

**Trades Councils Conference
Standing Orders and Rules for the
Election of the TUC JCC**

1. DATE OF ANNUAL CONFERENCE

- a. The Annual Conference of Trades Union Councils shall be held on one of the last three weekends in May or either of the first two weekends in June, except when otherwise determined by the Trades Union Councils' Joint Consultative Committee.
- b. The Conference shall be organised by the TUC Office with support from the host Trades Council/Association and the Regional TUCJCC rep.

2. BUSINESS OF CONFERENCE

- a. The business of the Conference shall be arranged by the TUC JCC acting as the Conference Standing Orders Committee.
- b. The business of the Conference shall be taken as follows:
 - i. Welcome on behalf of the General Council
 - ii. Welcome by a representative of the TUC JCC or a representative of the local Trades Union Council.
 - iii. Chair's Address
 - iv. Appointment of Tellers
 - v. Appointment of Scrutineers
 - vi. Report of Trades Union Councils' Joint Consultative Committee
 - vii. Motions and Amendments
 - viii. To confirm the election of the TUCJCC.
- c. The conference may also include guest speakers and workshops agreed by the Standing Orders Committee.

3. CHAIR OF CONFERENCE

The Conference Chair shall be the Chair of the Trades Union Councils' Joint Consultative Committee. In their absence the Chair shall be taken, if possible, by another General Council member of the TUCJCC.

4. MOTIONS

- a. Trades Union Councils and Associations may submit one motion for consideration by the Standing Orders Committee to be placed on the Conference Agenda.

- b. Motions should be concerned with the organisation or work of Trades Union Councils or Associations (or with implementing some aspect of Congress policy).
- c. Motions may be no longer than 400 words.
- d. Motions must be received at the TUC not later than the first Monday 10 weeks prior to conference.
- e. Each Trades Council and Association may submit two amendments to the motions on the agenda.
- f. Such amendments must reach the TUC by the first Monday 6 weeks prior to conference and may be no longer than 60 words.
- g. Movers to accept or reject amendments to their motion(s) by the Friday three weeks prior to conference.
- h. The TUCJCC will be responsible for the preparation of the agenda and motions and amendments will appear in the name of the Trades Councils and Associations concerned.
- i. No motion, amendment or reference back can be accepted which is explicitly in conflict with declared Congress policy or decisions of a special conference of Executive Committees called by the General Council.
- j. Composite motions –where the TUCJCC consider it appropriate, the TUC office will cooperate with the Trades Councils/Associations moving the motions and amendments in order that composite motions may be obtained wherever possible.
- k. The agreement of the movers of motions and amendments will be sought and compositing arrangements will be completed 10 days prior to conference.
- l. In the event of the unintended absence from Conference of a delegate from a Trades Council or an Association which has submitted a motion which is included in the Conference agenda, the Chair may, at his or her discretion, formally move the motion on behalf of the Trades Council or Association.
- m. Trades Councils/Associations represented at the Conference may, subject to the approval of the TUCJCC, submit an emergency motion for consideration by the Conference. Any such emergency motion must be received by the TUCJCC not later than their meeting on the day prior to the holding of the Conference. The TUCJCC will adhere strictly to the following criteria when considering proposed emergency motions for the Conference agenda:
 - i. The substance of the proposed emergency motion must concern a new issue which falls within the objects of Trades Union Councils and Associations, and which was not generally known prior to the closing date for motions and amendments and could not, therefore, have been submitted as a substantive motion.
 - ii. The substance of the proposed emergency motion concerns an event occurring after the closing date for motions and amendments which

substantially and significantly alters the nature of an issue which was generally known prior to the closing and is not already the subject of a motion on the Conference agenda.

- n. In order that urgent matters may not be omitted from the Conference agenda, the TUC JCC is permitted to place not more than two motions onto the Conference agenda.

5. SELECTION OF TRADES UNION COUNCILS' CONFERENCE MOTION TO BE SENT TO CONGRESS

- a. Following the decision of the TUC General Council in 2009, to allow a motion from the trades union councils' conference to be submitted each year to Congress, the following selection procedure will take place.
- b. Only resolutions passed by the conference can be voted on.
- c. A numbered ballot paper will be given to each delegate. The ballot paper will have spaces for the delegate to insert the number and title, as it appears in the final conference agenda, of the resolution that they wish to vote for. Each delegate will be allowed one vote.
- d. A clearly marked ballot box will be available to delegates. Delegates will be able to vote after the first motion has been passed.
- e. Voting will close 15 minutes after the last motion has been voted on by conference and counting will begin immediately.
- f. The Chair will announce the results of the ballot at the earliest opportunity prior to the close of conference.

