

RULES OF THE GMB LONDON REGION ABILITY COMMITTEE

1 NAME

The name of the committee is GMB **A**bility (the Committee).

2 OBJECTIVES

The objectives of the Committee are:

- a. To provide advice to the Regional committee of the London Region on matters concerning disability issues, especially in the workplace;
- b. To assist the National GMB and London Region Equalities Forums/Fora (respectively NEF and REF) with the development of policy for the GMB CEC on such matters;
- c. To organise and recruit self-defined disabled members into the GMB;
- d. To promote equality at work and in society for all who self-identify as disabled;
- e. To oppose all forms of prejudice and discrimination whether on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, gender status (LGBT), transgender, ethnic or national origin, or other status or personal characteristic;
- f. To act as a contact and support for all GMB self-defined disabled members;
- g. To participate in local TUC Regional activity;
- h. To organise, as appropriate, GMB presence at regional disability events;
- i. To develop training and events for the self-defined disabled members in the region as well as training for GMB Representatives on disability issues in conjunction with the National Committee.
- j. To organise and campaign on issues that affect self-defined disabled members across the region.

3 MEMBERSHIP

- a. Full membership
Full membership is available to any GMB members - except GMB employees - who self-identify as disabled and supports the objectives_of the Committee.
- b. Associate membership
Associate membership is available to all other GMB members, including GMB employees, who support the objectives of the Committee. Associate members will have no voting rights and may not stand for office, but can contribute to any debate by invitation of the Chair.
- c. Costs and Expenses
Members and Carer's of members can request that costs for attending open meetings are met by their Branch. Costs and expenses incurred by the Officers at formal closed meetings will be met from the fund detailed at rule 11.
Associate members will be expected to afford their own costs and expenses.

4 AFFILIATIONS

The Committee may affiliate to groups and organisations that support its objectives as detailed at rule 2 and are approved by the Regional Committee.

5 THE COMMITTEE

- a. The Committee shall comprise of 7 Officers and up to 7 Ordinary Members (i.e. 'Committee Members'), ideally representing the different sections of the GMB e.g. Commercial Services; Engineering; Public Services).
- b. The Committee will make all efforts to ensure a gender balance. 7 of the 14 members should be a woman. At least one of Chair and Vice Chair should and at least one of Secretary and Assistant Secretary must be a woman. Positions will be held open to achieve this and we can invite nominations from

the floor of the AGM (or co-opt at subsequent Exec meetings).

Committee Members shall be Full Members of GMB **A**bility

The Officers shall manage the day-to-day affairs of the Committee.

- b. Committee Members shall be elected annually at the Annual General Meeting, and assume office at the conclusion of that meeting and shall remain in office until the end of the next AGM.

In the event that any Committee member fails to attend Committee meetings, and/or to send apologies and/or to submit reports on their work for three consecutive meetings, the Committee may declare the post vacant by default and proceed to fill it by co-option.

- c. The Officer posts shall comprise:
 - a) Chair
 - b) Vice Chair
 - c) Secretary
 - d) Assistant Secretary
 - e) Treasurer
 - f) Organiser.
 - g) Communications Secretary

The Committee will consider requests by potential office holders that they be allowed to job share the role.

- d. Nominations, including self-nomination, for each of these posts and the 7 Ordinary members must be submitted in writing to the Regional GMB "Secretary" no later than 28 days prior to the AGM.
- e. Those nominated shall confirm to the London Region GMB Secretary that they are willing to stand no later than 14 days prior to the AGM. Where no nominations have been received in advance of the meeting the Chair may call for nominations from the floor of the AGM.
- f. Where a single nomination is received by the due date, the nominee shall be elected unopposed. Of the Ordinary Committee Members, any contested posts shall be decided by simple majority election by Full Members present at the AGM. In order to include a diversity of GMB members, if an unsuccessful candidate is from a Section (e.g., Commercial Services, Manufacturing or Public Sector) not otherwise represented, that candidate will replace the Ordinary Committee member from a Section represented by more than two members who received the fewest votes.
- g. The Committee may fill any vacancy for an Officer or Ordinary Member by co-opting a full member. Such a co-opted member shall serve the remainder of the term applying to the vacant post and be afforded voting rights accordingly.
- h. The Officers and Committee may form sub-committees and working parties as required.
- i. Duties of All Committee Members:
See Rule 5, k below.

j. Duties of Officers:

Chair

The Chair shall preside at all Committee meetings and the AGM, and will be a principal representative of the Committee. The Chair shall rule upon any matter which requires interpretation and on which these rules or GMB Rule Book are silent. The Chair shall not vote at any meeting except in the case of a tied vote. The Chair will draw up agendas as required, and have a role in advising on personal cases with the assistance of the Committee.

