

## Administrative Guidance on Additional Seats System (RISCs)

Each Regional Industrial Sector Committee (RISC) has total number of total seats as signed off by the Executive Council. This total is broken down into seats allocated to sub-sectors / companies as appropriate. Each RISC is then advised of the minimum number of seats required for women and BAEM members to reach Rule 11 minimum proportionality.

When electing the RISC at the RIS Conference should the minimum proportionality not be met, the RISC may add the number of unfilled minimum proportionality seats to the total number of delegates allocated to the RISC and hold these reserved for the purpose of achieving minimum proportionality.

For example

RISC XYZ Total seats 22 with minimum of 4 women and 3 BAEM

| CONSTITUENCY      | TOTAL SEATS | ELECTED | WOMEN | BAEM |
|-------------------|-------------|---------|-------|------|
| Company A         | 4 seats     | 4       | 0     | 1    |
| Company B         | 3 seats     | 3       | 0     | 0    |
| Company C         | 4 seats     | 4       | 0     | 0    |
| Company D         | 2 seats     | 2       | 1     | 0    |
| Company E         | 2 seats     | 2       | 0     | 0    |
| Company F         | 2 seats     | 2       | 1     | 0    |
| Women's Committee | 1 seat      | 1       | 1     | 0    |
| LGBT+ Committee   | 1 seat      | 1       | 0     | 0    |
| BAEM Committee    | 1 seat      | 1       | 0     | 1    |
| Disabled Mem Comm | 1 seat      | 1       | 0     | 0    |
| Young Mem Comm    | 1 seat      | 1       | 0     | 0    |
| TOTALS            | 22          | 22      | 3     | 2    |

In this example there are 22 total seats including the equality and young member committee seats. There is a minimum proportionality requirement of 4 women (3 have been elected) and 3 BAEM (2 have been elected). Minimum proportionality has not been met, but all seats have been filled. Therefore the RISC may have additional seats specifically for the purpose of achieving proportionality to the value of the underrepresentation – in this case 1 additional woman; and 1 additional BAEM member. Only those eligible may fill these additional seats.

***NB: delegates to the RISC from the pre-allocated regional equalities (and young members) committees count towards the overall minimum proportionality figures.***