

HOW THE SUB-BRANCH WORKS

[including Meeting Procedures]

The Key to Effective Workplace Representation

The role of Sub-Branch Officers and Councillors is crucial to the effective operation of our Union. Sub-Branch Officers and Councillors can give our Union a high profile and therefore improve its effectiveness by:

- distribution of Union materials;
- liaison and negotiation on day to day issues of relevance to the workplace;
- provision of information;
- recruitment of members;
- encouragement of increased involvement by existing members;
- participation in higher duties processes;
- selection for Level 2/3 promotions positions;
- AST selection [in CIT only].

A well organised Sub-Branch will:

- conduct Sub-Branch meetings allowing Councillors to report on Council decisions and providing for the discussion of issues and formulation of motions to be taken to Branch Executive and Council on behalf of members.
- conduct other Sub-Branch gatherings, formal and less formal [including social] to promote a positive and collective approach to workplace issues and public education.
- ensure that Sub-Branch officials and members access appropriate Union training.

Election of Representatives

The Sub-Branch Executive is made up of the Sub-Branch President, Sub-Branch Deputy President and Sub-Branch Secretary. These people are elected by the Sub-Branch each year in an election process run by the Branch Returning Officer at the beginning of Term 1. They remain in office until the next year's officers have been declared elected by the Branch Returning Officer [usually March]. Vacancies for Sub-Branch Executive during the year can be filled by the Sub-Branch at a duly constituted meeting. In the case of Councillors, these can also be filled at Sub-Branch meetings provided they were filled in the initial nomination process run by our Union.

Roles and Responsibilities

The following is a checklist of tasks to be undertaken at Sub-Branch level. It is important that when Sub-Branch Officers are first elected they hold a meeting to discuss the allocation of the following tasks amongst themselves.

1. Ensure that the staff list, including Schools Services Officers, provided the Union Office at the beginning of the year is accurate and return it to the Union as soon as possible. This enables the central records to be updated, members' transfers to be noted and the financial status of Sub-Branch members to be ascertained.
2. Organise a Sub-Branch meeting when the Branch Returning Officer calls for nominations for Branch Councillors and new Sub-Branch Executive positions at the beginning of the year and ensure that these nomination forms are returned directly to the Union prior to the closing date for nominations.
3. If any changes occur in Branch Council, Alternate Councillors and Sub-Branch Executive positions during the year, contact Sue Billington at the Union Office on 62727900 to ensure that the correct procedures for filling the vacant positions are followed.
4. Hold regular meetings throughout the year as the need arises. The quorum for formal meetings is 30% of the total financial membership of the Sub-Branch.
5. Notify members of such meetings with written notice at least one day prior to the date set, for formal meetings.
6. Circulate an agenda, if possible, prior to formal meetings.
7. Maintain Sub-Branch records, including minutes of meetings.
8. Forward motions passed by the Sub-Branch to the Secretary for inclusion on the Executive business paper.
9. Display and circulate information from our Union Office as quickly as possible. It is recommended that *The ACT Teacher* be individually distributed to members, including Schools Services Officers, through their pigeon holes in the staff administration area.
10. Ensure that meetings are held in an appropriate place, that records are kept and that a notice board for Union information is available in an appropriate position, and regularly updated.

11. Forward to our Union Office information as requested and keep records of HD allocations.
12. Make sure that, early in Term 1, the Sub-Branch ratifies a group of members to serve on internal HD panels and that such Union representatives on panels are familiar with the policy on short term HD selection and are trained in EEO.
13. Ensure that AEU nominees on JSC panels are approved by the Sub-Branch. Only suitably trained nominees can be endorsed by the Sub-Branch.
14. Ensure that there is an EEO representative at the school and ask the representative to report through Sub-Branch meetings.
15. Seek support from Branch Organisers when necessary and invite Organisers and other Union Officers to attend Sub-Branch meetings where appropriate.
16. Try to ensure that new members of staff are recruited to membership of our Union. As part of this process, Sub-Branch Officers should involve new members [including casual relief, student and contract teachers] in Union activities, including training.
17. Create a mechanism through which casual relief teachers and Schools Services Officers are able to identify and seek help from their Union at the workplace.

