

Approved by the NEC 18 March 2022 (NEC/1345)

UNIVERSITY AND COLLEGE UNION

Standing orders of the climate and ecological emergency committee and the climate and ecological emergency annual meeting

1 CLIMATE AND ECOLOGICAL EMERGENCY COMMITTEE

1.1 Terms of reference

The climate and ecological emergency committee is an advisory committee established by the National Executive Committee. It is the role of the climate and ecological emergency committee to advise and to make recommendations to the National Executive Committee on any issues specifically related to the climate and ecological emergency and environmental sustainability. The committee will be responsible for the organisation of the climate and ecological emergency annual meeting. The committee will meet on dates specified in the UCU calendar or as agreed by the NEC.

The quorum for meetings of the committee is one third of the voting representatives.

1.2 Composition

The committee will consist of: 8 representatives elected by the climate and ecological emergency annual meeting; two members elected by and from the National Executive Committee (one from the further education sector, one from the higher education sector); and the General Secretary and Officers, *ex-officio*. The General Secretary and Officers will have all rights of committee membership except that they will not be entitled to vote.

1.3 Chairing

The committee will appoint a Chair and a Vice-Chair from amongst its members, by election if necessary. The Chair shall serve for a period of one year, and may be re-elected for further periods. If the Chair is from HE, the Vice-Chair will be from FE, and vice-versa.

1.4 Eligibility

To be eligible for election or co-option to the committee, candidates must be in good membership standing and be in qualifying employment under rule 3.1.1, or have been in qualifying employment within the preceding 6 months, unless a pattern of casualised work in the post-16 education sector can be proven within the preceding 24 months. Any persons elected or co-opted will cease to be members of the committee if their membership of UCU terminates or lapses during their term of committee membership. Any casual vacancy arising will be dealt with under standing order 1.8.

1.5 Term of office

Each year, representatives attending the climate and ecological emergency annual meeting will elect four members to serve for a period of two years immediately following the annual meeting. After four or more consecutive years of elected membership there will be a break of one year before a candidate becomes eligible to serve on the committee again.

1.6 Nominations

Each branch/local association will be invited annually to submit to the General Secretary one nomination for membership of the committee, using a nomination form issued by head office. At the time of nomination, candidates will confirm that they fulfil the criteria for eligibility set out in 1.4 above, and will provide proof of their qualifying employment, in the same form as the proof that is required for NEC nominations. The deadline for receipt of nominations will be 14 days before the annual meeting.

Nominations submitted by branches/local associations must have been approved either by a quorate branch meeting, or by a quorate branch committee meeting. The secretary of the branch/local association will confirm that nominations submitted have received such approval.

1.7 Elections

The election of committee members will be determined by secret ballot of all voting representatives during the climate and ecological emergency annual meeting. Voting will be in a single ballot conducted by single transferable vote. Of the four full term committee places elected each year, two members will be elected from the higher education sector, and two members will be elected from the further education sector. Should there be a casual vacancy or an unfilled vacancy at the time of the annual meeting it will be filled by the candidate with the next highest number of votes after members have been elected to the full-term vacancies.

1.8 Co-options

The committee will have the power to co-opt members where:

- (i) an insufficient number of nominations have been made to the committee at any annual meeting
- (ii) a casual vacancy arises between annual meetings

Members co-opted must fulfil the criteria for eligibility outlined in paragraph 1.4 above. Co-options will only occur in these circumstances and will cease at the annual meeting following co-option when elections will take place. When co-opting, the committee shall take gender balance, and sectoral balance, into account.

1.9 Voting

Where a decision is not reached by consensus, the chair will take a vote. Any vote will be conducted by a show of hands of those present and voting. Where the vote is tied, the state of affairs that existed previously will prevail.

1.10 Minutes

The minutes and any recommendations of the climate and ecological emergency committee will be sent to the National Executive Committee.

1.11 Amendment to standing orders of the committee

The committee or the climate and ecological emergency annual meeting may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.

2. CLIMATE AND ECOLOGICAL EMERGENCY ANNUAL MEETING

2.1 Date of meeting

The climate and ecological emergency annual meeting will be held annually on a date specified in the UCU calendar.

2.2 Terms of reference

The annual meeting will advise and make recommendations to the climate and ecological emergency committee and National Executive Committee on matters relating to climate and ecological emergency and environmental sustainability.

The annual meeting will *inter alia*:

- (i) receive the report of the climate and ecological emergency committee;
- (ii) debate and vote on motions proposed by branches/local associations and by the climate and ecological emergency committee;
- (iii) elect members of the committee as described in paragraphs 1.4–1.7 above.

2.3 Composition

In addition to the members attending under paragraph 2.4 below, the meeting will include elected members of the climate and ecological emergency committee, the National Executive Committee members appointed to the committee, and the Officers and General Secretary, *ex-officio*.

2.4 Branch/local association representatives

Members with an interest in furthering the union's work on climate and ecological emergency may register to attend the meeting, subject to a mechanism for determining a maximum size. The mechanism will be determined by the committee, subject to endorsement by the National Executive Committee and may include provision for the attendance of observers. Names of members attending will be notified to the General Secretary not later than 14 days before the meeting.

Members attending the annual meeting are normally expected to report back to their branch on their attendance and on the content of the meeting. Branch officers should facilitate this reporting back, which may take the form of an oral or written report.

2.5 Chairing

The annual meeting will be chaired by the chair of climate and ecological emergency committee, or, in their absence, by the Vice-Chair.

2.6 Motions

Branches/local associations will be invited to submit up to three appropriate motions, using a form provided by head office, to the General Secretary, which must be received 21 days before the date of the annual meeting. The climate and ecological emergency committee may also submit motions. Motions for consideration and decision will be limited to matters of climate and ecological emergency and environmental sustainability and not matters relevant to UCU members more generally.

Motions submitted by branches/local associations must have been approved either by a quorate general meeting, or by a quorate branch committee meeting. The secretary of the branch/local association will confirm that motions submitted have received such approval.

Resolutions passed at the annual meeting will be advisory. They will be submitted to the National Executive Committee, together with any advice and recommendations from the climate and ecological emergency committee, and a copy of the draft minutes of the annual meeting.

2.7 Voting on motions

Only the following members, present at the annual meeting, may vote: members of the climate and ecological emergency committee elected by the annual meeting, and registered delegates. Voting on motions will be by show of hands, unless the Chair directs otherwise. Where the vote is tied, the state of affairs that existed previously will prevail.

2.8 Material for the annual meeting

The following material will be circulated direct to representatives attending, and made available to branch/local association secretaries for information, before each annual meeting:

- (i) an agenda for the meeting;
- (ii) the motions received;
- (iii) the nominations received for the climate and ecological emergency committee
- (iv) a copy of the relevant parts of Congress standing orders covering the conduct of business (para 2.10 below).

2.9 Quorum

Twenty members will constitute a quorum for the transaction of business.

2.10 Conduct of business

In managing the conduct of business and rules of debate, the Chair of the annual meeting will have regard to the relevant parts of the standing orders for UCU Congress.

2.11 Amendments to standing orders

The annual meeting may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.