

**THE NATIONAL UNION OF
PUBLIC WORKERS (NUPW)**

NATIONAL UNION OF PUBLIC WORKERS



RULES

&

STANDING

ORDERS

CONTENTS

	<u>PAGE</u>	
1.		NAME AND ADDRESS 1
2.		SUPREME AUTHORITY 1
3.		AIMS AND OBJECTS 2
4.		MEMBERSHIP 4
		(a) Full Membership 4
		(b) Life Membership 4
		(c) Associate Membership 5
		(d) Honorary Membership 5
5.		CONDITIONS OF MEMBERSHIP 5
		(a) Application for Membership 5
		(b) Application for Re-admission 6
		(c) Subscription 6
		(d) Arrears of Subscription 6
6.		FINANCES 6
		(a) The Financial Year 6
		(b) Investment of Fund 7
7.		ANNUAL GENERAL CONFERENCE 7
		(a) Date, Time and Venue of Annual General Conference 7
		(b) Conference Notice 7
		(c) Conference Agenda 7
		(d) Resolutions, Motions, Questions and other Business and the Agenda 8
		(e) Agenda 8
8.		SPECIAL GENERAL CONFERENCE/MEETING 9
		(a) Summoning 9
		(b) Failure to Comply 9
		(c) Notice and Agenda 9
		(d) Validity of Decision 9

NOTES

CONTENTS

	<u>PAGE</u>
9. PROCEDURE AT GENERAL CONFERENCES	10
(a) Chairman	10
(b) Voting	10
(c) Quorum	10
(d) Decisions	10
10. NATIONAL COUNCIL	11
(a) Authority and Power ..	11
(b) Composition and Duration of Office.	12
(c) Filling of Vacancies	12
(d) Statutory Meetings	12
(e) Resignations	12
(f) Absence from Meetings	12
(g) Minutes	13
(h) Procedure at National Council	
Meetings	13
(l) Interpretation of Rules	13
(j) Industrial Action	13
(k) Removal of Councillors	13
11. EXECUTIVE COMMITTEE	14
(a) Executive Officers	14
(b) General Administration	14
(c) Removal from Office	14
(d) President	14
(e) Vice Presidents	15
(f) General Treasurer	15
(g) Deputy General Treasurer	16

CONTENTS

	<u>PAGE</u>
15. DIVISIONS	20
(a) Management Committee	20
(b) Duties of Division	22
(c) Property	23
(d) Duties of Divisional Officers	23
16. ELECTIONS	24
17. DISCIPLINE	26
(a) General	26
(b) Division	27
(c) Staff	28
18. APPEALS	28
(a) Right of Appeal	28
(b) Procedure of Appeal	28
(c) Decisions Binding	28
19. CESSATION OF MEMBERSHIP	28
(a) Lapsed Membership	28
(b) Terminated Membership	29
(c) Re-Admission of Former Members .	29
20. INSPECTION OF RECORDS	29
21. GENERAL	30
22. AMENDMENTS OF RULES	30
23. DISSOLUTION	30

112. The presence of not less than thirty members or one quarter of the membership of the Division, which ever is less, shall be necessary to constitute a Conference or Branch.

DIVISIONAL COMMITTEE OF MANAGEMENT

113. If a quorum be not present within 30 minutes from the time appointed for the Conference, the Conference shall stand adjourned until such time as the Chairman may direct.

AMENDED BY THE UNION ON 10TH DAY OF MARCH, 1984

NATIONAL UNION OF PUBLIC WORKERS

102. A Select Committee shall consist of not less than three, nor more than nine members, of whom one shall be the mover of the motion setting up the committee.
103. If, on a motion for a Select Committee, any three members rise in their places and demand a ballot, the committee shall be elected by ballot. When there is an equality of votes, the Chairman shall decide by lot.
104. In a Select Committee three member shall be a quorum.
105. The first meeting of a Select Committee shall be held at such time and place as may be ordered by the President or other Conference Chairman, on the request of the member who moved for the appointment of the Committee.
106. The mover of the Select Committee shall be its Chairman unless the Committee decide otherwise so; but when the official Chairman is a member of the Committee he may preside if he desires to do so.
107. The Chairman of a Select Committee shall have a deliberative as well as a casting vote.
108. Order is maintained in Committees by the Chairman.
109. Disorder in Committees shall be reported to, and dealt with, by members in open Conference.

DIVISIONAL GENERAL MEETING

110. The orders relating to General Conference shall, as far as possible, apply to Divisional General Meetings.

QUORUM

111. The presence of not less than 30 members or one quarter of the members.

RULES

**RULES AND STANDING ORDERS OF THE
NATIONAL UNION OF PUBLIC WORKERS**

1. NAME AND ADDRESS

(a) The name of the Union shall be "THE NATIONAL UNION OF PUBLIC WORKERS", herein after called "THE UNION."

(b) The registered office of the Union shall be at Dalkeith Road, St. Michael, Barbados, or such other place as the National Council or General Conference may decide from time to time.

(c) The registered office of the Union or such other place as may be decided upon from time to time by the National Council or General Conference shall be the place of meeting for the transaction of the business of the Union.

(d) Notwithstanding the foregoing, the Executive Committee shall have power to decide upon any other place not so determined if in the view of the majority of members thereof, the circumstances warrant such action.

(e) Notice of any change in the situation of the registered office of the Union shall be made known to the public by advertisement.

2. SUPREME AUTHORITY

The supreme authority of the Union shall vest in the Annual General Conference and subject thereto, between sessions of any Annual General Conference, such authority shall be exercised by the National Council.

