

**Approved by UCU NEC 8 June 2007 (NEC/3)**  
**Amended by UCU NEC 2 May 2008 (NEC/107)**  
**Amended by UCU NEC 18 March 2011 (NEC/460)**  
**Amended by NEC 2 December 2011 (NEC/530, 530A)**  
**Amended by UCU NEC 3 May 2013 (NEC/734)**

## **UNIVERSITY AND COLLEGE UNION**

### **Standing orders of the Academic-Related Staff Committee and Academic-Related Staff National Annual Meeting**

#### **1 ACADEMIC-RELATED STAFF COMMITTEE**

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

The Academic-Related Staff Committee is a Special Employment Interest Committee constituted under rule 24.1, representing professional staff in higher education institutions. It shall be the responsibility of the Academic-Related Staff Committee to advise and to make recommendations to the National Executive Committee on any issues arising specifically from or related to the employment of members in academic-related roles. Whilst representing the interests of academic-related staff working in higher education, the committee remains mindful of the varied trade union recognition arrangements that exist in relation to this staff category, and respects the relevant spheres of influence of our sister unions in this regard. The committee will be responsible for the organisation of the Academic-Related Staff National 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: eight representatives elected by the Academic-Related Staff National Annual Meeting; two members appointed by and from the National Executive Committee; and the General Secretary and Officers, *ex-officio*. Officers and members appointed by the National Executive Committee 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 two Vice-Chairs from amongst its members, by election if necessary. Chairs shall serve for a period of one year, subject to re-appointment for further periods. Of the categories administrative, library and computing staff, the two Vice-Chairs will be elected from the two categories from which the Chair is not.

## **1.4 Eligibility**

To be eligible for election or co-option to the committee, candidates must be in good membership standing and be employed in an academic-related role, and if not employed at the time of nomination, have been employed on such a contract within the last year. 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. If an individual's contract of employment changes during their term of elected membership on the committee such that they are no longer employed in an academic-related role, that member will remain on the committee unless he or she chooses to resign from the committee.

## **1.5 Term of office**

Each year, representatives attending the Academic-Related Staff National 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 up to three nominations for membership of the committee, using a nomination form issued by headquarters. At the time of nomination, candidates will confirm that they are employed in an academic-related role and that they are willing to represent academic-related staff, and will identify themselves as a member in an administrative, library or computing role. Within each of these three categories, a branch may nominate only one member from that branch. 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 general meeting, or by a properly constituted meeting of academic-related staff, 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 Academic-Related Staff National Annual Meeting. Voting will be in a single ballot conducted by single transferable vote. Of the four full-term committee places elected each year, at least one administrative staff member will be elected; at least one library staff member will be elected, and at least one computing staff member will be elected. 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 an insufficient number of nominations have been made to the committee at any annual meeting or in the case of a casual vacancy arising 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 conference following co-option when the vacancy can be filled through the process of election. When co-opting, the committee shall take gender balance, and balance between members in administrative, library and computing roles, 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 person occupying the chair will have a second, casting vote.

## **1.10 Congress**

In accordance with national rule 16.6.4, the Academic-Related Staff 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 Academic-Related Staff Committee will be submitted to the HE Sector Committee.

## **1.12 Amendment to standing orders**

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

# **2. ACADEMIC-RELATED STAFF NATIONAL ANNUAL MEETING**

## **2.1 Date of meeting**

The Academic-Related Staff National Annual Meeting will be held annually on a date specified in the UCU Calendar, following consultation with the Academic-Related Staff Committee.

## **2.2 Terms of reference**

The annual meeting will advise and make recommendations to the Academic-Related Staff Committee and National Executive Committee on matters affecting members employed in academic-related roles.

The annual meeting will *inter alia*:

- (i) receive the report of the Academic-Related Staff Committee;
- (ii) debate and vote on motions proposed by branches/local associations and by the Academic-Related Staff 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 the members of the Academic-Related Staff Committee, including the National Executive Committee members appointed to the committee and the Officers and General Secretary, *ex-officio*.

### **2.4 Branch/local association representatives**

Each higher education branch/local association may send two voting representatives to the annual 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 from across the union membership.

Branch/local association representatives will be elected by a quorate general meeting, or by a properly constituted meeting of academic-related staff, or by a quorate branch committee meeting. Names of representatives will be notified to the General Secretary not later than 14 days before the meeting.

### **2.5 Chairing**

The annual meeting will be chaired by the Chair of the Academic-Related Staff Committee, or, in their absence, by a 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 meeting. The Academic-Related Staff Committee may also submit motions. Motions for consideration and decision will be limited to matters of direct concern to staff in academic-related roles and not to UCU members generally.

Motions submitted by branches/local associations must have been approved either by a quorate general meeting, or by a properly constituted meeting of academic-related staff, 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 Academic-Related Staff Committee, and a copy of the draft minutes of the annual meeting.

### **2.7 Voting on motions**

Only elected members of the Academic-Related Staff Committee and elected representatives of branches/local associations present at the annual meeting may vote. Voting on motions will be by show of hands, unless the Chair directs otherwise. Where the vote is tied, the person occupying the chair will have a second, casting vote.

## **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 Academic-Related Staff 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 Amendment 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.