

## **DRAFT STANDING ORDERS OF THE EC OF PSC (FROM 2015)**

Under the constitution the EC shall make provision for regulations governing the openness and accountability of the Executive Committee's proceedings and also for Standing Orders for Executive Committee meetings (Clause 14 – Regulations).

### **GENERAL ROLE AND RESPONSIBILITIES**

The Executive Committee: shall be responsible for strategy, policy development, and general oversight of the organisation, its constitution and membership issues.

It shall also be responsible for the implementation of the PSC Annual Plan and oversight of the communications of PSC including all written and electronic publications.

There should be an early EC following the AGM to review strategy in the light of the AGM and to allocate EC responsibilities – including to the sub-committees, campaign roles, branch liaison, organising and fundraising.

Terms of reference for all the officer posts are attached as Appendix 3 – these will be reviewed annually by the EC to reflect changes within the PSC and its policies and priorities..

### **PSC Annual Plan**

The Annual Plan – as agreed by the AGM - establishes priorities based on the objectives, principles and policies of PSC. It is this process that should determine the actions of the officers and staff. The Plan should also be applied as an on-going process – monitoring and measuring progress.

### **1.0 CALENDAR OF MEETINGS**

1.1 The EC will meet not less than 6 times a year,(normally on a Saturday from 11am to 2.00pm). Dates will be scheduled to avoid a conflict with public holidays and religious dates of significance.

1.2 A schedule of meetings will be determined for each incoming EC's term of office at its first meeting. There should be an induction for new EC members at or prior to the first EC after the AGM.

1.3 Meetings in addition to the previously agreed timetable may be called at the request of the Chair or, in the Chair's absence, by the Vice-Chair, or when a majority of the members of the EC request a meeting in writing

### **2.0 AGENDA**

2.1 The Agenda and relevant papers will be issued at least 7 days before all scheduled EC meetings with a proposed timetable for the conduct of business. For ease of reference – all EC papers shall be numbered and dated for the meeting at which they are to be considered. ("Day/s" for the purposes of these standing orders shall mean calendar days.)

2.2 EC members should submit items for inclusion on the Agenda to the Chair/Director 12 days before the scheduled date for the meeting. Items of Any Other Business for late arising or issues not covered by the Agenda should be notified to the Chair in advance of the meeting starting.

2.3 Papers sent out or items received later than above will only be considered if agreed in advance with the Chair that there was good reason or with the consent of the meeting.

2.3 In accordance with the constitution, every duly constituted branch of PSC has the right to place an item on the EC agenda and to send an observer to the EC meeting at which it is discussed.

### **3.0 ATTENDANCE**

3.1 Attendance at the EC, subject to clause 9.9 of constitution, will normally be restricted to elected members, the Director and members of staff whom the Chair and Director agree should attend.

3.2 Where a member is unable to attend due apologies should be sent to the Director.

3.3 Members attending the EC meetings shall withdraw from any agenda item which causes or may cause a conflict of interest.

### **4.0 QUORUM**

4.1 Formal business of the EC can only be conducted when 8 of the voting members are present. For committees of the EC the quorum for formal business shall be a majority of voting members.

### **5.0 VOTING**

5.1 Issues will be decided by a majority of the total votes cast

5.2 Where there is an equal vote the Chair may exercise a casting vote, in addition to her/his deliberative vote.

### **6.0 CONDUCT OF BUSINESS**

- 6.1 All motions for the EC will be circulated in advance, including motions properly submitted by a Branch in accordance with these standing orders. All other motions put before the EC will be in writing and received by the Director before the commencement of the meeting
- 6.2 All contributions and questions will be made through the Chair who will decide the order of speakers.
- 6.3 . EC members should address their comments to the issue being discussed and in a timely fashion.

## **7.0 CHAIR'S RULING**

- 7.1 Any ruling of the Chair is not open to discussion unless the ruling is formally challenged, when the motion "That the Chair's ruling be upheld" shall be put by the Vice Chair without seconding. The Chair's ruling will be upheld unless two-thirds majority of those present and voting at the EC disagree.

## **8.0 COMMUNICATIONS, RESPECT AND CONFIDENTIALITY**

- 8.1 Minutes of EC meetings and its Committees will be issued to EC members, in accordance with S.O. 2.1, at least 7 days before the subsequent meeting. The Secretary shall be responsible for organising the production of the minutes.
- 8.2 Notice of amendments to the Minutes should be received by the Director in advance of the meeting due to consider the minutes.
- 8.3 EC papers should be made available to members in advance of the meeting. Papers labelled "Private and Confidential" will be held on that basis unless the EC decides otherwise.
- 8.4 Proceedings of the EC and its Committees will be kept confidential where the EC or its Committees so decides.
- 8.5 All communications and meetings will be conducted in accordance with PSC Code of Conduct – attached as Appendix 2. This will include the use of e-mail between EC members, which shall only be used for information and consultation purposes.
- 8.7 Following their agreement, the EC shall publish the minutes of its meetings and make available on request to all duly constituted PSC branches. In doing so it will ensure that confidentiality will be respected)
- 8.8 At any meetings where conference calls or video conferences are used – all members must be able to participate and be heard if decisions are to be made.

