

**THE NATIONAL UNION OF RAIL, MARITIME AND  
TRANSPORT WORKERS**



**Hammersmith & City (654) BRANCH STANDING ORDERS**

The ordinary meetings of the Branch shall commence at 1500hrs and close at 1700hrs unless there should be urgent business before the meeting ends when the time may be extended on a two-thirds majority vote of members present.

The Chairperson or Vice-Chairperson shall formally open the meeting according to these Standing Orders, subject to there being a quorum of four members present (plus at least one officer). If the Chairperson and Vice-Chairperson are both absent, a Chair will be elected from the floor.

The following shall be the order of business at ordinary meetings of the Branch:

- (a) Minutes of Last Meeting
- (b) Apologies for absence
- (c) Questions/Matters Arising out of the Minutes
- (d) Organisation, Recruitment & Retention of Members
- (e) Secretary's Report
- (f) Correspondence
- (g) Members' Cases
- (h) Reports of Delegates
- (i) Motions & Resolutions
- (j) Other Business

A resolution or amendment must be proposed and seconded before it can be discussed.

Each speaker shall rise and address her/his remarks to the Chairperson.

The mover of a resolution shall be limited to five minutes on each subject, and all other speakers to five minutes. This is at the discretion of the Chair.

A member shall not speak twice on the same motion, except that the mover of an original motion shall have the right to reply. Asking or answering question by permission of the Chairperson shall not be considered as a speech.

All motions shall be handed in writing to the Chairperson. Notice of second or subsequent amendment must be given before the vote is taken on an original motion or amendment thereto.

A decision on any matter under discussion at a meeting may only be postponed (unless the meeting is adjourned) by a motion of 'Next Business' or 'Previous Question' being carried in accordance with the customary Rules of Debate. Such motions may not be moved by anyone who has spoken on the subject under consideration.

No resolution passed at any one meeting shall be rescinded at another within three months, and then only on notice of motion being given at a Branch meeting prior to the one at which it is to be discussed. A two-thirds majority vote of all members present shall be required before a resolution can be rescinded.

A member giving notice of motion must attend the next meeting to move it or, if unable to attend, indicate his/her wishes in writing or arrange for another member to move it on her/his behalf, otherwise the motion is considered to be withdrawn.

All business not disposed of at any meeting shall be referred to the Branch Committee or placed on the Agenda for the next meeting.

The suspension of Standing Orders must be moved and carried by a majority vote of the members present in order to alter the order of business; deal with any business other than that before the meeting; extend the time allowed to a speaker; receive deputations.

These Bylaws and Standing Orders when approved and signed by the General Secretary shall immediately become operative and previous Rules, Bylaws and Standing Orders up to that date shall cease to be operative.

  
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Melissa Wilson  
Chairperson  
23<sup>rd</sup> February 2022

  
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Ian Flatman  
Secretary  
23<sup>rd</sup> February 2022

Authorised for circulation:

..... Mick Lynch, General Secretary

Date .....