Vice Chair

The Vice Chair in the absence of the Chair shall exercise the authority and carry out the duties of the Chair.

Secretary

The Secretary shall carry out the daily administration and correspondence of the Committee in accordance with the instructions of the Committee and be responsible for the agenda of Committee meetings and the AGM, along with the Assistant Secretary. The Secretary will provide a report to the Committee on request. The Secretary will have a role in advising on personal cases with the assistance of the Committee. The Secretary shall deal with nominations in accordance with these rules. The Secretary is also a principal representative of the Committee.

Assistant Secretary

The Assistant Secretary will assist the Chair, Secretary and Organiser in the arrangement of meetings, AGM, campaigns and participation at such events as regional socials and other events. The Assistant Secretary will inform the Officers and Committee of any meetings organised by Committee Members of which s/he has been notified. The Assistant Secretary will maintain the Members Mailing list with the Organiser.

Treasurer

The Treasurer shall be responsible for any finances of the Committee and liaise with the Regional Finance Officer to issue cheques, maintain accurate records, advising upon legitimate expenditure, providing annual accounts. The Treasurer will provide a report to the Committee on request. The Treasurer shall give up all monies, books, documents and property of Committee in their possession whenever required to do so by the Officers or Committee. The Regional Finance Officer will oversee the account at Regional Office.

Organiser

- Ensuring the Committee produces and updates an organising and recruitment plan to build a strong network that reflects the diversity of the workforce and membership;
- Assisting in co-ordinating campaigns;
- Co-ordinating recruitment and promotional activities;
- Providing a report to the Committee on request.

Communications Secretary

- Ensuring members are informed about activities and events;
- Updating Social Media pages;
- Providing updates to the London Region Web pages;
- Produce a newsletter once a quarter;

- Developing communications to ensure all members receive updates, etc.;

Ordinary Member

- Attending and participating fully at Committee and related meetings;
- Communicating promptly with the Committee on relevant news, developments, events, etc.;
- Contribute to GMB Treasurer newsletters and reports;
- Implementing AGM and related decisions as agreed;
- Participating fully in GMB, TU, campaigning, organising and promotional activities as required;
- Undertake specific roles and responsibilities as agreed at Committee meetings e.g. on specific equality strands and issues – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, gender status (LGBT), transgender, ethnic or national origin, or other status or personal characteristic; editorial; international issues, etc.;
- Provide advice and experience in personal case enquiries as required

The Committee shall nominate and agree which Committee Member attends GMB London REF meetings. That individual will report to and from that meeting and the Committee as agreed. Where there is likely to be a vote on a subject, the AGM and/or Committee will mandate the REF representative accordingly.

6 SUB-COMMITTEES and WORKING PARTIES

Sub-committees and working parties set up by the Committee shall be open to any interested members and shall appoint their own convener. The convener shall normally represent the sub-committee/working party at Committee meetings. Any documents and projects created may be shared with NEF and/or REF and also other GMB regions.

7 COMMITTEE MEETINGS

- a. The Committee shall meet as necessary but in any case at least quarterly. The quorum for Committee meetings shall be one third of the Committee. These meetings will be responsible for implementing decisions made at the AGM, administering the Committee between AGMs, and progressing matters arising between AGMs.
- b. In the event of a vote being required, a simple majority of Committee Members present suffices except when changes to these rules are proposed. In the event of a tied vote the Chair has the casting vote.
- c. The Committee shall, within the policy determined by the AGM:
 - Review and take forward the campaigning and organising work of the Committee;
 - Where requested by sub-committees, working parties, local groups or affiliated organisations, organise additional resources to assist in activities or campaigns;
 - Further the objectives of the Committee as necessary;
 - Initiate new campaigns and areas of activity where necessary.
- d. Agenda items for Committee meetings are to be with the Secretary and Assistant Secretary at least 14 days prior to the meeting. The Secretary or Assistant Secretary will issue a copy of the agenda to committee members no later than 7 days prior to the meeting.
- e. Guests and observers may attend Committee meetings with the prior agreement of the Chair. Guests and observers may not vote and may only speak to the meeting if invited to by the Chair.

