

Standing orders of the National Executive Committee

1. Membership

- 1.1. The Committee shall comprise those elected to it under Rule 18.2.

2. Convening of meetings

- 2.1. The Committee shall approve scheduled cycles of meetings for the Committee and its sub-committees. In addition, special meetings of the Committee may be convened by:
- a) a decision of the President in consultation with the General Secretary, or
 - b) a resolution of a meeting of the Committee, or
 - c) a majority of the members of the committee putting a request to hold a meeting in writing or by email to the General Secretary. Such requisitions will include a statement of the urgent and timely business which requires a meeting to be held. Requisitioned meetings shall be held as soon as practicable, and no later than 3 weeks after the requisition is received.
- 2.2. The General Secretary will notify members of the Committee of the Committee's meetings, in good time, with not less than 14 days' notice.
- 2.3. The General Secretary will notify members of the Committee of special meetings, with not less than 5 days' notice save in exceptional circumstances.

3. Business of the Committee

- 3.1. The President in consultation with the General Secretary will agree an agenda for each meeting of the Committee.
- 3.2. The agenda will be sent to members not later than 7 days before the day of the meeting. As far as is possible, papers for consideration at a meeting will be circulated with the agenda. If a paper cannot practicably be circulated in advance, and the matter requires urgent consideration, it may be tabled.
- 3.3. The agenda and any papers for a special meeting of the Committee will be circulated beforehand if possible, or will otherwise be tabled.
- 3.4. Members of NEC may submit up to two motions and two amendments each to a meeting. Motions shall be no longer than 150 words and shall accord with existing Congress policy. The deadline for receipt of motions shall be 5.00pm on the day that is seven calendar days before the meeting. Motions received by the deadline will be pre-circulated with a deadline for amendments of 5.00pm on the day that is two calendar days before the meeting. Motions and amendments received after the deadline will not be accepted unless they are urgent, timely

and require a decision of NEC, and could not have been submitted in accordance with the deadline.

- 3.5. NEC members may additionally submit one report (of up to 1500 words) that they have produced (or have produced in collaboration with other NEC members) to each meeting. Such reports shall be intended to stimulate discussion on a topical issue or provide background evidence for a motion submitted under standing order 3.4. The deadline for receipt of reports shall be 5.00pm on the day that is nine calendar days before the meeting. Reports received after the deadline will not be accepted. A report submitted under this provision is not for adoption or decision by the NEC and the provision to submit amendments does not apply to reports.
- 3.6. Minutes of all decisions of the Committee will be taken and presented for ratification at the next meeting of the Committee. Draft minutes approved by the Chair shall be made available to members within two weeks of each meeting, with the exception of such items as the Chair declares sensitive which shall be published only after some stated embargo period. Ratification of the minutes at the next meeting of the Committee shall include agreement on any embargo periods.

4. Quorum

- 4.1. The quorum for any meeting of the Committee and any of its subsidiary bodies shall be one third of the membership of that body.

5. Chairing

- 5.1. The President shall be the chair, and the President-Elect, Vice-President and Immediate Past President shall be vice-chairs of the Committee. If none of these people can chair the meeting, the meeting will appoint another of its members as chair.
- 5.2. The chair will decide on any points of order that arise. The ruling of the chair may be challenged. The ruling of the chair will be upheld unless a challenge is supported by a simple majority of those members present and voting (an abstention not being counted as a vote for this purpose).

6. Conduct of Business

- 6.1. The Chair shall discourage irrelevance, tedious repetition or failure to address the Chair. Offensive language, aggressive or threatening behaviour and criticism of employees not entitled to address the Committee is not acceptable. The Chair may invite the Committee, without debate, to censure and/or to refuse to hear further any member considered to have persisted in so speaking or acting.
- 6.2. Members may at any time raise a point of order.
- 6.3. The following procedural motions may be moved by any member:
 - a) that the Committee proceed to its next item of business

- b) that the Committee proceed to vote on the motion or amendment under consideration
- c) that the Committee adjourn for a specified period or purpose
- d) that a particular Standing Order be suspended. Such a motion shall require a two thirds majority to be passed.

