

TUC RULES AND STANDING ORDERS

PART 1 CONSTITUTION

Rule 1

Name, office and membership

- a. NAME AND OFFICE: The name of the organisation constituted by these Rules shall be the 'Trades Union Congress' (hereinafter called 'the Congress'), and its principal office shall be at Congress House, 23-28 Great Russell Street, London WC1B 3LS, or such other places as the General Council of the Congress (hereinafter called 'the General Council') shall from time to time decide.
- b. MEMBERSHIP: The Congress shall consist of such bona fide trade union organisations as satisfy the requirements of these Rules and are affiliated in the manner prescribed by these Rules.

Any such organisation may make application to become affiliated to Congress and shall furnish copies of its Rules and Constitution together with such other particulars and information as shall at any time be required by the General Council.

It shall be a requirement of affiliation that an organisation has a clear commitment to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination,

both within its own structures and through all its activities, including its own employment practices.

In deciding at the time of such application or at any time thereafter whether or not a bona fide trade union is eligible for affiliation, the General Council shall have regard inter alia to the ability of the trade union organisation in its own right and of its own authority to fulfil the obligations of affiliation to the Congress and to comply with these Rules.

The General Council shall have full power to accept or reject any such application for affiliation and the General Council shall in addition have full power at any time to terminate the affiliation of any organisation which in the opinion of the General Council does not fully satisfy the requirements of affiliation for the time being.

The power of the General Council under this Rule to accept or reject any application or terminate any affiliation is subject to the power of the next annual Congress to overrule any such decision.

The General Council may also accept applications from organisations of local trade union branches to register as Trades Councils, County Trades Councils or County Associations where they comply with such requirements as determined by the General Council including in particular to have a clear commitment

to promote equality for all. Registration in this capacity does not consist of affiliation and confers no authorisation to speak or act on behalf of the Trades Union Congress.

Rule 2 Objects

- a. The objects of the Congress shall be:

To do anything to promote the interests of all or any of its affiliated organisations or anything beneficial to the interests of past and present individual members of such organisations.

To promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its employment practices.

Generally to improve the economic or social conditions of workers in all parts of the world and to render them assistance whether or not such workers are employed or have ceased to be employed.

To affiliate to or subscribe to or to assist any other organisation having objects similar to those of the Congress.

To assist in the complete organisation of all workers eligible for membership of its affiliated organisations and subject as hereinafter set forth in these Rules to assist in settling disputes between the members of such organisations and their employers or between such organisations and their members or between the organisations themselves.

In pursuance of these general objects, and in accordance with particular decisions that Congress may make from time to time, Congress may do or authorise to be done all such acts and things as it considers necessary for the furtherance of those objects.

- b. In the interpretation of the above objects the General Council shall have complete discretion subject only to the power of the annual Congress to revise their decisions.

Rule 3 Affiliation fees

Each Affiliated Organisation shall pay to the Congress an annual affiliation fee in respect of each of its members (probationary, free or otherwise). The annual affiliation fee shall be payable quarterly at the beginning of each quarter of the year, the first such quarter commencing on 1 January in any year.

The annual affiliation fee payable in respect of each member notified in accordance with sub-paragraph (a) shall be 95 per cent (the percentage figure) of the weekly (or equivalent) contribution rate based on the average of all unions contribution rates calculated in accordance with sub-paragraph (c). To this end

- a. Each organisation shall by 31 May in each year, inform the General Secretary of Congress of the number of its members as at 1 January of that year.
- b. Each affiliated organisation shall by 30 September in any year, inform the General Secretary of the contribution rate payable by the largest category of members as at 1 January of the year following.
- c. The average of all unions' contribution rates is the sum of each union's contribution rate in accordance with sub-paragraph (b) multiplied by each union's affiliated membership and divided by the total affiliated membership in the year in which the contribution rate is notified to the General Secretary.
- d. The General Council shall, by 31 October in each year, confirm, increase, or reduce, the percentage figure in accordance with the TUC work programme and priorities as decided by Congress in that year.

Unless decided otherwise by the General Council 10 per cent of each annual affiliation fee should be allocated to the TUC Development Fund.

