shall be elected from as appropriate.

6.2 The Regional Administration shall also provide details of the proportion of women and/or Black and Asian ethnic minority delegates to achieve proportionality on the committee.

6.3 For the purposes of supervising the election the meeting shall elect two tellers who are not candidates in the election.

6.4 Nominations will have been made in advance of the meeting.

6.5 Votes shall be cast by a ballot vote from amongst those constituency delegates present at the meeting.

6.6 Any dispute about the conduct of an election should be settled by the Chair. If it is not possible to settle any dispute at the meeting, then an appeal should in the first be lodged with the Regional Secretary who has overall responsibility for the conduct of the elections.

6.7 In the unlikely event that any such dispute cannot be settled in the Region, an appeal against the decision of the Regional Secretary can be forwarded to the Joint General Secretaries, who may delegate handling the appeal to an appropriate senior official.

## **7. Conduct of Business**

7.1 The Chair shall be responsible for the conduct of the meeting. Delegates may only speak when called by the Chair. The Chair shall have discretion on whether to allow a delegate to speak more than once on a subject.

7.2 The Chair shall have the same speaking rights as any other delegate. 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.

- 7.3 A delegate 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, delegates should not interrupt another speaker.
- 7.4 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 delegates present.
- 7.5 Save as provided herein, the business of the Meeting shall be conducted in accordance with the normal rules of debate as laid down by Walter Citrine in the ABC of Chairmanship.
- 7.6 In the event of an equality of votes, the proposition before the meeting shall not be carried.

## 8. **Smoking/Alcohol**

- 8.1 There shall be no smoking or consumption of alcohol allowed at the Meeting.