93. Any member who objects to offensive words used in debate may move, "That the words to be taken down", and if the motion is agreed to, the Chairman shall direct the words to be taken down, or take them down himself. Objection must however, be taken at the time when the words are used, and not after another member has spoken.

94. A member whose words have been so taken down shall be deemed to be guilty of a breach of order.

95. Any member committing a breach of these rules (not otherwise provided for) shall be dealt with as the meeting by resolution may decide.

COMMITTEE OF THE WHOLE

96. A committee of the whole Conference is set up by a motion agreed to, "That this meeting do now resolve itself into a Committee of the Whole".

97. The Chairman in the Committee of the Whole shall exercise a casting vote only.

98. These rules shall, as far as possible, be observed in a Committee of the Whole except the rule limiting the number of times a member may speak to the same question, and the rule requiring a motion or amendment to be seconded.

99. All committees shall report to the open Conference; members therefore shall adopt or otherwise deal with the report.

100. Speeches made in committees are not reported.

SELECT COMMITTEES

101. A Select Committee may, by resolution, be set up to consider any matter specially referred to it.

BREACHES OF ORDER

90. A member is guilty of a breach of order who:-
- (a) Refuses to vote in a division;
 - (b) Uses objectionable words, and refuses to withdraw them or offer a satisfactory apology;
 - (c) Uses offensive words in reference to another member;
 - (d) Willfully disturbs the orderly conduct of business;
 - (e) Disobeys a lawful order from the Chair.
91. Any member who commits a breach of order may, on being declared by the Chairman to be guilty of disorderly conduct, be punished, on resolution of the Conference: –
- 1) By being ejected from the Conference;
 - 2) By being suspended for a fixed period from attending Conference; or until he offers a satisfactory apology;
 - 3) By being fined.
92. In the case of a charge against a member for disorderly conduct the charge shall be distinctly stated, and a motion made thereon. The member so charged shall then be allowed to make an explanation if he desires to do so, before any penalty is inflicted. Having made his explanation or on refusing to do so, the offending member shall retire from the Conference room, and await the resolution of the Conference in regard to the charge.

3. AIMS AND OBJECTS

The aims and objects of the Union shall be:

- (a) To ensure the complete organisation in the Union of:
 - (i) all persons employed by the Government of Barbados;
 - (ii) all persons employed in Barbados in a civil capacity by any statutory body, board, regional institution or any other body directly or indirectly financed in any measure by the Government of Barbados, whether by the grant of subventions or the loan or secondment of employees from the Public Service for the purpose of assisting any such body, board or regional institution however described or constituted in the carrying out of its functions;
 - (iii) all persons employed in the Public Service of Barbados, entitled to pensions on basic salary and/or allowances and who are the holders, whether in a permanent or temporary capacity of any scheduled offices or with any scheduled authority or body for the purposes of the Casual Employees Pensions Act, CAP. 20, and the Public Employees Pensions Act, CAP. 30 of the Laws of Barbados or any other Act in that regard;
 - (iv) for the purpose of this Rule the word “persons” shall include all persons employed under any of the foregoing provisions;
- (b) To be an effective bargaining body to negotiate on behalf of its members.
- (c) To improve and protect the pay and other conditions of employment and welfare of its members.
- (d) To promote generally the interest of its members.

(e) To establish good relations between its members and their employers and the public as a whole.

(f) To secure the settlement of disputes arising out of the members' employment.

(g) To promote for its members the following benefits and such others that the National Council or General Conference may decide:-

(i) relief in sickness, accident, disablement, distress, unemployment and trade disputes;

(ii) legal assistance for its members in matters connected with their employment;

(iii) acquisition of housing.

(h) To establish or carry on, or participate financially or otherwise, in the business of promoting, printing or publishing newspapers, books, pamphlets, magazines or publications in the interest of and with the main purpose of furthering the interest of the Union, Trade Unionism or Co-operativism.

(i) To further financially or otherwise, the work or the purpose of any trade union, association or body having for its object the promotion of the interest of labour, trade unionism or co-operativism.

(j) To promote or assist in the enactment of legislation which is in the interest of its members.

(k) To seek opportunities for representing the interest of its members on boards, committees and such bodies concerned with industrial, economic, social or cultural development of the Island or whose work impinges on the interest of members.

81. A debate which has been interrupted or superseded by want of a quorum or by adjournment of the Conference may, by resolution or by leave, be resumed at the point where it was superseded.

“THE PREVIOUS QUESTION”

82. “The Previous Question” is put in this form: “That the question be not now put”.

83. If “the Previous Question” is agreed to, the original motion lapses.

84. If “the Previous Question” is negated the original motion is put without further amendment or debate.

85. “The Previous Question” may be superseded by the adjournment of the meeting.

86. Until it is decided, “the Previous Question” prevents any further amendment of the original motion.

87. A debate on “The Previous Question” can be adjourned.

88. “The Previous Question” can be moved in Committee.

THE CLOSURE

89. A member may at any stage of a debate move: “That the question be now put” and, if such motion be seconded, it (the motion for closure) shall be put to the conference without discussion soon as the member then speaking has finished his speech. If the motion for the closure is agreed to, the question under debate shall be put by the Chairman, without further discussion. If the motion for the closure is negative, the debate shall be resumed at the point where it was interrupted.

74. A motion to adjourn the Conference cannot be debated unless a time or place is mentioned in the motion.
75. Speeches made in debate are not recorded in the minutes.

