

REGIONAL COMMITTEE CONSTITUTION

1. NAME

This Committee shall be known as the CWU London Regional Committee.

2. COMPOSITION

The Committee shall be composed of:

- (a) A Chair, Secretary and Assistant Secretary elected annually under the procedures laid down at paragraph 7.
- (b) Branch delegates from Branches within the Regional Committee boundary in line with the following formula:

Up to 1000 members 1 delegate
1001 to 2000 members 2 delegates
2001 and over members 3 delegates

3. OBJECTS

The objectives of the Regional Committee shall be to receive reports from the Regional Secretary, exchange knowledge and information, stimulate interest in TUC and Labour Party organisations within the Region and pursue matters as directed from time to time by the National Executive Council.

4. AUTHORITY

- (a) The Committee shall operate under the authority and directive of the National Executive Council. It shall be subject to the decisions of Annual Conference.
- (b) Regional Committees shall not have the right to interfere with the internal affairs of any Branch of the Union.

5. MEETINGS

- (a) The Committee shall meet four times each year in accordance with a timetable agreed with the National Organising Secretary. The January meeting will be the Annual General meeting. Due cognisance must be taken of the closing dates for the submission of business to Annual Conference when convening meetings.
- (b) The hours of business of the Committee shall be 10.00 am to 12.45 pm and 2pm to not later than 4.30 pm.
- (c) Notice of meetings, the minutes of the previous meeting, the Secretary's report and terms of any motions received will be dispatched not later than fourteen days prior to the date of the meeting.

(d) All meetings shall adopt the Standing Orders appended to this constitution.

6. DUTIES OF REGIONAL OFFICERS

(a) Chair

The Chair will preside over meetings of the Regional Committee and meetings of the Regional Political Committee. The Chair shall be responsible to the National Executive Council for the proper conduct of the meetings.

(b) Secretary

The Regional Secretary shall be the principal representative of CWU Headquarters in the Region and shall co-ordinate all activity in the Region.

The Regional Secretary shall undertake correspondence on behalf of the Regional Committee. The Regional Secretary will be responsible for the preparation of minutes of all meetings of the Regional Committee and Regional Political Meetings which will be held 28 days prior to the Regional Committee meeting and shall be responsible for forwarding these minutes to the National Organising Secretary within 7 days of the termination of the meeting.

The Regional Secretary will be responsible for preparing written reports, the paragraphs of the reports to carry recommendations and the draft reports to be forwarded to the National Organising Secretary not later than 28 days prior to the date of the meeting.

By right of office the Regional Secretary will be included as part of all Regional Labour Party delegations (except in Northern Ireland). In the event that the Regional Secretary is not a member of the Labour Party the Assistant Secretary will take on this role, or the Regional Chair, if the Assistant Secretary is not a member of the Labour Party. This process will not increase the CWU constituency delegation entitlement.

By right of office the Regional Secretary will be included on all Regional TUC delegations (except where elected at Annual Conference) again the constituency of which the Regional Secretary is part of will not have an increase in its delegation entitlements.

A Regional Secretary, when not a Branch delegate, shall attend Annual Conference in an ex officio capacity, having the right of speech but no voting powers. They may participate in the discussions at Conference at the specific request of a Branch within the Region.

(e) Assistant Secretary

The Assistant Secretary shall deputise for the Regional Secretary during absence.

6. ELECTION PROCEDURES

Regional Secretary

The National Organising Secretary will invite nominations from all Branches within the Region. If an election is necessary a timetable will be published and ballot papers will be issued to each

Branch who will be allocated a vote according to membership size. The timetable will aim to conclude the election prior to the AGM.

Regional Chair

The election of the Chair will take place at the AGM. The successful Regional Secretaries constituency will not be allowed to nominate or accept nominations for the position of Chair. If ballots are necessary the Regional Secretary will act as the returning officer. All Branches will be eligible to vote and will be allocated a vote in accordance with membership size.

Assistant Secretary

Nominations will be sought from the constituency that does not hold the Regional Secretary or Chair. If an election is necessary the procedure will be the same as for the Chairs election.