Rule 4 Composition of General Council

- a. The General Council shall be composed of ten sections as follows:

Section A shall consist of members from those organisations with a full numerical membership of 200,000 or more members. Each such organisation shall be entitled to nominate one or more of its members to be a member or members of the General Council and the number of members to which the organisations comprising Section A shall be entitled shall be determined by their full numerical membership on the basis of one per 200,000 members or part thereof provided that where the total number of women members of any organisation in Section A is 100,000 or more that organisation shall nominate at least one woman.

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Section B shall consist of members from those organisations with a full numerical membership of 30,000 up to 199,999 members. Each such organisation shall be entitled to nominate one of its members to be a member of Section B of the General Council.

Section C shall consist of seven members of unions with fewer than 30,000 members.

Section D shall consist of four women members all of whom shall be members of an affiliated organisation with less than 200,000 members.

Section E shall consist of one black member who shall be from an organisation with a full numerical membership of 200,000 or more members. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section E member of the General Council.

Section F shall consist of one black member who shall be from an organisation with a full numerical membership of 199,999 or less members. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section F member of the General Council.

Section G shall consist of one black woman member who shall be a member of an affiliated organisation. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section G member of the General Council.

Section H shall consist of one member representing trade unionists with disabilities.

Section I shall consist of one member representing lesbian, gay, bisexual and transgender trade unionists.

Section J shall consist of one member under the age of 27.

All unions will be entitled to nominate one of their members who is a delegate to Congress for sections H, I and J and election shall be by ballot of all unions entitled to vote at Congress.

Subject to Rule 4 (f), the election of a member of the General Council for any section shall be in addition to, and not in substitution for, any member of the union who is elected as a member of the General Council in accordance with the provisions relating to the election of a member of another section.

- b. On 1 June each year or as soon thereafter as is practicable, each affiliated organisation shall be allocated by the General Council either to Section A, B, C or E or F and, where applicable, Section D on the basis of its full numerical membership, as notified to the General Secretary in accordance with Rule 3 and the General Council shall then advise each affiliated organisation of the Section(s) to which it has been allocated and in the case of affiliated organisations allocated to Section A and Section B of the number or numbers of members of the General Council to which they are entitled.

All organisations shall be notified of the arrangements for making a nomination of a member for Section G, H, I and J and organisations allocated to Sections C, D, E and F shall also be notified of the arrangements for making a nomination of a member for the sections to which they are allocated.

- c. Members of all sections of the General Council shall take office at the termination of the annual Congress and shall remain in office until the termination of the next annual Congress and shall be eligible for re-election to or continued membership of the General Council.

- d. In the event of a member of Section A or Section B ceasing by death, resignation or other cause to be a member of the General Council, the affiliated organisation which nominated that member may nominate a successor to take her or his place. In the event of a member of Section C, D, E, F, G, H, I and J ceasing by death, resignation or other cause to be a member of the General Council, the General Council shall determine how, if at all, the vacancy shall be filled.
- e. No organisation may participate in the nomination or selection of members of the General Council unless it shall have paid the fees provided by Rule 3 during the previous year.
- f. No affiliated organisation shall be entitled to nominate a member for Section G and, as appropriate, Section E or Section F.
- b. No person shall be eligible for membership of the General Council who has privately assisted, during the year preceding the annual Congress, in the production of anything made by non-union labour, or by such firms as may be declared unfair by the interested trade society, or who has continued to assist privately in the production of anything made by non-union labour, or by such firms as may be declared unfair by the interested trade society, after such matters have been pointed out to her or him.
- b. Each affiliated organisation allocated to Section C or Section E or Section F in accordance with Rule 4(b) shall be entitled to nominate one of its delegates for election, as appropriate, to Section C, Section E and Section F of the General Council. Subject to Rule 4(f), each affiliated organisation shall be entitled to nominate one of its delegates for election to Section G, H, I and J of the General Council.
- c. Each affiliated union with 200,000 or fewer members shall have the right to nominate one of its women members for election to Section D of the General Council.
- d. Nominations for the General Council under (b) or (c) above shall be sent to the General Secretary of the Congress on the appropriate form, which must be signed by the President (or the Chairman) and Secretary of the organisation making the nomination, and must be received by the General Secretary of the Congress at least eight weeks prior to the Monday of the annual Congress.

Rule 5 Qualifications for General Council

- a. No person shall be eligible for membership of any section of the General Council who is not a Congress delegate (as per Rules 17 and 18) and the organisation so represented shall have paid the fees provided by Rule 3 during the previous year.