PUTTING THE QUESTION

76. The Conference may order a complicated question to be put in parts.
77. So soon as a debate is concluded, the Chairman puts the question to the Conference.
78. In putting a question the Chairman calls upon members to give their voices “aye” or “no”. He then states whether, in his opinion, “the ayes have it” or “the noes have it”, and, unless his opinion is agreed to the question is determined by a division. All questions are decided by the vote of the majority.

DEBATE INTERRUPTED

79. A debate may be interrupted by questions of order by want of a quorum, by adjournment of the Conference or for any reason that the Conference considers good and sufficient.

DEBATE SUPERSEDED

80. A debate may be superseded :–
- (a) By a motion, “that the Conference do now adjourn”;
- (b) By a member calling attention that a quorum is not present;
- (c) By motion agreed to, “That the Conference proceed to consider the next business”;

- (l) To promote generally, material, economic, social, educational, cultural and recreational activities among its members.
- (m) To perform such other duties and engage in such other business and activities as determined by the National Council and General conference.

4. MEMBERSHIP

The membership of the Union shall consist of Full members, Life members, Associate members and Honorary members.

(a) Full Membership

(i) Full membership shall be open to all persons 16 years and over employed by any body or authority which has a public or statutory duty to perform and such other body, authority or enterprise as the National Council or General Conference shall decide.

(ii) Full membership may cease on termination from the employment of such body, authority or enterprise.

(iii) The employees of the Union shall be eligible for full membership, but not for election to any office.

(b) Life Membership

Members may become life members of the Union on payment of such sums as may be decided by the National Council of the Union, provided that the sum paid for life membership shall not be less than 20 times the annual subscription for full membership. They shall be subject to Rules 4(a) (i), 4(a) (ii) and 4(c) (i), eligible for

(c) Associate Membership

(i) Members who have ceased to be eligible for full membership as defined in rule 4(a) (i) while still being members of the Union shall be eligible to continue their membership of the Union as Associate members.

(ii) Associate members shall not be eligible for election to any office, but shall enjoy all other benefits and privileges of full membership.

(d) Honorary Membership

(i) Conference may bestow on its own initiative or on the recommendation of the National Council, honorary membership on any person who has rendered meritorious or special service to the Union, and who has been adjudged worthy of such a status.

(ii) Honorary members shall be entitled to speak but not to vote at meetings of the Union nor shall they be eligible to hold office, act as delegates on behalf of the Union nor be entitled to benefits.

5. CONDITIONS OF MEMBERSHIP

(a) Application for Membership

(i) Every applicant for membership shall, on application, pay the stipulated Entrance Fee, and one month/week subscription and may give written authori- 5

65. A member may speak to a question before the conference or upon a motion or amendment to be moved by himself, or upon a question of order arising in debate, but not otherwise.

66. No member may speak to a question after it has been put by the Chairman, and the voices “aye” and “no” have been given thereon.

67. While a conference is dividing, members can speak only by permission of the Chairman, and then only on a point of order.

68. No member may reflect on a vote of a Conference except for the purpose of moving that such vote be recinded.

69. A member of Conference proceeding to speak a second time to the same question shall be called to order by the Chairman, unless when explaining a point of his speech which has been misunderstood, and without introducing new matter.

70. The mover of a motion has the right to reply to the debate, and, after his reply, no other member can speak to the question. If the mover of the motion speaks to an amendment thereon, he loses his right of reply.

71. A member who has seconded a motion without speaking to it may speak at a later stage of the debate.

72. A member may not speak unless a question is before the Conference, except in moving or seconding a motion. He may, however, leave being granted by the Conference, explain matters of a personal nature,

53. The result of every division shall be declared by the Chairman and recorded in the minutes.

DEBATE

54. Order in debate is maintained by the Chairman, and a member may, by motion object to any ruling of the Chairman.

55. Any question of order that may arise in debate shall be at once disposed of by the Chairman.

56. When the Chairman rises during a debate, a member then speaking or offering to speak shall sit down, and the Conference shall be silent, so that the Chairman may be heard.

57. A member called to order by the Chairman shall immediately sit down, unless allowed to explain.

58. A member desiring to speak shall rise in his place and address the Chairman.

59. When two or more members rise at the same time to speak, the Chairman shall call on the member who first "catches his eyes".

60. A motion may be made without notice that any member who has risen "be now heard".

61. A member has the right to require the question to be read for his information at any time during the debate; but not so as to interrupt a member who is speaking.

(b) Application for Re-admission

(i) An applicant who has previously been a member of the Union shall, on seeking re-admission, pay the Re-admission Fee and the current month/week subscription forthwith.

(ii) The re-admission fee shall be the same as the Admission Fee.

(c) Subscription

(i) Subscriptions, whether paid to the Union on a weekly, monthly, quarterly or annual basis, shall be paid in advance and shall be such amounts as General Conference decides.

(ii) Subscriptions and other contributions due to the Union shall be paid by deductions on pay sheets or in such other manner as the Union may from time to time determine.

(d) Arrears of Subscription

(i) Any member who is three (3) months in arrears of subscription shall be deemed unfinancial and shall forfeit all rights and privileges of membership.

(ii) A fee for re-admission to membership of the Union shall be paid by every applicant whose membership has lapsed without reasonable cause.

6. FINANCES

(b) Investment of Funds

The funds of the Union shall be used solely for the purpose of carrying out the aims and objects as defined in Rule 3 provided that the portion of the said funds which is not required for immediate expenses shall be invested for the time being on the direction of the National Council and in the names of the Trustees in accordance with Rule 13, in such public stock, Government bonds or securities or such other investments as the National Council in its absolute discretion may think fit.

7. ANNUAL GENERAL CONFERENCE

(a) Date, Time and Venue of Annual General Conference

There shall be an Annual General Conference to be held in the month of March, at such place and time as shall be fixed by the National Council.