## **9.0 COMMITTEES OF THE EC AND ADVISORY FORUMS**

- 9.1 EC subcommittees are governed by the overarching authority of the EC.
- 9.2 EC sub committees are responsible for and must prioritise progression of AGM policy as allocated by the EC
- 9.3 These Standing Orders will apply to all other Committees of the EC except as agreed by the EC.
- 9.4 The EC will establish Committees as set out in **Appendix 1**.
- 9.5 The EC may also establish consultative forums to advise on PSC policy.
- 9.6 The EC and officers should **consider establishing task groups to develop specific PSC policies and strategies** – drawing in members from the EC and other members with an interest.
- 9.7 The EC will agree a schedule of meeting dates at its first meeting following the AGM.
- 9.8 The Chair or representative and the Director will be entitled to attend all meetings of the EC's Sub-Committees and Advisory Forums.

## **10.0 SUSPENSION, VARIATION, ADDITION AND AMENDMENT OF THESE STANDING ORDERS.**

- 10.1 The Standing Orders in existence will be used to convene the first post election meeting of the EC.
- 10.2 Adoption of these Standing Orders, or changes to the Standing Orders will be for the EC at its first post – election meeting and if agreed, will take effect immediately. A two-thirds majority of the votes cast will be required.
- 10.3 Any subsequent changes to the Standing Orders once adopted will require a two-thirds majority of the votes cast. Any motion to change the SO's will be moved and seconded at a meeting and will take effect from the end of that meeting.

## **11.0 POWERS AND DUTIES OF CHAIR**

- 11.1 On matters not dealt with in the Standing Orders, the Chair's decision will be final.
- 11.2 On exceptionally urgent business where a meeting of the EC cannot be called, a meeting of the Officers Group Committee will be convened. Where this is not practicable, the Chair's – or in the Chair's absence the Vice-Chair's - decision shall be final. Any action taken by the Chair or Vice-Chair under this Standing Order will be reported to the EC at its next meeting.

## **APPENDIX ONE: SUBCOMMITTEES AND FORUMS**

### **Officers Group Committee**

- The OGC shall be as defined in the constitution (Clause 10.2): the Chair, Secretary, Treasurer, the Office Manager (who will be regarded as the Director for the purposes of these standing orders) and up to two others to be elected by the EC. The EC may agree other EC members to attend who shall be entitled to participate fully in the proceedings of the committee.
- It shall meet when necessary in line with the EC standing orders to deal with any urgent business that may arise in between EC meetings and report any decisions to the next EC.
- Its role is oversight between EC meetings and operational issues arising from the implementation of the PSC Annual Plan and AGM policy; to work with and assist the Director.
- It should meet as required, but at least quarterly to review progress and strategy in relation to political action, communications and fundraising – for which issues it should have specific responsibility.
- It should oversee the implementation and development of the PSC's organising strategy

### **Staff and Management Committee**

- The SMC will meet at least (quarterly). The Committee will report to the EC. Its duties shall consist of: Chair, the Vice-Chair Secretary and Treasurer – with the Director who will be entitled to attend and participate to provide professional advice and guidance – except when the Committee is considering direct line management issues to do with the Director personally.
- It shall be responsible for management of the PSC and its staffing, personnel policies and disciplinary issues– including pay and conditions of service for staff and any statutory responsibilities as an employer .
- It is also responsible for the formal line management of the Director through the Chair – who should have regular 1:1 meetings with the Director. The staff management committee will also meet with other staff individually and collectively as required.
- It shall also establish a protocol setting out the roles and rights of staff for the guidance of both EC members and staff.
- It shall be responsible for the more detailed oversight and drafting of the budget.
- It shall review and advice the EC on the management of PSC finances in line with AGM policy; the preparation of PSC accounts; the setting and management of budgets; Branch funding; Expenses policy; Membership benefits and services; the use of IT across PSC and the collection and management of subscriptions

### **Communications and Editorial Policy Committee**

This shall comprise of the Chair, Director, Publications Officer and two elected EC members as members – along with the Editor (unless a member of the EC) in an advisory capacity. The committee shall determine editorial policy and content in relation to all the PSC's communications – including PN and publications.

Its role should focus on giving guidance and support to all those involved in the production of PSC written and electronic communications - including the Director, staff, the Publications Officer and the PN Editor.

All communications need to work within and reflect the policies and priorities of the PSC. The Director should see the copy of all PSC publications – both electronic and written - before publication, to help ensure this and that PSC's messaging is consistent across all forms of communication.