6. REPRESENTATION

- a. Each Trades Union Council registered by the General Council may be represented at the Conference by one delegate, who shall be allowed one vote.
- b. Each Association may be represented by up to three delegates each with the right to vote.
- c. Proxy voting shall not be allowed.
- d. Where an Association elects two delegates, at least one of those delegates shall be a woman.
- e. Where possible funding for the second and third delegate will be paid from any sponsorship raised. This should cover hotel costs and travel expenses. Nomination forms for delegates to the Conference must be received at Congress House no later than the Friday 5 weeks prior to Conference. Nomination forms arriving after this date shall only be approved at the discretion of the TUCJCC

who shall also decide the pooled fare to be paid by the delegate(s) whose nomination(s) were received after the closing date.

7. ELECTION OF TRADES UNION COUNCILS JOINT CONSULTATIVE COMMITTEE

- a. The Trades Union Councils' Joint Consultative Committee is a Committee of the General Council consisting of members appointed by the General Council and of one Trades Union Council representative from Wales and each of the TUC regions in England. nomination may be made by any Trades Union Council or Association for the representative for their area.
- b. The TUCJCC should meet at least five times a year.
- c. No candidate shall be eligible for election to the Committee unless they are a delegate to the Conference.
- d. If a nominee is unable to attend the Conference because of illness, or other reason acceptable to the TUCJCC, their nomination shall stand and the Trades Union Council or Association concerned may be represented by a substitute delegate who is eligible under Rule6 (a) and who completes the appointment of delegate form.
- e. Sitting members of the TUCJCC are not required to be a delegate of their Trades Union Council or Association to the Conference; this is to allow their Trades Union Council to nominate a voting delegate to the Conference.
- f. A Trades Union Council nominating its own delegate for the Committee shall submit the nomination form, together with the appointment of delegate form. A Trades Union Council or Association may nominate a delegate of some other Trades Union Council, but this nomination will only be valid if the Trades Union Council of which that nominee is a member is not itself sponsoring some other nominee.
- g. Nominations must be submitted not later than the Monday 10 weeks prior to conference and ballot papers, together with candidates' statements, shall be circulated no more than 10 days after the closing date for nominations. The vote will be held by email ballot and all registered Trades Union Councils, whether represented at the Annual Conference or not, shall be entitled to one vote.
- h. Voting papers must be received by the TUC not later than the Wednesday prior to the commencement of Conference.
- i. The nominee securing the highest number of votes in each area shall be declared elected and shall serve until the next Conference: he or she will be eligible for renomination.

- i. Should the ballot in any area result in a tied vote, the candidate securing the lowest number of votes shall be eliminated and a second ballot shall be held at the Conference. Trades Union Council delegates at the Conference from the area concerned shall be issued with ballot papers and the candidate securing the highest number of votes shall be declared elected.
 - ii. Should this ballot result in a tied vote, the tied candidates only will be submitted to a vote, by a show of hands, of all delegates to the Conference. Before this vote is taken the written statements of any of the tied candidates, which were circulated with the first postal ballot as provided in Rule 6 (e), shall be circulated to all delegates at the Conference. The candidate securing the highest number of votes shall be declared elected.
- j. Should any vacancy be declared during the period of the office of the Committee, the Committee shall decide whether the vacancy may be filled by the highest unsuccessful candidate in the area for which the vacancy is declared, or a new election be held, or, because of the short period of office remaining, the vacancy shall not be filled until the next annual election.
- k. Candidates may submit, together with their nomination form, a statement of up to 100 words about their service to the trade union Movement. The statement shall be confined to details of the candidate's service to the trade union Movement. Any candidate found to be making a false statement shall be disqualified from election.
- l. The Chair of the TUCJCC, which is an Advisory Committee to the TUC General Council, is elected by the TUCJCC from among the General Council members on the Committee at its first meeting after each Congress.
- m. The Chair presides at the Conference following the date of their appointment. In their absence the chair shall be taken, if possible, by another General Council member of the TUCJCC elected by the Committee.

8. POOLED FARES

- a. All Trades Union Council and Association delegates to the Conference must participate in the pooled fare, and any balance due to the pool must be paid before entry to the conference hall.
- b. The TUCJCC shall have the authority to base the calculation of the pooled fare on the most favourable rail fares obtainable. Irrespective of the actual mode of travel used by delegates, the amounts to be paid into and out of the pool will be based on these rail fares.

9. TELLERS AND SCRUTINEERS

The Conference shall appoint from amongst the delegates at the Conference, four tellers and scrutineers for the purpose of recording votes in connection with the business of the Conference.

