

# **STANDING ORDERS – REGIONAL INDUSTRIAL SECTOR (RIS) CONFERENCES**

## **1) Purpose**

The Regional Industrial Sector Conference shall have two purposes:

- 1.1 strategic – focus on the industrial situation for the sector in the Region and set a local strategic agenda, including an organising strategy within the parameters of national policy
- 1.2 to elect representatives to attend the Regional Industrial Sector Committees

While one of the purposes of the conference will be to focus on the strategic position of the sector in the region, with a view to formulating an action plan and organising strategy for the RIS Committee, it will not be the purpose of the conference to submit motions to higher bodies of the union.

It will not be the purpose of the conference to decide nominations to other bodies or elect delegations to higher bodies other than the RIS Committee.

## **2) Attendees**

- 2.1 The RIS Conference will be open to all accountable representatives of workers in that Regional Industrial Sector to attend.
- 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 RIS Conference.
- 2.3 All accountable representatives of workers in the Regional Industrial Sector will be eligible to stand for election to the Regional Industrial Sector Committee.
- 2.4 When the RIS Committee is divided into occupational or other constituencies, only those delegates from that constituency may vote at the conference in the election for that section of the RIS Committee.
- 2.5 The constitution of each RIS Committee is agreed by the Executive Council and will be advised by the Regional Secretary.
- 2.6 The Regional Secretary shall set the date for the Regional Industrial Sector Conferences and ensure that appropriate National 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 RIS conference.

## **3. Chair**

- 3.1 The conference shall be chaired by the outgoing Chair of the Regional Industrial Sector Committee. Should, for whatever reason, the outgoing Chair not be available then the

conference shall elect a delegate to Chair the Conference 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 conference – advising the chair as appropriate and recording decisions taken and the outcome of the elections. Subsequent meetings of the Regional Industrial Sector Committee, to be properly constituted, will require the presence of a full time official nominated by the Regional Secretary to act as secretary.

#### **5. Order of Business**

- 5.1 The Order of Business for the Conference shall include:
  - 5.1.1 Report of the Secretary on the conduct of the Conference including the elections.
  - 5.1.2 Apologies for Absence
  - 5.1.3 Election of Tellers
  - 5.1.4 Discussion of Regional Strategy (including organising strategy and bargaining strategy) for the Industrial Sector to be led off by the National Officer. Motions on industrial issues may be taken here.
  - 5.1.5 Equalities
  - 5.1.6 International
  - 5.1.7 Election of delegates to sit on the RIS Committee

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

- 6.1 The Regional Administration shall provide details of the number of delegates to be elected to the RIS 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 conference shall elect two tellers who are not candidates in the election.
- 6.4 Nominations will have been made in advance of the conference.
- 6.5 Votes shall be cast by a ballot vote from amongst those constituency delegates present at the Conference.
- 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 Conference, 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 General Secretary, 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 their 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 Conference 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 conference shall not be carried.

- 8. Smoking/Alcohol**

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