

UNIVERSITY AND COLLEGE UNION

Standing orders of the Anti-Casualisation Committee and Annual Meeting for Staff on Casual Contracts

1 ANTI-CASUALISATION COMMITTEE

1.1 Terms of reference

The Anti-Casualisation Committee is a Special Employment Interest Committee constituted under rule 25.1. It shall be the responsibility of the Anti-Casualisation Committee to advise and to make recommendations to the National Executive Committee on any issues arising specifically from or related to the employment of members on casual contracts. The committee will be responsible for the organisation of the Annual Meeting for Staff on Casual Contracts. The committee will meet on dates specified in the UCU Calendar or as agreed by the NEC.

For an appropriate part of each meeting the committee may decide that the FE and HE members of the committee will meet as two sub-committees to discuss business specific to their sectors. The quorum for meetings of the committee is one third of the voting representatives.

1.2 Composition

The committee will consist of: 12 representatives elected by the Annual Meeting for Staff on Casual Contracts; the two National Executive Committee representatives of casually employed members; and the General Secretary and Officers, *ex-officio*. The General Secretary and Officers will have all rights of committee membership except that they will not be entitled to vote.

1.3 Chairing

The committee will appoint a Chair and a Vice-Chair from amongst its members, by election if necessary. The Chair shall serve for a period of one year, subject to re-appointment for further periods. If the Chair is from HE, the Vice-Chair will be from FE, and vice-versa.

1.4 Eligibility

To be eligible for election or co-option to the committee, candidates must be in good membership standing and be employed on a casual contract, or, if not employed at the time of nomination, have been employed on such a contract within the last two years. Any persons elected or co-opted will cease to be members of the committee if their membership of UCU terminates or lapses during their term of committee membership. If an individual's contract of employment changes during their term of elected membership on the committee such that they are no longer employed on a casual

contract, that member will remain on the committee unless he or she chooses to resign from the committee.

National Executive Committee representatives of casually employed members are not eligible to stand for election to the committee by the annual meeting.

Any member of the committee (elected by the annual meeting) who takes office as a National Executive Committee representative of casually employed members will serve on the committee in their NEC capacity only. Any casual vacancy arising will be dealt with under standing order 1.8.

1.5 Term of office

Each year, representatives attending the Annual Meeting for Staff on Casual Contracts will elect six members to serve for a period of two years immediately following the annual meeting. After four or more consecutive years of elected membership there will be a break of one year before a candidate becomes eligible to serve on the committee again.

1.6 Nominations

Each branch/local association will be invited annually to submit to the General Secretary one nomination for membership of the committee, using a nomination form issued by headquarters. At the time of nomination, candidates will confirm that they fulfil the criteria for eligibility set out in 1.4 above, and that they are willing to represent staff on casual contracts, will provide proof that they are in qualifying employment, or have been in qualifying employment within the preceding 24 months, in the same form as the proof that is required for NEC nominations. The deadline for receipt of nominations will be 14 days before the annual meeting.

Nominations submitted by branches/local associations must have been approved either by a quorate branch meeting, or by a properly constituted meeting of staff on casual contracts, or by a quorate branch committee meeting. The secretary of the branch/local association will confirm that nominations submitted have received such approval.

1.7 Elections

The election of committee members will be determined by secret ballot of all voting representatives during the Annual Meeting for Staff on Casual Contracts. Voting will be in a single ballot conducted by single transferable vote. Of the six full term committee places elected each year, three members will be elected from the higher education sector, and three members will be elected from the further education sector. Should there be a casual vacancy or an unfilled vacancy at the time of the annual meeting it will be filled by the candidate with the next highest number of votes after members have been elected to the full-term vacancies.

1.8 Co-options

The committee will have the power to co-opt members where:

- (i) an insufficient number of nominations have been made to the committee at any annual meeting
- (ii) a casual vacancy arises between annual meetings
- (iii) there are particular/significant categories of staff on casual contracts not represented on the committee, in which case the committee may co-opt up to two extra members in total to provide representations of categories otherwise not represented on the committee.

Members co-opted must fulfil the criteria for eligibility outlined in paragraph 1.4 above. Co-options will only occur in these circumstances and will cease at the annual meeting following co-option when elections will take place. When co-opting, the committee shall take gender balance, and sectoral balance, and where possible the representation of different categories of staff on casual contracts, into account.

1.9 Voting

Where a decision is not reached by consensus, the chair will take a vote. Any vote will be conducted by a show of hands of those present and voting. Where the vote is tied, the status quo ante will prevail.

1.10 Congress

In accordance with national rule 16.6.4, the Anti-Casualisation Committee may send two motions and two amendments to National Congress and two motions and two amendments to each Sector Conference.

1.11 Minutes

The minutes and any recommendations of the meetings of the Anti-Casualisation Committee will be submitted to the HE and FE Sector Committees.

1.12 Amendment to standing orders

The committee or annual meeting for staff on casual contracts may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.