Rule 6 Nomination of General Council

- a. At least eight weeks prior to the date fixed for the commencement of each annual Congress, each affiliated organisation allocated to Section A or Section B in accordance with rule 4(b) shall notify the General Secretary of the Congress of the name(s) of its chosen member(s) on the General Council for the coming year. If a member so nominated shall resign or die before the annual Congress the General Council shall accept a replacement nomination from that organisation.

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e. The list of members in Section A or Section B and of nominations to the places in Sections C, D, E, F, G, H, I and J shall be published in the preliminary agenda containing the motions which are to be discussed at the annual Congress. However, if a candidate for Section C, D, E, F, G, H, I and J dies before the election takes place the General Council shall have the powers to authorise the acceptance of a fresh nomination notwithstanding anything in these Rules and Standing Orders.

Ballot papers containing the names of all candidates nominated for Section C of the General Council shall be supplied to the delegations of all organisations allocated to Section C on the day of the election. Ballot papers containing the names of all the candidates nominated for Section D of the General Council shall be supplied to the delegations of all organisations allocated to Section D on the day of the election.

Ballot papers containing the names of all candidates nominated for Section E of the General Council shall be supplied to the delegations of all organisations allocated to Section E on the day of the election. Ballot papers containing the names of all candidates nominated for Section F of the General Council shall be supplied to the delegations of all

organisations allocated to Section F on the day of the election. Ballot papers containing the names of all candidates nominated for Section G, H, I and J of the General Council shall be supplied to the delegations of all organisations on the day of the election.

f. Notice of withdrawal of any nomination for Section C, D, E, F, G, H, I and J must reach the General Secretary of the Congress not later than four weeks before the opening of the annual Congress. Where, due to the withdrawal of a candidate before election or to any other cause, there is an insufficiency of candidates to fill the number of seats in the Section concerned, the General Council shall have the power to call for fresh nominations, notwithstanding anything in these Rules and Standing Orders.

Rule 7 Election of the General Council - Sections C, and D, E, F, G, H, I and J.

a. Members of Section C of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section C.

b. Members of Section D of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section D.

c. The member of Section E of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section E.

d. The member of Section F of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section F.

e. The members of Sections G, H, I and J will be elected at each annual Congress by ballot vote of all affiliated organisations.

f. In the elections of the General Council for the members of Section C and of Section D and for the Section E, Section F, Section G and Sections H, I and J, each organisation entitled to vote may cast all or any part of the votes to which it is entitled in favour of as many candidates as are to be elected in the election in question. No organisation shall cast more votes than the number to which it is entitled for any one candidate. The number of votes to which each organisation shall be entitled shall be determined on the basis of one vote for every 1,000 members or fraction or part thereof as declared by the organisation in accordance with Rule 3. The candidate(s) in each election securing the highest number of votes shall be declared elected.

- g. The ballot papers shall be issued by the scrutineers, and after being filled up shall then be immediately placed in the box without inspection by the delegates other than those of the organisation voting.
 - h. Any delegates found guilty of violating this Rule shall at once be reported to Congress, named by the President and expelled. Such delegate or delegates shall not be eligible to attend Congress again for three years.
 - i. A notification of the penalties likely to be involved in the infringement of this Rule shall be included in the instructions printed on each ballot paper.
- d. They shall promote common action by the trade union movement on general questions, such as wages and hours of labour, and any matter of general concern that may arise between trade unions and trade unions, or between employers and trade unions, or between the trade union movement and the government, and shall have power to assist any union which is attacked on any vital question of trade union principle.
 - e. They shall assist trade unions in the work of organisation, and shall carry on propaganda with a view to strengthening the trade union movement, and for the attainment of any or all of the above objects.
 - f. They shall also enter into relations with the trade union and labour movements in other countries with a view to securing united action.
 - g. They shall have authority to invest and administer the funds of the Congress and to make grants to any organisation or person, whether in Great Britain, or abroad, for such purposes as it seems desirable, but in so doing they shall have regard to the directions, if any, from time to time given by Congress. They shall also have authority to raise funds for any special purpose and to invest and administer such funds and to make grants therefrom.
- h. For the purpose of carrying out the objects of the Congress, of conducting its affairs and in relation to the matters specifically referred to in this Rule the General Council shall have power to utilise the funds and property of the Congress, to enter into any transaction and by any one or more of their members or appointed officers to execute in the name and on behalf of the Congress any deeds or documents that may be necessary.
 - i. The General Council shall have power whenever they deem necessary to convene a special Congress or Conference to deal with any contingency that may arise, and to arrange the agenda and procedure whereby the business of such meetings shall be conducted.
 - j. In the event of a legal point arising which, in the opinion of the General Council (after consultation with Counsel) should be tested in the House of Lords in the general interests of trade unionism, the Council shall be empowered to take the necessary action.

