

## **UNIVERSITY AND COLLEGE UNION**

### **Standing Orders of the Equality Standing Committees and Annual Equality Conferences**

#### **1 NATIONAL EQUALITY STANDING COMMITTEES**

##### **1.1 Terms of reference**

As determined by national rule 23.1, there shall be five National Equality Standing Committees: a Black Members' Standing Committee (BMC); a Disabled Members' Standing Committee (DMC); an LGBT+ Members' Standing Committee (LGBT+MC); a Migrant Members' Standing Committee (MMSC); and a Women Members' Standing Committee (WMC). It shall be the responsibility of the standing committees to advise and to make recommendations to the National Executive Committee, normally through the Equality Committee, on any issues arising specifically from or related to the interests of the specific section of members whom they represent. The standing committees will be responsible for the organisation of their respective Annual Equality Conferences. In addition, the standing committees will: select the UCU delegates to the relevant TUC Equality Conferences and propose motions and amendments to the National Executive Committee for submission to those conferences; put forward candidates for relevant TUC committees for endorsement by the National Executive Committee; and encourage self-organised networking among the relevant section of the membership. The standing committees will meet on dates specified in the UCU Calendar or as agreed by the NEC.

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

##### **1.2 Composition**

Each standing committee will consist of: 10 representatives elected by the appropriate Annual Equality Conference; the appropriate National Executive Committee equality seat holders; the General Secretary and those Officers who self define as belonging to the appropriate group. The General Secretary and Officers will have all rights of committee membership except that they will not be entitled to vote.

##### **1.3 Chairing**

Each year, the standing committees will elect their own chairs from among the relevant NEC equality seat holders. Chairs shall serve from as soon as possible after the annual Congress meeting until the close of the next annual Congress meeting, subject to re-

appointment for further periods. The standing committees will elect their own Vice-Chairs each year at the first meeting following the relevant Annual Equality Conference.

#### **1.4 Eligibility**

To be eligible for election or co-option to the standing committees, candidates must be in good membership standing and belong to the relevant constituent group (belonging to these groups being self-defined in all cases). At the time of nomination, candidates must be in qualifying employment under rule 3.1.1, or have been in qualifying employment within the preceding 12 months. Any persons elected or co-opted will cease to be members of the standing committees if their membership of UCU terminates or lapses during their term of committee membership.

#### **1.5 Term of office**

Each year, delegates attending the Annual Equality Conferences will elect five members to serve on the relevant standing committee for a period of two years immediately following the conference. 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 each of the standing committees, using a nomination form issued by headquarters. At the time of nomination, candidates will confirm that they belong to and are willing to represent their relevant equality group, and will provide proof that they are in qualifying employment, or have been in qualifying employment within the preceding 12 months, 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 properly constituted meeting of members from the relevant constituent group, 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 standing committee members will be determined by secret ballot of all voting delegates present during the relevant annual equality conferences. Voting will be in a single ballot conducted by single transferable vote. Should there be a casual vacancy or an unfilled vacancy at the time of the annual conference 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 standing committees will have the power to co-opt members where an insufficient number of nominations have been made to the committee at any annual conference, or in the case of a casual vacancy arising between annual conferences. 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 conference following co-option when the vacancy can be filled through the process of election. When co-opting, standing committees (other than the WMC) shall take gender 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 status quo ante will prevail.

### **1.10 Congress**

In accordance with national rule 16.6.4, each national Equality Standing Committee may send two motions and two amendments to National Congress and two motions and two amendments to each Sector Conference.

### **1.11 Minutes**

The minutes and any recommendations of the meetings of the standing committees will be submitted to the Equality Committee and to the National Executive Committee.

### **1.12 Amendment to standing orders**

The standing committees may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee and following reference to the Equality Committee.

## **2. ANNUAL EQUALITY CONFERENCES**

### **2.1 Date of meeting**

The conferences will be held annually on dates specified in the UCU Calendar, following consultation with the Equality Standing Committees and the Equality Committee.

### **2.2 Terms of reference**

The annual conferences will advise and make recommendations to the National Executive Committee, the Equality Standing Committees and the Equality Committee, on matters affecting Black, disabled, LGBT+, migrant and women members.

The annual conferences will *inter alia*:

- (i) receive the report of the appropriate Equality Standing Committee;
- (ii) debate and vote on motions proposed by branches/local associations and by the standing committees in accordance with section 2.6;
- (iii) elect members of the Equality Standing Committees as described in paragraphs 1.4–1.7 above.

### **2.3 Composition**

In addition to the members attending under paragraph 2.4 below, the annual conferences will include the National Executive Committee members occupying the relevant equality seats, the General Secretary; and those elected members of the Equality Committee who self-define as belonging to the appropriate group.

### **2.4 Membership**

In accordance with Rule 23.2 members may attend subject to a mechanism for determining a maximum size. The mechanism will be determined by the Equality 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.

Unless requested otherwise by the member attending, branch secretaries will be notified of any members of their branch who have attended an annual equality conference.

Members attending an annual equality conference 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**

Each annual equality conference will be chaired by the Chair of the appropriate Equality Standing Committee, or, in their absence, by the Vice Chair.

### **2.6 Motions**

Branches/local associations may be invited to submit up to three appropriate motions, using a form provided by headquarters, to the General Secretary which must be received 21 days before the date of the annual conference. The Equality Standing Committees may also submit motions. Motions for consideration and decision will be limited to matters of direct concern to the relevant constituent groups of members represented at the conferences.

Motions submitted by branches/local associations must have been approved either by a quorate general meeting, or by properly constituted meetings of the relevant groups of Black, disabled, LGBT+, migrant or women members, 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 annual equality conferences will be advisory. They will be submitted to the National Executive Committee, together with any advice and recommendations from the Equality and Standing Committees, and a copy of the draft minutes of the annual conferences.

## **2.7 Voting on motions**

Only elected members of the relevant Equality Standing Committee and notified delegates present at each annual conference may vote. Voting on motions will be by show of hands, unless the Chair directs otherwise. Where the vote is tied, the status quo ante will prevail.

## **2.8 Material for the conferences**

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

- (i) an agenda for the meeting;
- (ii) the motions received;
- (iii) the nominations received for the standing committees;
- (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 Chairs of the annual conferences will have regard to the relevant parts of the standing orders for UCU Congress.

## **2.11 Amendment to standing orders**

The Annual Equality Conferences may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee and following reference to the Equality Committee.