(b) Conference Notice

Twenty-eight (28) days notice of the Annual General Conference shall be given by public advertisement and circulars.

(c) Conference Agenda

The Agenda of the Annual General Conference shall include the following:-

1. Call to Order and Prayers

45. A motion may be amended as follows:

- (a) By striking out words;
- (b) By inserting words;
- (c) By striking out certain words and substituting other words;
- (d) By adding words to the motion;
- (e) By striking out all the words after the first word ("That") and substituting other words dealing with the same subject.

DIVISIONS

46. Any member who disagrees with the opinion of the Chairman that "the ayes have it" or "the noes have it", may divide the meeting on the question.

47. Every member present at a division must vote.

48. If less than a quorum vote in a division the question on which the Division has been taken shall be deemed to have lapsed.

49. Divisions shall be taken in such a manner as shall be decided by resolution and, when necessary, "tellers" shall be appointed to conduct the division.

50. When confusion or error arises in connection with a division, the Chairman may order another division to be taken.

51. A member wrongly counted in a division may require the numbers to be corrected, and the Chairman shall make the necessary correction; but objection must be taken before the Conference deals with other

Conference Agenda (Cont'd)

35. Amendments shall be dealt with by the Chairman in the order in which they propose to amend a motion, commencing at the first word of the motion.
36. The part of a motion which precedes a part that has been amended unless the motion is reconsidered as a whole.
37. A prior amendment (that is to say, an amendment which deals with preceding part of a motion) cannot be moved unless the amendment then before the Conference is withdrawn.
38. An amendment which has been rejected cannot again be brought forward, unless leave to do so is granted.
39. Any amendment may be reconsidered by resolution of the Conference.
40. Amendment can be moved to words which the Conference has resolved shall stand part of, be inserted in, or be added to a motion, but additional words may be added.
41. No amendments may be moved to proposed amendment; and a proposed amendment may be amended in the same manner as a motion.
42. When amendments have been negatived, the original motion is put.
43. When amendments have been made, the original motion as amended, is put.

7. Correspondence
8. Presentation and consideration of the Annual Report
9. Presentation and Consideration of the Audited Financial Statements
10. Presentation and Consideration of the Auditors' Report
11. Elections of Auditors
12. Resolutions, Motions and Questions
13. Business of which the General Secretary has received 14 days notice
14. Appointment of Elections Committee.

(d) Resolutions, Motions, Questions, Other Business and the Agenda

(i) Resolutions, Motions, Questions and Other Business for discussion at General Conference must reach the General Secretary not later than 14 days before the date of General Conference.

(ii) Subject to Rule 7(d) (i) any member of the Union shall have the right to submit any matter for discussion at a General Conference of the Union.

(e) Agenda

8. SPECIAL GENERAL CONFERENCE/ MEETING

(a) Summoning

(i) A special General Conference/Meeting may be called any time by the President or the National Council.

(ii) A special General Conference/ Meeting shall be summoned by the General Secretary within 14 days on the written request of any Division/Branch submitted by at least a two-thirds majority of a duly convened Conference of the Division or on the written request of at least fifty (50) full members.

(b) Failure to Comply

Should the General Secretary fail to summon a Special General Conference/Meeting within fourteen (14) days of the receipt of a request duly signed by the requisite number of members stated in Rule 8(a) (ii) the members concerned shall have the power to convene a Special General Conference/Meeting over their signatures.

(c) Notice and Agenda

The notices sent to members shall contain the Agenda and shall state the purpose for which the Special General Conference/Meeting is summoned. The only business to be transacted shall be such business as is contained on the Agenda.

(d) Validity of Decision

27. A motion withdrawn by leave may be moved again at the same or a subsequent meeting; and a motion that has lapsed may be re-introduced.
28. The motion "That this conference do not adjourn" cannot be amended, unless a time or place is mentioned in the motion, and the time and place only can be amended.
29. Any resolution or other vote of the Conference may be rescinded on a motion made with notice being agreed to.
30. Formal motions (such as, "That the Conference do proceed to consider the next business" or "That the chairman do leave the chair") cannot be amended.
31. When a motion has been amended, the question is put, "that the motion as amended, be agreed to".

AMENDMENTS

32. When the amendment is to strike out words, the Chairman puts the question: "That the words proposed to be struck out shall stand part of the motion (or amendment)".
33. When the question is to insert or add words the question is put: "That the words proposed to be inserted (or added) be so inserted (or added)".
34. When the amendment is to strike out words in order to substitute other words the question is put: "That the words proposed to be struck out shall stand part of the motion (or amendment)". If the

MOTIONS

16. Motions shall be of an affirmative character and commence with the word "That".
17. Motions shall be considered in the order in which they are placed on the Order Paper. If not moved when called on by the Chairman, they shall lapse.
18. No motion bringing on a subject for discussion shall be considered unless notice has been given or leave to move it has been granted by Conference.
19. Notice of motion shall be in writing and signed by the mover, and such notice shall be given at a Conference held previously to the Conference at which it is intended to move the motion.
20. Notice of motion that is of an objectionable or frivolous nature shall not be received by the Chairman.
21. Notice of motion may be given at any convenient time during the Conference.
22. No notice shall be taken of any motion unless it is seconded.
23. When a motion has been moved and seconded, the Chairman shall state question thereon to the Conference as follows, "The question is, that the motion be agreed to".
24. When a question has been stated by the Chairman, the motion or amendment that is the subject of the question shall not, except by leave, be withdrawn.
25. When a motion has been rejected, no motion to the same affect shall be brought forward at the same Conference unless leave be granted to do so.
26. A motion (or a motion as amended) that has been agreed to may by resolution of the Conference be

9. PROCEDURE AT GENERAL CONFERENCE/ MEETING

(a) Chairman

The President or the Vice Presidents in order of Seniority or in their absence a member of the National Council chosen by those present shall take the Chair at all General Conferences/Meetings.

