



LINCOLN 119 BRANCH

Revised Standing Orders

(Adopted on 14th December 2014)

1. About these Standing Orders

- These Standing Orders have been designed to formalise the procedures of Lincoln Branch and apply to both meetings and elections. As such they cover a wider range of topics than previous Standing Orders.
- In the event of a conflict between these Standing Orders and an ASLEF Rule, the ASLEF Rule is to take precedence and the relevant Standing Order is to be altered to comply with the Rule as soon as possible unless the majority of members present at a Branch Meeting consider that compliance with the Rule is not in the best interests of Branch Members, in which case the Standing Order should reflect best practice and Rule the minimum acceptable standard (*as, for example, used in "Notices of Motion" below*).
- Standing Orders may be altered by a majority vote of members present at a Branch Meeting in response to a motion specifying the change.

2. Branch meetings

- Meetings will be held as and when required by union business or branch members.
 - If at all possible, meetings should be held at least bi – monthly.
 - These meetings to be held in February, April, June, August and October.
 - An additional Annual General Meeting will be held in December, at which all Branch Officers and Representatives (*except LLC Representatives*) shall be elected for the following year.
- The date, time and location of the meeting must be agreed no less than 8 (eight) days beforehand.
 - *Meetings will normally be held on Sunday.*
 - *Once the LLC room becomes available, meetings will normally be held there.*
- Any Notice of Motion must be signed by the member proposing it and should be handed to the Branch Secretary no less than 8 (eight) days before the meeting.
 - Details of the Motion must be shown on the Branch Meeting notice.
 - *The "8-day rule" is so that the details can be shown on the notice.*
 - *Notices of motion will be accepted until 5 (five) days before the meeting, as required by rule 10.6 (f), but cannot be shown on the Branch Meeting notice; this may mean fewer members are aware of the motion before the meeting – and in turn this may mean that potential supporters of the motion do not attend the meeting.*
 - *Other motions may be submitted at the meeting if agreed by the Chairman in consultation with the members present.*
- The Notice of the Branch Meeting is to be posted 7 (seven) days before the meeting.

3. Conduct of Branch Meetings

- Four members are required to form a quorum.
 - If a quorum is not present thirty minutes after the start of the meeting, the meeting is to be cancelled.
 - The meeting is to be terminated if the attendance falls below a quorum by virtue of members leaving.
 - Meetings are to be no longer than 2 hours.
 - Agenda items at each meeting are to be:
 - Minutes of previous meeting to be read and agreed;
 - L.L.C. report;
 - Health & Safety Representative's report;
 - Head Office correspondence;
 - Any Other Business;
- Plus
- Any notices of motion.
 - Any Elections
 - Reports as below
 - The Branch Secretary's report is to be made at the Annual General Meeting.
 - The District Council Delegate is to give a report at the first Branch Meeting following a District Council meeting.

Motions

- The mover of a notice of motion is to be allowed 10 minutes to speak, the seconder 10 minutes and each succeeding speaker 5 minutes.
- No member may speak more than once except the mover who has the right to reply, immediately after which the question to be put.
- The Chairman shall on all questions have a vote as a member, but if he uses such vote he shall do so at the time of putting the question.
 - If the voting is equal the Chairman may then additionally use his casting vote.

Election of Branch Officers

- Branch Officers, including the Health & Safety Representative, are to be elected as and when required at the Annual General Meeting.
 - *Elections for LLC representatives shall be arranged separately as detailed in the next section of these Standing Orders.*
 - Candidates for all Branch posts must
 - be based at Lincoln depot, and
 - be employed by the company concerned, if more than one company employs drivers at Lincoln depot, and
 - have a minimum of six months service with the company concerned.
 - The H&S representative shall be elected for three years,
 - Branch Officers shall be elected for one year. All Branch positions shall start on 1st January of the year after election and expire on 31st December of that year, with the exception of H&S representative positions which shall expire on 31st December two years later.
 - *i.e. if elected at the 2010 AGM, to take up post on 1st January 2011 and stand for re-election at the 2011 AGM as the post expires on 31st December 2011.*
 - *A H&S Representative elected in December 2010 is to take up post on 1st January 2011 and stand for re-election at the 2013 AGM as the post expires on 31st December 2013.*