To be elected for any officer position, a candidate must receive more votes than any other candidate and receive more votes in their own constituency than any other candidate.

7. ALTERATIONS TO RULES AND STANDING ORDERS

- (a) The constitution of each Regional Committee shall be subject to review and approval by the National Executive Council from time to time as may be required and no Regional Committee shall amend or alter any terms of its constitution without the prior approval of the National Executive Council.
- (b) No Regional Committee may adopt any bye-law or Standing Order at variance with the constitution approved by the National Executive Council or at variance with these rules.

STANDING ORDERS OF CWU REGIONAL COMMITTEE

1. ORDER OF BUSINESS

- (a) Adoption of Standing Orders
- (b) Minutes of Previous Meeting
- (c) Regional Secretary's Reports together with associated Amendments.
- (d) Motions and Amendments
- (e) Any Other Competent Business.

2. MOTIONS

- (a) Branches desiring to submit a motion for the consideration of the Regional Committee shall send it in writing to reach the Chair not later than twenty-eight (28) days before the meeting.
- (b) No motion shall be accepted for the Agenda unless it has been submitted to and approved by the sponsoring Branch Committee.
- (c) Motions which are accepted by the Chair shall be forwarded to the National Organising Secretary not later than twenty-one (21) days prior to the date of the meeting.
- (d) Any motion submitted which deals with a subject covered by the Regional Secretary's Report shall be treated as an amendment to the recommendation at the end of the relevant paragraph.
- (e) Motions shall be circulated in advance of the meeting to Branches by the Regional Secretary.

3. AMENDMENTS

- (a) Any amendments to motions or recommendations contained in the Regional Secretary's Report shall be sent in writing to reach the Chair not later than three (3) days prior to the meeting.
- (b) Such amendments accepted by the Chair shall be circulated to the delegates at the opening of the meeting.

4. ORDER OF DEBATE

- (a) A delegate shall stand when speaking and shall address the Chair and if two or more members rise to speak at the same time, the Chair shall decide to whom priority shall be given.
- (b) A delegate who speaks, shall direct his speech strictly to a motion under discussion, or to a question of order.
- (c) Motions or Amendments in the name of a Branch must be moved by a delegate of

that Branch.

(d) Proposers of motions on the Agenda and speakers replying to a debate shall be allowed eight minutes, but other speakers shall be limited to four minutes.

Proposers of motions to amend reports shall be allowed four minutes and subsequent speakers, three minutes. Speeches shall be due to be completed within the times allowed. An extension of time granted to a speaker shall not exceed that originally granted.

(e) Formal motions excepted, the mover of an original motion may reply to the discussion and shall confine themselves to answering previous speakers, and shall not introduce any new matter into the debate. No other delegate shall be heard a second time on any motion or amendment.

(f) No discussion shall be allowed on formal motions, such as “That the meeting be now adjourned” or “That the debate now be adjourned” or “That the meeting proceed to the next business”.

(g) A second motion, “That the meeting do now adjourn” or “That the debate be now adjourned” or “That the meeting now proceed to the next business” shall not be made within a period of one hour of meeting time unless it is suggested by the Chair.

(h) A motion or amendment once made and seconded shall not be withdrawn except by the majority consent of the meeting.

(i) If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

(j) Points of order must deal with the conduct and procedure of debate.

5. SUSPENSION OF STANDING ORDERS

(a) Any one or more of the Standing Orders, in any case of urgency, or upon a motion made on notice duly given, may be suspended at any meeting in regard to any business at a meeting. The Standing Order of Orders involved must be specified in any such motion. A motion for the suspension of Standing Orders will not be deemed carried unless a clear majority of the delegates present, vote in favour.

(b) A second motion for the suspension of Standing Orders for the purpose of varying the order of business, shall not be accepted within a period of one hour of meeting time, unless it is suggested by the Chair.

6. VOTING

Decisions of the Regional Committee meeting will be by consensus of those Branches in attendance.