(b) Voting

(i) Voting shall be by show of hands unless a majority request a ballot.

(ii) In the case of a tie the Chairman shall have a casting vote.

(c) Quorum

(i) Fifty (50) members shall form a quorum.

(ii) If within fifty (50) minutes of the time advertised for the commencement of the meeting a quorum shall not be present, the meeting shall stand adjourned to the same day in the following week at the same time and place. If at such adjourned meeting a quorum is not present, those present shall form a quorum.

(d) Decisions

(i) The proceedings taken and decisions made at

10. NATIONAL COUNCIL

(a) Authority and Power

(i) The National Council shall be responsible for the general administration of the Union.

(ii) The National Council shall have the power to make Standing Orders for the proper conduct of meetings.

(iii) The National Council may at any time appoint Committees to investigate and report on any matter. Such Committees may co-opt any person or persons in an advisory capacity.

(iv) The National Council is empowered to employ for the despatch of the business of the Union, such staff as it shall consider necessary and to pay from the funds of the Union such sums by way of remuneration for such staff as are, in its opinion, adequate.

(v) The National Council shall give instructions to the General Secretary for the conduct of the affairs to the Union.

(vi) The National Council may suspend, dismiss or otherwise discipline any officer, member or employee of the Union for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Committee, National Council or General Conference/Meeting or any other reasons which it may deem good and sufficient.

(c) After minutes submitted by the General Secretary shall have been duly adopted by the Conference typographical or other amendments may be proposed and seconded by any member of the Conference and adopted by a simple majority.

(d) After the minutes shall have been duly adopted and amended, if necessary, it may be moved and seconded by any member of the Conference and carried by a simple majority that the minutes as submitted, or as amended, be approved by the Conference.

(e) The President, or other Chairman, and the General Secretary shall both sign three copies of the minutes as having duly adopted and approved by the Conference.

(f) No discussion of matters arising out of the Minutes may be entertained until the minutes shall have been duly signed, adopted and approved.

15. Unless the Conference otherwise directs the procedure for dealing with Reports shall be as follows:-

(a) Every report shall first be read or circulated to members present by the person submitting such a report or his Assistant.

(b) Before any discussion of a report submitted may be entertained it shall first be moved and seconded and carried by a simple majority that the report submitted be adopted by the Conference.

(c) No discussion of matters arising out of a report submitted may be entertained until the report shall have been duly adopted by the Conference.

- (d) Appointment by the President or other Chairman of no fewer than five (5) persons to be a Credentials Committee:
 - (i) The function of the Credentials Committee shall be to see that none but bona fide members of the Union exercise the right to vote on any matter before the Conference.
 - (ii) Every member of the Credentials Committee shall have the right to challenge any person attending the Conference and to require such person to satisfy the President or other Chairman, that he is entitled to vote in accordance with the Rules of the Union.
- (e) Other matters in the order set out in the prior agenda duly published over the signature of General Secretary of the Union.

MINUTES AND REPORTS

- 14. Unless the Conference directs, the procedure for dealing with the Minutes shall be as follows:-
 - (a) All minutes of previous General Conferences which have not previously been approved shall first be read by the General Secretary or circulated to members present at the Conference as minutes submitted by the General Secretary or his Deputy.
 - (b) Before any discussion of minutes submitted by the General Secretary or the Deputy General Secretary may be entertained it shall first be moved and seconded and carried by a simple majority that the minutes submitted by the General Secretary or the Deputy be adopted by the Conference.

(b) Composition and Duration of Office

(i) The National Council shall comprise the officers of the Union, the Immediate Past President, subject to rule 11(a) (ii), Honorary Assistant Secretaries and three (3) representatives elected every two years from among their respective members by each of the Divisions.

(ii) The National Council shall serve until a new Council is formed, notwithstanding the fact that two years have passed.

(c) Filling of Vacancies

Any vacancy occurring among the members or officers on the National Council shall be filled within 28 days in the same manner as the original appointment was made.

(d) Statutory Meetings

(i) The National Council shall meet at least once every quarter to conduct the business of the Union.

(ii) Fifteen (15) members shall form a quorum. If a quorum is not present within 30 minutes from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the following week at the same time and place. If at such adjourned meeting a quorum is not present, those present shall form a quorum.

(e) Resignation

Any officer or member of National Council may at anytime resign by submitting his resignation in writing to the General Secretary.

(g) Minutes

Copies of the confirmed minutes of meetings of the National Council shall be forwarded to the Secretary and Chairman of each Division or Branch.

(h) Procedure at National Council Meetings

(i) The President shall preside at meetings of the National Council and in his absence the 1st Vice President or in the absence of the two named officers, the 2nd Vice President. If the above mentioned officers shall be absent, then a member elected by the Councillors present shall preside.

(ii) Voting shall be by a show of hands unless otherwise decided by a majority.

(iii) The Chairman shall have only a casting vote.

(i) Interpretation of Rules

Between General Conference/ Meetings the National Council shall interpret the Rules when necessary and determine any point on which the Rules are silent.

(j) Industrial Action

The National Council shall have the power to authorise industrial action and the payment of strike benefit.