Suggested Standing Orders for Sub-Branch Meetings:

1. Attendance

- [a] All persons attending the meeting must be members of the Sub-Branch. Guests may be invited at the discretion of the Chairperson.
- [b] A register of attendance is to be kept.

2. Motions and Amendments

Motions and amendments for debate at the meeting, except formal [procedural] motions provided for in these Standing Orders, must be handed to the Chairperson in writing prior to the mover speaking thereon.

3. Committee

- [a] The meeting, either before proceeding to consider any matter, or during the consideration of such matter, may on motion to that effect, resolve itself into committee of the whole for consideration of such matter.
- [b] Such motion may be moved without notice and on being seconded shall be put to the meeting without debate.
- [c] The meeting shall be deemed to be in committee only during the consideration of the matters specified in the motion.
- [d] While in committee there shall be no limit to the number of times a member may address the Chair but a member shall not speak for more than three minutes at any one time.

4. Time for Debate

The mover of a motion shall be allowed five minutes, subsequent speakers three minutes and the mover three minutes in reply, subject in each case to the will of the meeting to grant an extension of time.

The time for the discussion of each motion shall be limited to twenty minutes, unless extended by express resolution.

5. Chairperson Rising to Speak

Where the Chairperson rises during the debate the member then speaking or proposing to speak shall sit down, so that the Chairperson shall be heard without interruption.

6. Point of Order

No member, when speaking, shall be interrupted, unless a point of order is raised, when she/he shall sit down and the member raising the point shall indicate the Standing Order she/he believes has been contravened and the Chairperson may then either hear that member on the point, hear further discussion, or decide at that stage, but such point shall be decided before the debate proceeds.

7. Speakers Alternately For and Against

After a motion has been duly moved and seconded, speakers shall only be heard alternately against and for the motion, excepting for the purpose of moving or seconding any amendment or further amendment and failing any member rising for the other side, the motion shall be put, unless otherwise determined by the meeting.

8. Amendments

The question having been proposed, it may be amended by leaving out, substituting or adding words.

9. Negative Amendments

No amendment shall be received by the Chairperson which is a direct negative of the motion, or which does not preserve the substance of such motion.

10. Further Amendments

During the debate following the first amendment, it shall be competent for members to move or second further amendments.

11. Members May Speak Only Once on Motion or Amendment

No member shall speak more than once during debate on a motion. Any member proposing a motion or amendment, proforma, shall be held to have spoken.

12. Right of Reply

The mover of the original motion shall have the right of reply and no further discussion shall be allowed or questions asked after the mover of the original motion has replied.

13. Submission of Motion and/or Amendments

Once the mover has replied, the question shall be submitted to the vote the amendments being put to the meeting in the order of their submission and the voting resolved in the affirmative or negative on the voices. If demanded, a show of hands shall be taken and where necessary, a count shall be made.

14. Question Be Now Put

It shall be in order to move, without discussion, when no other speaker is addressing the Chair, "That the question be now put". On being duly seconded and carried, it shall entail the submission of the motion at once to the meeting after the mover of the original motion has replied.

The motion may not be moved by any member who has previously spoken upon the question under discussion.

15. Next Business

When a motion or an amendment is under discussion, it shall be competent for any member, other than those who have already spoken to such motion or amendment, to move that the meeting proceed to the next business. No amendment to this motion shall be accepted, nor shall the mover have a right of reply.

16. Dissent from Chairperson's Ruling

Any member dissatisfied with the Chairperson's ruling may move a motion of dissent in the following terms. "That the Chairperson's ruling be dissented from." In such cases, only the mover shall be permitted to speak, except the Chairperson, who may subsequently state her/his reasons for the ruling given. No seconder to the motion is required. The motion shall be put to the meeting by the Chairperson without further discussion in the following form: "The motion is that the Chairperson's ruling be upheld". The Chairperson may vacate the Chair during the discussion of this motion.

17. Chairperson's Privilege

When on the floor of the meeting the Chairperson shall enjoy the privileges and be subject to the same rules as other members. She/he shall not return to the Chair until the motion has been resolved.

18. Re-Committal

It shall be competent to re-commit any motion at the same meeting on an affirmative vote of two thirds of those present.