7. Voting

7.1. 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. In the event of a vote being taken and an equal number of votes recorded, the status quo ante will prevail.

8. NEC Structures

8.1. The Committee may establish sub-committees, working groups or other mechanisms to carry out the sector, equality and other business of the union. All structures of the NEC shall report and make recommendations to the NEC.

8.2. The following committees of the National Executive Committee shall be established:

- Education Committee (EdC)
- Equality committee (EqC)
- Further Education Committee (FEC)
- Higher Education Committee (HEC)
- Recruitment, Organising and Campaigning Committee (ROCC)
- Strategy and Finance Committee (SFC)

8.3. The composition and remit of these committees are set out in Appendix A.

8.4. Committees of the NEC identified above shall be empowered to set up sub-committees and working groups, subject to the approval of the National Executive Committee.

8.5. The NEC shall agree SOs for the establishment and conduct of Special Employment Interest Groups.

9. Attendance by Trustees of the union

9.1. Trustees may attend meetings of the National Executive Committee, and meetings of the Strategy and Finance Committee, the appropriate sub-committee which considers financial matters, and may speak but not vote on notified items of business concerning the finances or property of the Union. Attendance at other sub-committees will be in exceptional circumstances only with the agreement of two of the following: President, Honorary Treasurer and General Secretary.

10. Attendance by staff of the union

10.1. The General Secretary may authorise the attendance of members of staff of the union at meetings of the National Executive Committee or its sub-committees, for the purposes of servicing the Committee, or providing the committee with factual information or with technical or professional advice, or as an observer.

11. General Provisions: Notices and Calendar

11.1 Notices shall be deemed delivered if sent to the postal address last given by the member to the General Secretary.

11.2 In the Rules, for the purpose of calculating 'working weeks', two weeks at each of Easter and Christmas and six weeks ending with that containing the Late Summer Bank Holiday shall be disregarded.

11.3 After consultation with the General Secretary, the President shall draw up a draft Union Calendar for the next academic year and shall propose it to the first NEC following Annual Congress. When approved by the NEC, the General Secretary shall then publish it no later than four working weeks after the end of the annual meeting of National Congress.

12 Amendment of standing orders

12.1 In accordance with UCU rule 18.3, the National Executive Committee may amend these standing orders by a resolution which is supported by at least two thirds of those members present and voting (an abstention not being regarded as a vote for this purpose). Such amendments will require at least six working weeks' notice to the General Secretary, who will promptly notify all NEC members. Unless decided otherwise, such amendments shall have immediate effect.

Appendix A

SUB-COMMITTEES OF THE NEC

1. Matters Common to all Committees

1.1. Meetings shall be scheduled in a calendar of meetings agreed annually by the NEC.

1.2. Meetings additional to the scheduled meetings may be called by the Chair of the committee in consultation with the GS and President, or requisitioned for urgent reasons by a majority of the members of the committee putting a request to hold a meeting in writing or by email to the General Secretary. Such requisitions will include a statement of the urgent and timely business which requires a meeting to be held. Requisitioned meetings shall be held as soon as practicable, and no later than 3 weeks after the requisition is received.

1.3. Committees other than the Sector Committees and the Strategy and Finance Committee shall elect a Vice-Chair at their first meeting following Annual

Congress, from amongst those members who are not of the same sector as the chair.

- 1.4. The General Secretary is entitled to attend and speak at all Committee meetings.
- 1.5. Any recommendation contained in a formal report to NEC and its subcommittees, and any content referred to in a recommendation, can be amended by the elected members charged with approving that recommendation (NEC/HEC/FEC).

2. Matters Common to FE and HE Sector Committees

- 2.1. The Officers shall be entitled to attend as observers the sector committee of which they are not members.
- 2.2. Each sector committee shall be chaired by the President-Elect or Vice-President from the relevant sector.
- 2.3. A minimum of 3 meetings shall be scheduled during the year plus a meeting at Annual National Congress.
- 2.4. Each Sector Committee will elect two Vice-Chairs at their first meeting following the annual Congress meeting. The Higher Education Sector Committee will elect one Vice-Chair from the pre-1992 sector, and one Vice-Chair from the post-1992 sector.
- 2.5. Sector committees shall have due regard to the interests of all groups within their sector.
- 2.6. The arrangements for the submission of motions by committee members are as set out in paragraph 3.4 above.