6. When the respective numbers recorded in a division are equal, the Chairman shall give a casting vote.
7. The Chairman shall exercise a casting vote only.
8. Formal questions are “put” by the Chairman without amendment or debate.
9. Order in the meeting is maintained by the Chairman.
10. The Chairman shall call to order any member attempting to speak a second time on the same point of question, unless he rises to explain a point of his speech that has been misunderstood. A member so speaking shall confine himself to the point that has been misunderstood.
11. The Chairman shall rule out of order all matters that do not pertain to the question before the meeting or to the business of the meeting.

QUESTIONS

12. Questions may be asked before the business of the meeting is commenced.

ORDER OF BUSINESS

13. Unless the Conference otherwise directs the business of each session, other than the formal opening session of the Annual General Conference, shall be transacted in the following order:-
 - (a) Formal declaration of opening by the President or other person duly taking the Chair.
 - (b) Prayers.
 - (c) Announcements by the President or other Chairman.

STANDING ORDERS

DEFINITIONS

1. In these Standing Orders “Members” mean any member of the Union present at a meeting who has the right to take part in the proceedings.

“Rules” mean the Rules of the National Union of Public Workers.

CONDUCT OF MEETINGS

2. The business of the meeting shall be conducted in accordance with these Standing Orders; and in cases not provided for, the Chairman shall decide as far as possible in accordance with Parliamentary procedure.

ALTERATIONS OR SUSPENSION OF STANDING ORDERS

3. These Orders may be altered at a General Conference on a motion of which previous notice has been given.
4. Any Order may be suspended at a General Conference on a motion made with notice or by leave of the Conference.

GENERAL CONFERENCE GENERAL CONDUCT OF BUSINESS

5. All questions shall be “stated” or “put” to the meeting by the Chairman; and he shall declare according to his opinion, whether “the ayes have it” or “the noes have it”. Should a division be taken he shall

11. EXECUTIVE COMMITTEE

(a) Executive Officers

(i) The Executive Officers of the Union shall be the President, First Vice President, Second Vice President, Third Vice President, General Treasurer, Deputy General Treasurer. They shall form the Executive Committee and shall be elected every two (2) years.

(ii) The immediate Past President shall also be included in the Executive Committee in an advisory capacity, provided that he has not been removed from office.

(b) General Administration

The Executive Committee in conjunction with the General Secretary shall superintend the general administration of the affairs of the Union.

(c) Removal from Office

Any member or the entire Executive Committee may be removed from office by Resolution at a Special General Conference/Meeting called for that purpose.

Such removal must be carried by a two-thirds (2/3) majority of members present and voting.

(d) President

The President shall ordinarily preside at Confer- 14

(e) **Vice Presidents**

(i) In the absence of the President from the Island or his inability to act for any cause the Vice Presidents in order of seniority shall carry out the duties and shall have and exercise all powers of the President.

(ii) They shall perform such duties as assigned them from time to time by the President or the National Council.

(f) **General Treasurer**

The General Treasurer shall have responsibility:-

(i) for the financial affairs, books and all monies belonging to the Union;

(ii) to the National Council and the Annual General Conference for the presentation of the financial Statements;

(iii) to sign cheques and other negotiable instruments on behalf of the Union in conjunction with the President or with the Vice President, acting in accordance with Rule 11 (e) (i);

(iv) to prepare in consultation with the General Secretary and to submit a budget to National Council;

(v) to make available for inspection the financial books of the Union as required by law and/or provided for

NATIONAL UNION OF PUBLIC WORKERS

STANDING

ORDERS

NOTES

(g) Deputy General Treasurer

The Deputy General Treasurer shall assist the General Treasurer in the performance of his duties and in case of absence of the latter, being subject to the same conditions, deputise for him and exercise all the powers conferred on the General Treasurer by these Rules.

12. THE SECRETARIAT

(a) The General Secretary

(i) The General Secretary shall be a full-time paid officer of the Union appointed by the National Council and shall hold office during the pleasure of the Union;

(ii) conduct the business of the Union in accordance with the Rules and shall carry out the instructions of Conferences, General Meetings, the National Council and the Executive Committee and shall be responsible for the work of the Union;

(iii) attend all Conferences, General Meetings and meeting of the National Council and the Executive Committee and shall participate fully in the business of these Conferences or Meetings;

(iv) prepare the Annual Report for the National Council for presentation to Conference and prepare the Agenda in consultation with the President, for all Conferences, General Meetings and Meetings of the National Council and the Executive Committee. Be Responsible for the recording and preservation of

(vi) receive any matter which the Management Committee of any Division or Branch may from time to time wish to place before the National Council and shall include such matter on the agenda of the next meeting of the National Council, provided the matter has been handed to him or delivered to the Registered Office of the Union fourteen (14) days prior to that meeting;

(vii) supply all Divisions and Branches with copies of the confirmed minutes of the meetings of the National Council;

(viii) engage staff at the level or at the salaries or wages determined by the National Council; and

(ix) perform such other duties as assigned him by the National Council from time to time.

(b) Deputy General Secretary

(i) The Deputy General Secretary shall be a full time paid officer of the Union appointed by the National Council and shall hold office during the pleasure of the Union.

(ii) He shall attend all Conferences, General Meetings and meetings of the National Council and shall participate fully in any business before Conferences, General Meetings or meetings of the National Council.

(iii) He shall perform such duties as assigned him by the General Secretary.

(iv) In the absence of the General Sec-

21. GENERAL

(i) At any meeting of the National Council or of any Management Committee held pending the filling of any vacancy in accordance with these Rules the National Council or Committee of Management as the case may be shall be deemed to be duly constituted notwithstanding such temporary vacancy, provided that a quorum is present for the meeting.