Rule 8

Duties of the General Council

- a. The General Council shall transact the business in the periods between each annual Congress, shall keep a watch on all industrial movements, and shall, where possible, co-ordinate industrial action.
- b. They shall watch all legislation affecting labour and shall initiate such legislation as Congress may direct.
- c. They shall endeavour to adjust disputes and differences between affiliated organisations.

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- k. In order that the trade union movement may do everything which lies in its power to prevent future wars, the General Council shall, in the event of there being a danger of an outbreak of war, call a special Congress to decide on industrial action, such Congress to be called, if possible, before war is declared.
- l. The General Council shall prepare a report of their work for submission to the annual Congress and shall include in it a record of the attendances at General Council meetings. The Standing Orders of Congress and the General Council shall be published in each annual report of the proceedings of Congress.

Rule 9 Appointment of committees

The General Council shall appoint such committees as they consider necessary to deal with aspects of their business.

Rule 10 Wales TUC

There shall be a Wales TUC Conference and Wales TUC General Council which shall have devolved responsibility within the TUC for:

- i. matters which are within the powers of the Welsh Government and legislature; and
- ii. matters which are wholly specific to Wales.

The Wales TUC Rules (as agreed by TUC General Council, Wales TUC General Council and Wales TUC Conference) shall define the detailed objects, responsibilities and structure of the Wales TUC.

Rule 11 General Secretary

- a. The General Secretary shall be elected by Congress and shall be ex officio a member of the Congress and the General Council. She or he shall remain in office so long as her or his work and conduct give satisfaction to the General Council and to the representatives attending Congress and shall retire from the service of the Congress upon reaching the age of 65.
- b. The annual Congress preceding the date of retirement of the General Secretary shall elect a General Secretary Designate who shall become General Secretary on the retirement of her or his predecessor. Should a vacancy otherwise occur between the annual meetings of the Congress, the General Council shall have power to fill such a vacancy temporarily.

- c. The General Council shall determine the salary and conditions of service of the General Secretary and shall provide her or him with all necessary assistance, office accommodation, and facilities for conducting the business of the Congress and the General Council.

- d. Any duty or function imposed by these Rules upon the General Secretary may be discharged (with her or his consent) by such persons as she or he considers appropriate provided always that the General Secretary shall remain responsible to the General Council for the discharge of that duty or function.

Rule 12 Industrial disputes

- a. It shall be an obligation upon the affiliated organisations to keep the General Secretary of the Congress informed with regard to matters arising between them and their employers and/or between one organisation and another, including unauthorised and unconstitutional stoppages of work, in particular where such matters may involve, directly or indirectly, large bodies of workers. The General Council or the General Secretary shall (if either should consider it necessary) disseminate the information as soon as possible to all organisations

which are affiliated to the Congress and which may be either directly or indirectly affected.

- b. The general policy of the General Council shall be that unless requested to do so by the affiliated organisation or organisations concerned, neither the General Council nor the General Secretary shall intervene so long as there is a prospect of whatever difference may exist on the matters in question being amicably settled by means of the machinery of negotiations existing in the trades affected.
 - c. If, however, a situation has arisen, or is likely to arise, in which other bodies of workpeople affiliated to Congress might be involved in a stoppage of work or their wages, hours and conditions of employment imperilled, the General Council or the General Secretary may investigate the matter by calling representatives of the organisation or organisations concerned into consultation, and may use their influence or her or his influence (as the case may be) to effect a just settlement of the difference. In this connection the General Council or the General Secretary, having given an opportunity to each organisation concerned to present its views on the matter and having ascertained the facts relating to the difference, may tender
- their or her or his considered opinion and advice thereon to the organisation or organisations concerned. Should the organisation or organisations refuse such assistance or advice, the General Secretary shall duly report thereon to the General Council and/or the General Council shall duly report thereon to Congress or deal with the organisation under Clauses (b), (c), (d) and (h) of Rule 13.
- d. Whenever the General Council intervene in relation to a matter within the provision of clause (c) of this Rule, and the organisation or organisations concerned accept the assistance and advice of the General Council, and where despite the efforts of the General Council, the policy of the employers enforces a stoppage of work by strike or lock-out, the General Council shall forthwith take steps to organise on behalf of the organisation or organisations concerned all such moral and material support as the circumstances of the dispute may appear to justify.