10.REPORT AND AGENDA

The Trades Union Councils' Joint Consultative Committee shall submit to the Conference a report of their work during the past year. The report of the Committee and the Agenda for the Conference shall be printed and sent to each Trades Union Council and conference delegate 7 days prior to the Conference date.

11.DEBATE

- a. The mover of a motion on the Agenda for the Conference shall be allowed five minutes, the seconder, and subsequent speakers, three minutes. The mover shall be allowed four minutes to reply to any opposition to the motion.
- b. No new matter may be introduced with the reply. The vote on the motion shall be taken immediately after the mover has replied.
- c. A delegate shall not speak more than once on each item unless permission is given by the Chair. Remarks made must be strictly confined to the explanation or point of order raised.
- d. Only elected delegates can address the conference with the following exceptions – TUCJCC members speaking on behalf of the TUCJCC, Conference Chair or invited speakers.
- e. The TUCJCC will inform the conference in advance of their position on motions - (Support, Oppose, Listen & Decide, Remit or Oppose etc.).
- f. When a motion, that the TUCJCC wishes to ask for remittance on, has been moved and seconded the Chair shall call a TUCJCC speaker into the debate.
 - i. The TUCJCC speaker shall give the committee's view on the motion and the reason for asking for the remittance and advise conference that if remittance is not accepted then conference will be advised to vote against the motion.
 - ii. The chair will then ask the mover if remittance is accepted, if yes then conference will be asked if remittance is accepted. If yes, then the motion

will be remitted to the TUCJCC who will consider the motion with the carried motions at their next meeting and report on action taken to the next Annual Conference.

- iii. If the mover or conference declines the request to remit, then the Chair will inform the conference that the TUCJCC is opposed to the motion and debate will continue in the usual way.
- g. If any delegate, representing either an Association or a Trades Union Council, has informed conference that she or he is unable to attend Conference, and thereby not able to move their motion, the Chair of the Conference will have the discretion (after consulting the TUCJCC) to formally move that motion. If an apology or an explanation for absence is not given, then the motion will fall.
- h. Any motions not taken due to a lack of time will automatically be remitted to the TUCJCC.

12. ORDER OF SPEAKERS

Where practicable, each delegate shall use the rostrum when speaking. If the President rises to call a delegate to order, or for any purpose connected with the proceedings, the delegate speaking shall resume his or her seat, and no other delegate shall rise until the Chair has authorised the discussion to proceed.

13. PRESIDENT'S RULING

Should any delegate refuse to obey the Chair when called to order, he or she shall be named by the Chair, and shall be expelled from the hall for the remainder of the session and shall not be allowed to take further part in the Conference proceedings without the consent of the Conference.

14. CLOSURE

- a. The Previous Question, Next Business, or the Closure, may be moved and seconded only by those delegates who have not previously spoken during the debate, and there shall be no speeches on such motions.
- b. Should the Closure be carried, the mover of the original motion shall have the right to reply in accordance with Rule 10(a) before the vote on the matter under debate is taken.

- c. In the case of motions of Next Business or Previous Question, if carried, no vote on the substantive motion is taken.
- d. If, in the President's judgement, there is no material difference of opinion among the delegates he/she shall have power to stop the discussion and submit the proposition to the vote of the Conference.

15.VOTING

The method of voting shall be by show of hands, and no other business shall be taken, nor shall a delegate address the Conference while a vote is being taken. In the case of voting being equal, the President may give a casting vote on the advice of the TUCJCC.

16.SUSPENSION OF STANDING ORDERS

Any delegate may, for stated purposes, move the suspension of Standing Orders, and the motion, on being seconded, shall be put to the meeting without debate or amendment. If two-thirds of the delegates present agree with the motion, the suspension shall immediately take effect.

17.DELEGATE TO CONGRESS

- a. The Conference of Trades Union Councils will be represented at Congress by a delegate.
- b. Each Trades Union Council and Association may nominate one candidate for selection as the delegate to the Congress following annual conference.

Note: The delegate to Congress from the annual conference of trades union councils is able to move the annual conference's motion to Congress under Rule 18 (d) of the TUC Rules and Standing Orders. The TUC Rules and Standing Orders do not confer any right for the trades union council delegate to otherwise speak to or vote on the business of Congress.

- c. Nominees must be delegates to the Conference and their names and details on the nomination form provided must be received by the TUC at least one week prior to the opening date of the Conference.
- d. Each candidate will submit on the appropriate form details of their service to Trades Councils, to the trade union Movement and to the community.

- e. The selection of the successful candidate will be made by Conference. Where there is more than one nomination, the delegate will be chosen via a by a secret ballot of all delegates at the Conference.