- The Role of Equalities Rep for Lincoln Branch shall be to promote, develop and enact positive policies in regard to equality of opportunity of employment and treatment in our company and ASLEF regardless of gender, sexual orientation, marital status, religion, creed, colour, race, ethnic origin or age. In line with Rule 3.1 (viii) the objects of ASLEF page 8 of the rule book.
- The names of members standing for these posts must be listed on the Annual General Meeting Notice, along with the names of their nominator and seconder.
 - *These details must be given to the Branch Secretary at least 8 days before the meeting.*

Election of Local Level Representatives

- The LLC representatives shall be elected for three years alternately,
 - *i.e. if elected after the 2010 AGM: the term of office to expire at the end of 2013, or if elected after the 2011 AGM: the term of office to expire at the end of 2014.*
- Candidates for all posts must
 - be based at Lincoln depot, and
 - be employed by the company concerned, if more than one company employs drivers at Lincoln depot, and
 - have a minimum of six months service with the company concerned
- If the election is not carried out by Human Resources
- Local Level Representatives will be elected by a ballot of all members at the depot rather than by election at a Branch Meeting unless there is only one candidate for the post.
 - *This will allow all members to have a say in the election of their representatives and officials, instead of only those who can attend the Branch Meeting.*
 - *After the October Branch Meeting each year, the Branch Secretary will post a notice stating the name of the LLC representative whose post is to expire, whether or not they are standing for re-election and providing spaces for challengers to enter their details.*
 - *Candidates for LLC positions must list their name and the names of their nominator and seconder.*
 - *The nomination period will close on 15th November and if required an election will be held immediately and the papers will be counted at the AGM.*
- LLC representatives shall take up their position on 1st January of the year after their election and shall stand for re-election in December the following year as their term of office expires on 31st December of that year.
 - *A LLC Rep elected in December 2010 is to take up post on 1st January 2011 and stand for re-election in December 2013 as their term of office expires on 31st December 2013.*

Election of DFC, Union Learner Rep, District Organiser and EC Committee Member.

- If at Lincoln Branch there is more than one member wishing to stand for the above positions then this should be done by secret depot ballot.

Election of delegate to the AAD.

- We are normally with 2 – 3 other branches from District 5.
- Each branch has a right to nominate, if there is more than one branch nominating a candidate it goes to the block vote system.
- If at Lincoln Branch there are two or more members wishing to stand for the above position this will be done by a show of hands at a Branch Meeting.

Discussion of Items Relating to Specific Staff Grades

- Items on the subject of Footplate issues are to be dealt with by members in the Footplate line of promotion.
- Items on the subject of Conductor/Guard issues are to be dealt with by members in the Conductor/Guard grades.

- Any other items are to be jointly discussed; joint discussion to happen as often as possible, at the discretion of the Chairman.

Operation of Standing Orders during Branch Meetings

- If any doubt arises with respect to the operation of any Standing Order, the ruling of the Chairman shall be decisive.

4. If a Branch Meeting cannot be held

- Should correspondence or business need an answer before a Branch Meeting can reasonably be held, the Branch Secretary is to contact the Branch Committee and, if they consider it necessary, as many members as reasonably possible to deal with the outstanding business in lieu of a formal Branch meeting.
- The date of this contact to be treated as the “date of the Branch meeting” for all official purposes.

5. Disputes and Removal of Branch Officers or Representatives

- Any disputes regarding Branch Officers or Representatives must be raised at Branch Meetings for members to discuss and the issues to be resolved.
- If Branch members are unhappy with any Branch Official or Representative, they have the right to call a Special Branch Meeting to remove him under Rule 10 (h).
 - Any member requiring such a meeting must ask the Branch Secretary to arrange the meeting.
 - As with any meeting, at least 8 (eight) days notice must be given in order that the Notice of Branch Meeting can be posted at least 7 (seven) days before the meeting.
 - The only item which will be discussed at the meeting is the removal and replacement of the Officer or Representative. No other business can be conducted.
 - Removals of Branch Officers or Representatives will only be possible if at least one candidate stands for that post.
 - *It is not possible to remove an Officer or Representative and to leave the post vacant.*
 - Removal of a Branch Officer or Representative shall be by a vote of the majority of the members present at the Special Branch Meeting. Election of a replacement (where more than one candidate stands) shall likewise be by a vote of the majority of members present at the Special Branch Meeting.

Dave Lyon
Branch Chair

Richy Doran
Branch Secretary

14th December 2014