Rule 13

Disputes between affiliated organisations

- a. Where disputes arise or threaten to arise between affiliated organisations, the General Council or the General Secretary of the Congress shall use their or her or his influence (as the case may be) to promote a settlement.
- b. It shall be an obligation on the affiliated organisation or organisations concerned to notify the General Secretary when an official stoppage of work is contemplated in any dispute between affiliated organisations, whether relating to trade union recognition, trade union membership, demarcation of work, or any other difficulty. No affiliated organisation shall authorise such a stoppage of work until the dispute has been dealt with under the provisions of Clauses (e) to (h) of this Rule.
- c. Where a dispute between unions has led to an unauthorised stoppage of work, it shall be an obligation of the affiliated organisation or organisations concerned to take immediate and energetic steps to obtain a resumption of work.

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- d. The affiliated organisation or organisations concerned shall notify the General Secretary as soon as possible of any stoppage of work which involves directly or indirectly large bodies of workers, or which, if protracted, may have serious consequences. In addition to such notification, the affiliated organisation or organisations concerned shall inform the General Secretary of the causes and circumstances of the dispute and of the steps taken or proposed by it or by them to secure a resumption of work.
- e. Either upon notification from an affiliated organisation as required by Clause (b) or Clause (d) of this Rule, or upon the application of an affiliated organisation, or whenever she or he considers it to be necessary, the General Secretary may investigate cases of dispute or disagreement between affiliated organisations and may decide on the most appropriate method of resolving the issue. Where she or he considers it appropriate, the General Secretary may refer any such case to a Disputes Committee of the Congress for resolution in accordance with the Regulations governing procedure in regard to disputes between affiliated organisations (as amended by the General Council and adopted by the Congress from time to time). In the event of such a reference, the General Secretary may summon affiliated organisations to appear as parties before a Disputes Committee and shall require such organisations to submit to that Committee any information, which she or he or the Committee considers to be essential to enable the Committee to adjudicate upon the case.
- f. If an affiliated organisation refuses or fails to respond to a summons by the General Secretary to appear before a Disputes Committee, the General Secretary shall investigate the circumstances of such a refusal or failure by calling representatives of the organisation into consultation and inviting the organisation to give reasons for its conduct. If, after such investigation, the General Secretary does not withdraw her or his summons and the organisation persists in its refusal or failure to appear before the Disputes Committee the General Secretary shall report the matter to the General Council who may deal with the organisation under Clause (h) of this Rule as if it were a case of failure by that organisation to comply with an award of a Disputes Committee.
- g. If an organisation which is a party to a dispute fails or refuses to submit its case to a Disputes Committee as provided by this Rule, the Disputes Committee may proceed to make an award in the absence of that organisation and in any event it shall not be permissible for that organisation to raise the dispute at any annual Congress.
- h. Affiliated organisations summoned by the General Secretary to appear as parties before a Disputes Committee shall be bound by any award of the Disputes Committee and shall comply forthwith with such award. Should any such organisation refuse or fail forthwith to carry into effect such an award (in whole or in part) the General Council having received the award may report on the matter as they think fit to all affiliated organisations, and/or may either:
- i. deal with the organisation under clauses (b), (c), (d) and (h) of Rule 13, or
 - ii. report the matter to the next annual Congress to be dealt with as that Congress may decide.

Rule 14 Conduct of affiliated organisations

- a. If at any time there appears to the General Council to be justification for an investigation into the conduct of any affiliated organisation on the ground that the activities of such organisation may

be detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of the Congress, the General Council shall summon such organisation to appear by duly appointed representatives before them or before such Committee as the General Council consider appropriate in order that such activities may be investigated. In the event of the organisation failing to attend, the investigation shall proceed in its absence.