8 ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be held on the date and at a venue to be decided by the Committee. The next AGM shall be held within 14 full months of the last AGM. The AGM shall be open to all GMB **A**bility members. Notice of the AGM shall be sent to all London Region branches and members not less than 56 days before the AGM.
- b. The sovereign body of Committee shall be the AGM. The Chair and Officers shall be elected annually at the AGM to take office from the close of the meeting.
- c. The AGM shall be quorate if the number of Full members present is greater than the number of Officer posts of the Committee.
- d. The AGM reviews and assesses current work and decides future policy. In the event of a vote being required, a simple majority of Full Members present is sufficient. In the event of a tied vote, the Chair has the casting vote. A two-thirds majority of Full Members present and voting is required to alter these rules. Only Full Members may submit Motions or vote.
- e. All Full Members are entitled to submit Motions to the AGM and also submit Motions to be considered for submission to the TUC Disabled Workers Conference (though the Committee may request additional information for members to consider). These must be received by the Secretary 28 days before the AGM. Associate Members are not entitled to submit Motions, however, they may write to the Chair of the Committee to suggest Motions 31 days before the AGM and the Committee will submit Motions on their behalf at their discretion.
- f. All Motions, nominations for the position of Chair and other Officers and other matters for consideration shall be sent to all London Region Branches and members no later than 14 days before the AGM.
- g. The Secretary or Assistant Secretary will issue a copy of the agenda to members no later than 14 days prior to the meeting.
- h. All members may speak and vote on Motions at the AGM. Five minutes will be allocated to a speaker to move a Motion, three minutes to the seconder and other speakers on a Motion. Associate Members may also speak on a Motion, but not vote. The mover of the Motion may have a right of reply to the debate for a maximum of three minutes.
- i. The Chair may, at their discretion, increase or decrease the speaking times on Motions. Additionally, the Chair may move straight to a vote if there is no speaker in opposition to a Motion.
- j. Should more than one Motion for the TUC Disabled Workers Conference be received for consideration, the AGM will vote, in a separate section on the Agenda, on each Motion in turn. All Motions that are carried will then be subject to ballot of those attending. The Motion with the most votes will then be submitted to via Full Members to their Branches, and/or via NEF and/or REF as the suggested Motion for that region.
- k. Should more than one GMB **A**bility member be nominated for any position on the Committee, the AGM will vote by secret ballot, to decide the matter.

9 EXTRAORDINARY GENERAL MEETINGS

- a. An Extraordinary General Meeting shall be summoned at the request of either:
 - One third of the Committee;
 - 5% of Full Members.
- b. Such a meeting may only discuss the business indicated in the notice convening the meeting. Notice shall be sent to members not less than 14 days prior to the meeting.
- c. Where an issue is of extreme urgency these deadlines may be waived, subject to the agreement of at least two-thirds of the Committee. In such circumstances the Chair shall take Motions from the floor, such Motions requiring a two-thirds majority of Full Members present and voting to be passed.

10 OTHER MEETINGS

- a. Events may be organised to encourage more participation from members, to recruit people to the GMB, organise campaigns and events, and enable members to meet each other. A Full Member shall, with the agreement of the Committee, be able to organise local events for members and invite guests in order to further the aims of Committee and encourage more participation by GMB members, within the following conditions:
 - No business shall be conducted that conflicts with the Rules or Objectives of the Committee;
 - All meetings will be notified to the Secretary and Assistant Secretary as soon as possible prior to the meeting;
 - Any costs shall be borne by those organising any such meetings unless agreed by the Chair or Committee in advance.Meetings shall be open to all members of the Committee.
- b. The Committee will participate in the activities of the regional TUC networks as appropriate.

11 FINANCE

- a. The financial year for Committee shall be that of the GMB Rule Book. All funds shall be deposited in the name of the London Region GMB **A**bility Committee.
- b. The GMB **A**bility Account will be held by the London Region Finance Officer.
- c. All payments shall be by cheque unless authorised to the contrary by the Officers and subsequently ratified by the Committee. Authorised signatories are the Officers of the Committee, and two of any five signatures of the Officers shall be necessary to validate payments, normally the Chair and the Treasurer.
- d. The accounts are open to inspection by any Full Member at the AGM or at Committee meetings, on giving of 21 days' notice.

12 AMENDMENTS

These Rules shall normally be amended only at the AGM or by appropriate Motions at GMB Congress. A two-thirds majority of votes cast is required to amend the Rules. GMB Rule Book at all times and in every case takes precedence over GMB **A**bility Rules and Motions.

Last updated June 2016; ratified at GMB **Ability AGM 21 May 2016**