(ii) No officer of the Union shall hold more than one office simultaneously during any one financial year.

22. AMENDMENT OF RULES

The Rules of the Union may be amended or repealed only by two-thirds majority of members voting at any General Conference/Meeting of the Union.

23. DISSOLUTION

The Union may not be dissolved except with the consent of at least five-sixths (5/6) of the members voting at a Special General Meeting called for that purpose. In the event of a decision to dissolve the Union, the disposal of the funds of the Union, shall be decided at that meeting.

(ii) Any member whose subscription is six (6) months in arrears shall cease to be a member of the Union and his name shall be removed from the roll of members; but on payment of the re-admission fee a person shall be re-admitted to membership.

(b) Terminated Membership

- (i) Membership shall also be terminated by:-
1. Voluntary resignation in writing addressed to the General Secretary;
 2. Expulsion of the member;
 3. Death.

(ii) Provided that such termination shall not take effect until one month after the date of voluntary resignation, expulsion or death.

(c) Re-admission of Former Member

Any person whose membership has been terminated may be re-admitted on payment of a fee determined by the General Conference.

20. INSPECTION OF RECORDS

(i) The roll of members and books of the Union shall be available for inspection by any financial member on application to the General Secretary who will have a maximum period of seven days to produce such records.

(c) Employees (General)

(i) Employees shall not be eligible to stand as candidates in any of the Ballots mentioned in these Rules. They shall work under the direction of the General Secretary being responsible to him and to the National Council and shall be paid such remuneration as decided by the National Council.

(ii) No full-time employees of the Union shall accept nominations for any Public Office without the permission of the National Council.

(iii) There shall be a disciplinary code, established by the National Council, to regulate the functioning of all paid officers.

13. TRUSTEES

(i) The National Council shall appoint persons, being full or associate members of the Union, but not officers nor employees, to be Trustees of the Union.

(ii) The number of Trustees shall not exceed three (3) and they shall be appointed for the purpose of having any property of the Union, real or personal or whatever, vested in them in trust for the members of the Union, and they shall deal with it in such way as the National Council may direct.

(iii) The period of the appointment of such Trustees shall be in the discretion of the National Council who shall have power to remove a Trustee from office. Such removal from office of a Trustee must be by two-thirds (2/3) majority of the National Council present at a

14. OTHER OFFICERS

(a) Auditors

(i) The Books and Accounts of the Union shall be audited yearly by Auditors, who are not members of the National Council and are appointed, by the Annual Conference.

(ii) The General Treasurer and other officers shall produce to the Auditors, all books, vouchers and papers necessary for a complete examination of the Union's accounts.

(iii) The Auditors shall report as to the correctness or otherwise of the accounts of the Union to the Annual General Conference.

(iv) They shall submit to the National Council a Financial Report for the year within sixty (60) days after the end of the Financial Year.

(v) In case the Auditors appointed are unable to serve the National Council shall appoint some other persons not being members of the National Council.

(vi) Auditors may only be removed from office by Resolution at a Special General Conference/Meeting called for that purpose. Such removal must be carried by a two-thirds (2/3) majority of members present and voting.

(b) Union Stewards

(i) It shall be the responsibility of members

(c) Staff

(i) Any member or Division desiring to make a complaint or prefer any charge against an employee of the Union other than the General Secretary, shall inform the General Secretary, who, following a full investigation, shall report the matter to the Executive Committee.

(ii) In the case of the General Secretary, the report shall be made in writing to the President.

18. APPEALS

(a) Right of Appeal

Any officer, member or employee so suspended or dismissed or otherwise disciplined shall have the right to appeal to General Conference/Meeting whose decision is final.

(b) Procedure of Appeal

An application for an appeal shall be made through the General Secretary within thirty (30) days of the date on which the officer, member or employee has been informed of the decision to suspend, dismiss or otherwise discipline him/her.

(c) Decisions Binding

Decisions of the General Conference/Meeting shall be binding on all members of the Union.

(ii) A vote of at least two-thirds (2/3) of the members of the National Council convened for the purpose, may suspend, censure or otherwise discipline or expel any member of the Union, who in the opinion of the National Council has been guilty of conduct calculated to bring the Union into disrepute or has injured or worked against or acted contrary to the interests of the Union. Provided that such member be afforded proper opportunity of being heard by the National Council or of meeting charges brought against him and subject to appeal to General Conference or General Meeting as provided for in Rule 10(g) of these Rules.

(iii) Any member so suspended or expelled in accordance with the foregoing may be reinstated by the National Council provided that not less than six (6) months shall have elapsed since the date of his suspension or expulsion.

(b) Division

(i) Any Division having a complaint against any of its members or against any of the Union's officers or employees may make representation to the National Council.

(ii) In the event of a majority of the Management Committee of the Division agreeing that a vote of no confidence should be proposed against that member, a Special Meeting of the Division shall be convened and members of the Division given 28 days notice of the Special Meeting together with details of the business to be transacted.

(iii) In the event of a majority of members entitled to vote at the Special Meeting of the

(ii) Stewards may hold office indefinitely but shall be subject to removal by voting amongst those members in the Sections or Departments in which they work.

(iii) Union Stewards shall be Officers of the Union and their duties shall be such as set out in the Steward Manual and shall also include:-

- (1) representing the interests of the Union's members in their Sections or Departments in any grievance, dispute or negotiations at the level of Section or Department;
- (2) establishing and maintaining Union recruitment in their Section or Department;
- (3) holding or assisting in the holding of Union meetings on a regular basis in their Section or Department;
- (4) reporting to members in the Section or Department Union matters and developments affecting the said members at the Section or Department.