- a. If after an investigation under:
 - i. clause (a) of this Rule; or
 - ii. an investigation under clause (c) of Rule 12; or
 - iii. an investigation and report to the General Council by the General Secretary of the Congress under clause (f) of Rule 13; or
 - iv. an investigation by a Disputes Committee under clauses (e) and (g) of Rule 13 and a refusal or failure to comply with its award under clause (h) of Rule 13;

it appears to the General Council that the activities of the organisation may be detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of Congress, the General Council shall notify the organisation of that fact, specifying the grounds on which that charge is made and inviting the organisation to present its views to the General Council. If, after considering those views, the General Council decide that the said activities are detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of Congress, the General Council shall direct the organisation to discontinue such activities forthwith and undertake not to engage therein in the future.

- b. Should the organisation disobey such direction, or fail to give such undertaking, the General Council are hereby empowered in their discretion to order that the organisation be forthwith suspended from membership of the Congress until the next annual Congress.
- c. The General Council shall submit a report upon the matter to the next annual Congress.

d. No affiliated organisation shall circularise, either in writing or by general oral communication, other affiliated organisations upon any matter concerning the business of the Congress, without first securing the General Council's authorisation for such circularisation.

e. Should any such unauthorised circularisation take place concerning a motion for the agenda of the annual Congress or any special Congress or conferences, and the General Council after investigation decide that those responsible for such motion connived at, or were party to, or concerned with such circularisation, the motion shall not be included in the agenda.

f. The General Council may investigate any violation of the provisions of Clauses (e) and (f), and if after such investigation they decide that any organisation has acted deliberately in such violation they may deal with the organisation by investigation, suspension and report under the terms of Clauses (b), (c) and (d) of this Rule.

g. Any affiliated organisation dealt with under this Rule shall have the right to appeal to the next annual Congress and may appoint

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delegates in accordance with Rules 17 and 18 to represent the organisation upon the appeal and at the annual Congress if the appeal is allowed. Congress shall upon such appeal have final authority to deal with the matter by way of re-admission, further suspension or exclusion from membership of the Congress.

Rule 15

Trustees, auditors and accounts

- a. TRUSTEES: Two or more trustees shall be appointed by the General Council in whose names the funds and property of the Congress shall be vested. Such Trustees shall hold office until their respective successors have been duly appointed by the General Council and shall have accepted office. The Trustees shall deal with the funds and property held by them in accordance with the directions of the General Council and shall invest any funds available for investment in accordance with such directions. The bank accounts of the Congress shall be in the names of the Trustees, but the General Council may by resolution authorise the Trustees to direct the bankers to honour the signature or signatures of any person or persons

named in the resolution, in which case the trustees shall give such direction and shall be relieved from all liability in respect of payments made in the manner authorised by the resolution while it is in force.

- a. AUDITORS: The accounts of the Congress shall be audited annually by a chartered or incorporated accountant to be appointed by the General Council. The accountant shall be given access to all books and documents of the Congress and shall be given all information or explanations with regard to the accounts that she or he requires. The accountant shall be required to submit a report to the General Council as soon as practicable after the audit.
- b. ACCOUNTS FOR THE YEAR: In order that affiliated organisations may have an opportunity of perusing the financial statements prior to each annual Congress, the financial year shall close on 31 December. The audit shall then take place and printed Balance Sheets, duly certified by the Auditors, shall be sent with the complete agenda to the secretary of each organisation not less than 14 days before each annual Congress.

Rule 16

Amendment of Rules and Standing Orders

- a. The General Council may between each annual Congress make any amendment to the Rules and Standing Orders that they deem necessary subject to any such amendment being confirmed by the next annual Congress, providing that any such amendment shall in any event be binding upon all affiliated organisations and their members until overruled by Congress.
- b. Affiliated organisations may (subject to the provisions of Rule 24) put forward motions for the amendment of the Rules and Standing Orders for the consideration of such annual Congress.

PART 2

ARRANGEMENTS FOR ANNUAL CONGRESS

Rule 17

Preliminary arrangements

- a. The General Council shall select the place for the annual Congress and shall have the powers to invite representatives of public bodies and other institutions to attend the sittings thereof.

- b. The General Council shall meet during the week prior to the date of each annual Congress for the purpose of completing the arrangements there for.