3. FE Committee (FEC)

- 3.1. The FE Committee shall consist of all members of the National Executive Committee from the FE sector.
- 3.2. The Committee, subject only to any fundamental principles of policy established by the Congress, FE Sector Conference or the National Executive Committee, shall decide policy for all professional and employment matters which are particular to the FE sector.

4. HE Committee (HEC)

- 4.1. The HE Committee shall consist of all members of the National Executive Committee from the HE sector.
- 4.2. The Committee, subject only to any fundamental principles of policy established by the Congress, HE Sector Conference or the National Executive Committee, shall decide policy for all professional and employment matters which are particular to the HE sector.

5. Education Committee (EdC)

- 5.1. The Education Committee shall comprise:
- a) the Officers,
 - b) a Chair who shall be elected by and from the NEC,
 - c) 15 members elected by and from the NEC, to be elected from members of each sector so that the sectoral balance of the total membership of the committee reflects the sectoral balance of the union's membership.
- 5.2 The Committee, subject only to any fundamental principles of policy established by the Congress or the National Executive Committee, shall be responsible for all matters to do with education or professional issues which are not the specific remit of one or other of the sector committees.

6. Equality Committee (EqC)

- 6.1. The Equality committee shall comprise:
- a) the Officers,
 - b) a Chair who shall be elected by and from the NEC,
 - c) the 11 members elected to equality seats under rule 18.11,
 - d) two additional members elected by and from the NEC, to be elected from members of each sector so that the sectoral balance of the total membership of the committee reflects the sectoral balance of the union's membership.
- 6.2. The Committee, subject only to any fundamental principles of policy established by the Congress or the National Executive Committee, shall be responsible for all matters concerning the equality policy of the union.

7. Recruitment, Organising and Campaigning Committee (ROCC)

- 7.1 The Recruitment, Organising and Campaigning committee shall comprise:
- a) the Officers,
 - b) a Chair who shall be elected by and from the NEC,
 - c) ten additional members elected by and from the NEC, to be elected from members of each sector so that the sectoral balance of the total membership of the committee reflects the sectoral balance of the union's membership.
- 7.2. The Committee, subject only to any fundamental principles of policy established by the Congress or the National Executive Committee, shall be responsible for all matters concerning the recruitment and organising activities of the union, and for campaigning subject to the need for working in cooperation with the other relevant committees on campaigns appropriate to their specialist fields of interest.

8. Strategy and Finance Committee (SFC)

8.1. The Strategy and Finance committee shall comprise:

- a) the Officers,
- b) the Chairs of the Equality Committee, the Recruitment, Organising and Campaigning Committee, and the Education Committee
- c) five additional members elected by and from the National Executive Committee, to be elected from members of each sector so that the sectoral balance of the total membership of the committee reflects the sectoral balance of the union's membership.

8.2. The Committee shall be chaired by the President.

8.3. The Vice-President who is President-Elect shall be the vice-chair of the Committee.

8.4. The Trustees of the union may attend meetings of the Strategy and Finance Committee, and may speak but not vote on items of business concerning the finances or property of the union.

8.5. The Committee, subject only to any fundamental principles of policy established by the Congress or the National Executive Committee, shall be responsible for all matters concerning the general direction of the union which do not fall within the specific remit of the other sub-committees, except any reserved to the National Executive Committee. Specifically, the committee shall be responsible for finance, international, legal, property, and staffing matters under the overall responsibility of the National Executive Committee.

The committee shall set up an International Working Group comprising the President or nominee, two other members elected by and from the committee and two other members elected by and from the NEC. The General Secretary or nominee may attend. Wherever possible, business shall be conducted by post or email. Regular reports shall be given to the committee.