

Hampshire Fire Brigade Union

Brigade Committee Standing Orders

1. Membership of the Hampshire Brigade Committee

The membership of the Hampshire Brigade Committee shall consist of the Executive Committee, Divisional Representatives, the Health and Safety Coordinator, the Fairness at Work Officer, the Education Officer, Communications Coordinator and a delegate from each branch/section of the brigade. It is the responsibility of the delegate to give the report of their branch or section and for casting any votes on behalf of their branch or section. If any elected delegate is unable to attend a Brigade Committee Meeting, the branch or section may nominate another delegate for that meeting.

2. Brigade Committee Meetings

Brigade Committee Meetings shall be held on a monthly basis or at other times decided by the Executive Committee. An agenda and minutes are to be published and distributed before meetings. The meeting prior to FBU Annual Conference shall be held on the Wednesday in the week preceding the said conference.

3. Times

All Brigade Committee Meetings will commence at 10:00 and cease at 17:00 with a break of one hour for lunch. The Chair will inform the meeting at 16:50 of the time. If this order is suspended it will be for a maximum of 30 minutes and any uncompleted agenda items will be priority for the next meeting.

4. Quorum

The quorum for all meetings shall consist of two Executive Committee Members plus six voting members. If within 15 minutes of the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved. If the meeting falls below quorum it shall be adjourned.

5. Motions

- a) All motions (resolutions) must be received by the Brigade Secretary in writing.
- b) All motions must have a seconder before it can be debated.
- c) The first proposition, on any particular subject, shall be known as the ORIGINAL MOTION and all succeeding propositions on that subject shall be AMENDMENTS.
- d) Every motion and amendment must be moved and seconded by members present.
- e) When an amendment to the original motion is moved no further amendment shall be taken until the first amendment is disposed of. Notice of any further amendment must be given before the first amendment is put to the vote.

- f) If an amendment is carried it replaces the original motion it then becomes the substantive motion. Then any further amendment relating to any part of the substantive motion may be moved.
- g) After the vote on each succeeding amendment has been taken the surviving proposition shall be put to the vote as the main question and, if carried, shall become a resolution of the Branch.
- h) The mover of the original motion shall, if no amendment is moved, have the right of reply at the close of debate on the motion. When an amendment is moved the member shall be entitled to speak on the amendment, and at the close of debate the mover on such an amendment shall reply to the debate.
- i) Motions of an emergency nature can be put forward at any meeting, other than the Annual General Meeting, if approved by the meeting.

Note

The progression of business at Brigade Committee Meetings will be greatly assisted by the forwarding of all motions or proposals to the Brigade Secretary for inclusion on the agenda.

6. Voting

When sufficient discussion has taken place the motion will be put to the vote. This shall be by a show of hands by Branch and Section Delegates present.

- a) In the event of votes being equal the Brigade Chair shall have the casting vote.
- b) Any motion having been debated and voted on shall not be raised again for 3 months.

7. Negotiations

At least TWO Officials shall be present at all negotiations with Hampshire Fire and Rescue Service.

8. Constitution

The Brigade Executive Committee will consist of the following:

Chair
Vice Chair
Secretary
Assistant Secretary
Membership Secretary
Assistant Membership Secretary
Communication Coordinator
3x Divisional Representatives
H&S Representative

Fairness at Work Representative

Elections for Chair and Secretary shall be carried out in accordance with Rule 21(3) (a).

Elections for Membership Secretary shall be carried out in accordance with Rule 21(3) (b).

The Vice Chair, Assistant Secretary, Assistant Membership Secretary, Communication Coordinator, Divisional Representatives, Health and Safety Coordinator, Fairness at Work Representative, Education Representative, **Union Learning Fund Representative** and any other officials determined by the Executive, will be appointed/elected in accordance with Rule 21 (3) (c) and will be carried out sequentially at the Annual General Meeting of the Brigade Committee.

Each position will be held for a period of two years. Nominations for posts on the Brigade Executive Committee and Brigade Committee will be accepted at the Brigade Committee Meeting preceding the Annual General Meeting.

All other delegate elections/appointments including Annual Conference will be carried out in accordance with current FBU Rules, Policies and subject to Regional and Brigade Committee guidance.

9. Executive Committee

The Executive Committee shall endeavour to meet monthly and near to Brigade Committee Meetings. The Brigade Executive Committee Members shall be in an unbiased position and their Branch represented by another Delegate of that Branch, wherever possible.

10. Casting Vote

The Brigade Executive Committee Members have the right to express their opinions at Brigade Committee Meetings. The Chair of the meeting has the right to a casting vote.

11. AGM's

Branch AGM's and elections shall be held in October of each year.

Brigade Committee AGM and elections shall be held in November of each year.

12. Observers

Any Branch/Section member or FBU member who so wishes are welcome to attend a Brigade Committee Meeting to observe, however, there is no entitlement to claim expenses. Observers will not be allowed to vote. Observers may comment on any subject following the permission of the Chair of the meeting.

13. Sub-Committees

The Brigade Committee Meeting shall organise sub-committees as appropriate in accordance with current FBU Rules, Policies and subject to Regional and Brigade Committee guidance. Any sub-committee shall include a Chair appointed by the Brigade Committee Members.

14. Minute Books

Branch Minutes must be available to the Brigade Committee when requested by a member of that Committee.

15. Smoking

In line with FBU policy there will be no smoking during Brigade Committee Meetings.

16. Mobile Phones

All mobile phones to be silenced during Brigade Committee Meetings.