Rule 18
Representation at annual Congress

- a. Affiliated organisations shall be entitled to be represented at the annual Congress by one delegate for every 5,000 members or fraction thereof, (save for unions with fewer than 5,000 members who shall be entitled to two delegates) provided always that they have paid the fees prescribed in Rule 3.
- b. Not later than seven weeks prior to the Monday of the annual Congress the names and addresses of the delegates shall be sent to the General Secretary of the Congress on the appropriate form which must be signed by the President (or Chairman) and Secretary of the organisation such delegates will represent.
- c. A credential card shall not be issued to any affiliated organisation which has failed to comply with the foregoing conditions.
- d. In addition, the annual Trades Councils Conference may elect a further delegate, who must be a member of

a registered Trades Council, to attend Congress and move the motion submitted to Congress by the Trades Councils Conference.

Rule 19
Delegates' qualifications

- a. Each annual Congress shall consist of delegates who must be financial members of the affiliated organisation they are to represent and actually working at their trade at the time of appointment, or full-time paid officials of such affiliated organisation. However, unemployed members of an affiliated organisation shall not be debarred from acting as delegates.
- b. The above qualifications shall not, however, debar a person from acting as a delegate who is not a full-time paid official and who has temporarily left her or his normal full-time work as an employee in trade or industry to undertake Parliamentary duties, provided that, at the time of her or his attending Congress, she or he is occupying a national post designated under the Rules of the appointing affiliated organisation.

Rule 20
Congress President

- a. The President of the Congress shall be appointed by the General Council at their first meeting after each annual Congress.
- b. The duties of the President shall be to preside at all meetings of the General Council, an at all special Congresses or Conferences for one year following the date of her or his appointment, and at the annual Congress concluding her or his term of office. She or he shall then become first Vice-Chair of the General Council for a period of one year thereafter.

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Rule 21

General Purposes Committee

- a. A General Purposes Committee of five members for the ensuing annual Congress shall be nominated and elected by ballot. If any member elected is not a delegate to the ensuing annual Congress, or a vacancy arises from any other cause, the highest unsuccessful candidate shall be called upon to fill the vacancy.
- b. Each nominee for the General Purposes Committee must be nominated by her or his own organisation. Nominations shall be submitted on the appropriate form which must be signed by the President (or Chair) and Secretary of the organisation and shall reach the General Secretary of the Congress at least eight weeks prior to the Monday of the annual Congress.
- c. The members of the General Purposes Committee shall appoint from their body a chair and secretary. The duties of the General Purposes Committee shall be:

- i. to co-operate with the movers of motions and amendments in order that composite motions may be obtained wherever possible
- ii. to have printed and circulated to the delegates copies of the composite motions they have approved
- iii. to submit to the President of Congress a programme of all motions and amendments approved by them as being in accordance with the Rules and Standing Orders, together with all suggestions for the proper conduct of the business of the annual Congress
- iv. to report to the General Council any violation of the Rules or Standing Orders that may be brought to their notice, together with any recommendation agreed upon.

Rule 22

Tellers and ballot scrutineers

The General Council shall nominate, for the approval of the Congress, four or more Tellers and up to seven ballot scrutineers.

Rule 23

Voting

The method of voting at Congress shall be at the discretion of the President, by voice, or show of hands, or card vote. Where, however, a division by voice or show of hands is challenged by delegates to Congress, voting shall be by cards to be issued to the delegations according to membership (paid for as per Rule 3) on the basis of one vote for every 1,000 members or fractional part thereof represented. Such cards to be issued to affiliated organisations by the General Secretary of the Congress before the commencement of the annual Congress.

Rule 24

Motions for Congress

- a. Motions for the Congress must be submitted on the appropriate forms and be signed by the President (or Chair) and Secretary of the organisation submitting such motions and must be received by the General Secretary of Congress not later than eight weeks before the Monday of the annual Congress.

- b. Such motions shall be printed and sent to each affiliated organisation not less than six weeks before the annual Congress. The order in which these subjects are to be discussed shall be decided by the General Council in consultation with the General Purposes Committee of Congress.
- c. An affiliated organisation shall be allowed not more than two motions, apart from organisations with more than one million members who will be allowed one additional motion for each additional 500,000 members or part thereof. In addition, each of the equality conferences, the Young Workers Conference and Trades Union Councils Conference will be allowed to choose one motion carried by that conference for submission to Congress. In order that important labour questions may not be omitted from the discussion of the annual Congress, the General Council are empowered to place not more than three motions on the annual Congress agenda.
- d. All amendments to the motions submitted by affiliated organisations must be received by the General Secretary of Congress not later than four weeks before the Monday of the annual Congress. An affiliated organisation shall be allowed not more than two amendments apart from organisations with more than one million members who will be allowed one additional amendment for each additional 500,000 members or part thereof. These must be submitted on the appropriate forms and be signed by the President (or Chair) and Secretary of the organisation concerned.
- e. Notwithstanding the provisions of this Rule, the General Council or any affiliated organisation shall, subject to the approval of the General Purposes Committee, be permitted to submit an emergency motion for the consideration of the delegates to Congress. No such permission shall, however, be granted unless agreed to by at least two-thirds of the votes cast by the delegates to the particular annual or special Congress.
- f. Motions shall not exceed 250 words in length. Amendments shall not exceed 50 words in length. These provisions shall apply to original motions and emergency motions but not to composite motions nor to motions selected to go forward to the Congress Agenda by the equality conferences, Young Workers Conference and Trades Union Councils Conference.