(iv) The Union shall at all times protect Stewards from victimisation in the performance of their duties as Union Stewards.

15. DIVISIONS

(ii) There shall be a General Meeting of each Division to be held annually. Thirty (30) members shall form a quorum.

(iii) The Management Committee of each Division shall be elected every two (2) years and shall immediately upon election appoint the following officers from among their number:

Chairman, Vice-Chairman, Secretary, Assistant Secretary, Treasurer and three (3) Divisional Representatives who may or may not be chosen from the officers.

(iv) The Management Committee of each Division shall meet as often as may be necessary to conduct the business of the Division but shall meet at least once each quarter.

(v) Not less than half of the Number for the time being constituting the Committee of Management of any Division shall form a quorum of that Committee.

(vi) Members of the Management Committee of any Division shall hold office for two years unless displaced at a general meeting of that Division or removed from office for non-attendance of three (3) consecutive meetings of the Committee of Management without providing the Division with satisfactory and acceptable reasons for such non-attendance.

(vii) An officer or member of the Management Committee may at any time resign by submitting his resignation in writing to the Divisional Secretary and/or General Secretary.

(xi) A member shall have only one vote for each office.

(xii) The General Secretary shall be Chief Electoral Officer and shall publish by Public Advertisement all nominations for all offices not later than fourteen (14) days before the date of the elections.

(xiii) An Elections Committee shall be appointed by General Conference to assist the Chief Electoral Officer in the conduct of the Elections. The Elections Committee shall comprise not less than ten (10) members with the Chief Electoral Officer as Chairman.

(xiv) The Chief Electoral Officer shall arrange for the counting of votes to commence as soon as possible after the closing of the Polls on the same day.

17. DISCIPLINE

(a) General

(i) A member who misconducts himself at any meeting of the Union may be disciplined at the said meeting. The meeting may suspend, censure or expel such member provided always that in the case of misconduct at a Divisional meeting such member shall have the right to appeal to the National Council of the Union. Any decision will only be valid if a minimum of two-thirds (2/3) of the members eligible and voting so decide.

(ii) Each candidate for office as a member of the Executive Committee shall be a financial member as defined in Rule 4 and shall have a proposer and a seconder who shall also be financial members.

(iii) Nomination papers shall be prepared for the office of President, 1st Vice President, 2nd Vice President, 3rd Vice President, General Treasurer, and Deputy General Treasurer.

(iv) All candidates for office shall be proposed and seconded on the official nomination forms provided for that purpose. All nominations shall reach the General Secretary not later than twenty-one (21) days before the day of Elections.

(v) Any member may be nominated for more than one office.

(vi) In the event of a member being elected to more than one office he shall forthwith resign from all but one. The candidate with the next highest number of votes shall be duly elected to the office vacated.

(vii) Polling shall take place at Union headquarters and at any other Centre that the National Council shall determine and during such hours as the National Council may decide. Only financial members shall be allowed to vote.

(viii) Each candidate for election shall be entitled to appoint an agent to each Polling Centre who will have the right to observe and receive all information regarding all phases of the electoral process.

(ix) The return of the officers and members elected to the Committee of Management shall be made to the General Secretary within one (1) week of such meeting.

(x) If a vacancy occurs on the Committee of Management such vacancy need not be filled unless the number falls below seven (7).

(xi) Any vacancy occurring among the officers or representatives shall be filled within twenty-eight (28) days.

(xii) The Committee of Management of any Division shall forward to the National Council any matter which they may from time to time desire to be brought to the attention of the National Council, General Conference or to the Employer.

(b) Duties of Divisions

It shall be the duty of each Division to:-

(i) apply and develop the policy of the Union in respect of industrial relations matters arising out of the employment of members covered by the relevant Division.

(ii) receive reports of negotiations and consultations with management affecting members within the Division.

(iii) promote the adequate representation of members' interest by Shop Stewards and officers in those areas from which the membership of the Division is drawn.

(c) Property

(i) The funds, books and other property of every Division shall be the common property of the Union.

(ii) The Secretary of any Division which secedes or is disbanded by a decision of General Conference or General Meeting shall remit to the General Secretary, the balance of the funds, all books and other property of the Union.

(iii) No Division or Divisional Member shall part with any of the Union's funds for any purpose other than is specified in these Rules or by the express instruction of the National Council.

(iv) The books of all Divisions shall on request be made available to any member of the National Council.

(v) Any Officer or member acting in contravention of these Rules will be held personally responsible.

(d) Duties of Divisional Officers

(a) Divisional Chairmen

(i) The Chairman shall be in charge of the General Administration of the affairs of the Divisions.

(ii) The Chairman or in his absence the Vice-Chairman shall preside at all Divisional Meetings and meetings of the Management Committee or in their absence the temporary Chairman appointed by the members present and shall be responsible for the proper conduct of business.

(b) Divisional Secretary

It shall be the duty of each Divisional Secretary to attend all meetings of his Management Committee and to:-

(i) Carry out the instructions of his Management Committee;

(ii) take and preserve minutes of the proceedings;

(iii) keep a roll of the members of his Division;

(iv) be responsible for the summoning of the members of the Division to any meeting called;

(v) be responsible together with the General Secretary for the summoning of the members of his Division for any special General Meeting;

(vi) communicate immediately in writing to the General Secretary the names and addresses of the persons from time to time elected by his Management Committee to be members of Council;

(vii) receive from any member of his Division any matter that may from time to time be presented to be placed before his Management Committee;

(viii) make available at all times to the General Secretary or the General Treasurer of the Union the books of his Division.