2. ANNUAL MEETING FOR STAFF ON CASUAL CONTRACTS

2.1 Date of meeting

The Annual Meeting for Staff on Casual Contracts will be held annually on a date specified in the UCU Calendar, following consultation with the Anti-Casualisation Committee.

2.2 Terms of reference

The annual meeting will advise and make recommendations to the Anti-Casualisation Committee and National Executive Committee on matters affecting members employed on casual contracts.

The annual meeting will *inter alia*:

- (i) receive the report of the Anti-Casualisation Committee;
- (ii) debate and vote on motions proposed by branches/local associations and by the Anti-Casualisation Committee;
- (iii) elect members of the committee as described in paragraphs 1.4–1.7 above.

2.3 Composition

In addition to the members attending under paragraph 2.4 below, the meeting will include the National Executive Committee members appointed to the committee and the Officers and General Secretary, *ex-officio*.

2.4 Branch/local association representatives and self-registrations

2.4.1 Each branch/local association may send at least one voting representative to the annual meeting, subject to a mechanism for determining a maximum size. The mechanism will be determined by the committee, subject to endorsement by the National Executive Committee and may include provision for the attendance of observers and/or more than one representative per branch. In addition to branch representatives, members may self-register to attend the meeting, in accordance with 2.4.3 – 2.4.8 below.

2.4.2 Branch/local association representatives will be elected by a quorate general meeting, or by a properly constituted meeting of staff on casual contracts, or by a quorate branch committee meeting.

2.4.3 Names of branch representatives and self-registrations will be notified to the General Secretary not later than 21 days before the meeting.

2.4.4 Subject to the maximum size of the meeting minus five places, all registered branch representatives will be delegates to the meeting.

2.4.5 When the number of branch representatives is known, the number of places for self-registered members of the meeting will be calculated, subject to the maximum size of the meeting (and not less than five places).

2.4.6 Self-registrations will be considered in two groups: those from members of branches that have not registered an elected branch representative (group 1), and members of branches that have registered an elected branch representative (group 2). Places will first be allocated to members in group 1. If the number of members in group 1 exceeds the number of places available, places will be allocated at random. At this stage, not more than one place will be allocated to self-registrations from members of the same branch. Additional self-registrations from members of the same branch will be moved to group 2.

2.4.7 If, following the allocation of places to members in group 1, further places remain, these will be allocated to members in group 2. If the number of members in group 2 exceeds the number of places available, places will be allocated at random.

2.4.8 All members who self-register will be informed of whether it has been possible to allocate a place to them not less than 14 days before the meeting. Branch secretaries

will be notified of any self-registered members of their branch who have been allocated a place at the meeting.

2.4.9 All members attending the annual meeting for staff on casual contracts, whether branch representatives or self-registered members, are normally expected to report back to their branch on their attendance and on the content of the meeting. Branch officers should facilitate this reporting back, which may take the form of an oral or written report.

2.5 Chairing

The annual meeting will be chaired by the Chair of the Anti-Casualisation Committee, or, in their absence, by the Vice-Chair.

2.6 Motions

Branches/local associations may be invited to submit up to three appropriate motions, using a form provided by headquarters, to the General Secretary which must be received 21 days before the date of the annual meeting. The Anti-Casualisation Committee may also submit motions. Motions for consideration and decision will be limited to matters of direct concern to staff on casual contracts and not to UCU members generally.

Motions submitted by branches/local associations must have been approved either by a quorate general meeting, or by properly constituted meeting of staff on casual contracts, or by a quorate branch committee meeting. The secretary of the branch/local association will confirm that motions submitted have received such approval.

Resolutions passed at the annual meeting will be advisory. They will be submitted to the National Executive Committee, together with any advice and recommendations from the Anti-Casualisation Committee, and a copy of the draft minutes of the annual meeting.

2.7 Voting on motions

Only the following members, present at the annual meeting, may vote: elected members of the Anti-Casualisation Committee, elected representatives of branches/local associations, and self-registered members of the meeting to whom places have been allocated. Voting on motions will be by show of hands, unless the Chair directs otherwise. Where the vote is tied, the status quo ante will prevail.

2.8 Material for the annual meeting

The following material will be circulated direct to representatives attending, and made available to branch/local association secretaries for information, before each annual meeting:

- (i) an agenda for the meeting;
- (ii) the motions received;

- (iii) the nominations received for the Anti-Casualisation Committee
- (iv) a copy of the relevant parts of Congress standing orders covering the conduct of business (para 2.10 below).

2.9 Quorum

Twenty members will constitute a quorum for the transaction of business.

2.10 Conduct of business

In managing the conduct of business and rules of debate, the Chair of the annual meeting will have regard to the relevant parts of the standing orders for UCU Congress.

2.11 Amendment to standing orders

The annual meeting may recommend amendments to these standing orders by a simple majority vote, subject to the endorsement of the National Executive Committee.