In the event of a disagreement on this and it is not possible to consult with the CEPC before publication and if agreement could not be reached , then decisions will be made in accordance with S.O.11. There should be consideration given to the need for a separate experts editorial advisory panel which could involve journalists, patrons and branch members with specialist knowledge or interest. The role would be a general advisory one – to make suggestions about style and content of PSC publications and also to be contributors.

### **Campaigns Co-ordinating Committee**

The Committee's role is to strengthen the PSC's campaigning work and in particular assess competing priorities – recognising that it is difficult for the EC to consider detailed issues.

It should also oversee the implementation of the PSC's campaign action plan.

It should comprise of officers with specific campaigns and membership responsibility (Campaigns, TU, Student and Publications Officers) plus any other EC members with specific campaign roles and responsibilities.

Staff with campaign responsibilities should also attend.

## **Consultative forums**

### **PSC Branch Forum**

The Branch Forum shall be a meeting for the interchange of information, discussion and training. Branch Forum is also a key vehicle for discussion with branches. The Forum has an important role as a consultative body for discussion before and after the AGM about the Annual Plan, progress on implementation and policy. The EC will consult on national campaigns and disseminate up to date information on key issues.

The Branch Forum may make recommendations to the NEC, which must be considered and given due weight.

It shall be open to branches, affiliates and individual members.

It shall meet at least 2 times per year, at least once outside London.

EC members would normally be expected to attend at least one forum meeting a year.

Meetings of the Forum will be chaired by the Chair/Vice-Chair or their nominee.

The Director and members of staff will be in attendance and participate in the Forum as appropriate as determined by the Director.

### **Trade Union Advisory Committee (TUAC)**

TUAC shall be the body through which the EC shall consult with and inform all national trade union affiliates. All national trade union affiliates shall be entitled to attend its meetings. It shall normally meet four times a year. The Committee shall nominate 2 representatives of the Trade Union Advisory Committee to the EC annually in the period following the call for EC nominations and prior to the first meeting of the EC following the AGM. Their term of office will be the same as EC members.

TUAC should be consulted on PSC campaigns and issues that have a direct impact on the members or national trade union affiliates and, also, on general policy and strategy. There is an important role for consulting with affiliated organisations in relation motions, policy and campaigning issues within the formal trade union movement, including TUC, GUF's and the ITUC.

### **Patrons**

Patrons will be honorary positions of prominent pro-Palestinian figures who wish to be associated with and help the campaigning of PSC. They should be used as a sounding board to give input and advice.

Patrons should be appointed in accordance with a procedure agreed by the EC on the suggestion of the OGC, an EC member or a branch. In appointing patrons the EC shall have regard to their support of the PSC policies and constitution.

The role of a patron is not a time limited appointment; however the EC ought to review occasionally and, at least every 5 years, to confirm their continued willingness and suitability to be a patron.

Meetings of the patrons shall be convened at least annually. The meetings shall be chaired by the Honorary President/s. The Chair/Vice-Chair should be responsible for formal liaison on behalf of the EC.

### **Appendix 2 Code of conduct**

The constitution says that the EC shall make provision Disciplinary Procedure and codes of practice for EC members and paid staff. This code of conduct has been adopted by the AGM and should apply to all PSC meetings:

We believe that all members have a responsibility to enable everyone to participate in our events and activities and events and to enjoy them by treating others with dignity and respect and in particular by:

- Avoiding personal remarks or behaviour that may cause offence or distress
- Avoiding abusive or discriminatory language, or behaviour or harassing others on the grounds of age, gender, race, colour, disability, sexual orientation & gender identity and religion or belief, or any other personal characteristic
- Checking that the language we use is appropriate including the correct pronunciation of names
- Encouraging others to participate, particularly new or less experienced people
- Challenging inappropriate language or behaviour if you see it or hear it

### **Appendix 3 Officer roles and responsibilities**

The constitution says that the EC shall make provision for terms of reference and Job descriptions for EC members:

the Chair,

The Chair or nominee, normally the Vice-Chair, shall chair all meetings of the PSC EC, its sub-committees and the AGM. The Chair will be responsible for the interpretation of the constitution and the Standing Orders. On urgent business, between meetings of the EC or when the officers cannot be consulted it shall be for the chair to give guidance to the Director on matters of EC policy.

The Chair shall act as a spokesperson and senior representative of the PSC. The Chair shall – on behalf of the EC – act as line manager to the Director.

the Vice-Chair,

(tbc)  
the Secretary,  
(tbc)  
(The Secretary shall have responsibility for membership issues – including discipline and appeals processes. The Secretary should also be responsible for the minutes of the officers and EC.)  
Treasurer,  
(tbc)  
the Trade Union Liaison Officer,  
(tbc)  
the Student Liaison Officer/s,  
(tbc)  
the Campaign Officer,  
(tbc)  
the Publications Officer,  
(tbc)