Rule 25 Delegations

All nominations for delegations appointed by Congress must be submitted on the appropriate form and be signed by the President (or Chair) and Secretary of the organisation and must be sent to reach the General Secretary of the Congress not later than eight weeks before the Monday of the annual Congress. Each nominee must be nominated by her or his own organisation.

Rule 26 Date of annual Congress

- a. Unless otherwise decided by the General Council, the date for the opening of each annual Congress shall be the Sunday before the second Monday in September.
- b. To enable affiliated organisations to comply with the various requirements of these Rules where time limits are fixed by reference to the date of the annual Congress, the General Council shall, in the event of any change in such date, direct that notice of such change shall be given to affiliated organisations in due time.

TUC RULES AND STANDING ORDERS

Rule 27

Standing Orders

- a. **HOURS OF MEETING:**
Delegates shall assemble at 4pm prompt on the first day of each annual Congress and at 9.30am on each succeeding day. On Sunday Congress shall adjourn at 7pm and each day thereafter (Monday to Wednesday) Congress shall adjourn at 12.45pm and reassemble at 2.15pm and adjourn for the day at 5.30pm on Monday and Tuesday and shall conclude no later than 4pm on Wednesday.
- b. **AGENDA:** A complete agenda of the motions and amendments submitted under Rule 23 shall be printed and sent, not later than 19 days before the opening of each Congress, to the affiliated organisations which have paid up to the last preceding quarter the fees due under Rule 3.
- c. **GENERAL COUNCIL'S REPORT:** After the opening of each annual Congress, the General Council shall present their report for the past year, which shall be laid on the table for discussion. The items of the report shall be discussed seriatim and not as a whole: each speaker to be limited to three minutes. Such report shall be given precedence over all other business provided that where a motion on the agenda bears directly upon any part of the report, such motion may at the discretion of the President be taken in conjunction with such part of the report.
- d. **LIMITATION OF SPEECHES:**
The mover of the motion shall be allowed five minutes, the seconder three, and any or each succeeding speaker three minutes. A delegate shall not speak more than once on a question, except the mover of the original proposition, who shall have the right to reply.
- e. **ORDER OF SPEAKERS:** The President shall determine the order of speakers. Each delegate shall stand when speaking. If the President rises to call a delegate to order, or for any other purpose connected with the proceedings, the delegate speaking shall leave the rostrum and resume her or his seat and no other delegate shall rise until the President has authorised the discussion to proceed.
- f. **PRESIDENT'S RULING:**
Should any delegate cause disturbance at any session of annual or special Congress, and refuse to obey the President when called to order, she or he shall be named by the President, and shall be expelled from the hall for the remainder of the session, and shall not be allowed to take part in the Congress proceedings without the consent of Congress delegates.
- g. **CLOSURE:** The Previous Question, Next Business, or the Closure may be moved and seconded only by those delegates who have not previously spoken during the debate, and there shall be no speeches on such motions. Should the closure be carried, the mover of the original motion shall have the right to reply in accordance with Rule 26, clause (d). Should the President consider that there is no practical difference of opinion among the delegates, she or he shall have power to stop the discussion and submit the proposition to the vote of the Congress delegates.
- h. **SPECIAL MEETINGS:** In the case of special Congresses or Conferences the above Standing Orders shall be adhered to wherever applicable as closely as possible.

Rule 28

Suspension of Rules and Standing Orders

Rules and Standing Orders in Part 2 hereof, may, notwithstanding the terms of Rule 15, be suspended if such suspension is agreed to by at least two-thirds of the votes cast by the delegates to the particular annual or special Congress.