

Standing Orders

1. All Unite the Union members employed by NHS Greater Glasgow & Clyde (Greater Glasgow Health Board and hereinafter referred to as the “Board”) shall be members of the Group.
2. Each section of membership shall be responsible for electing from among themselves, at least every 2 years, 1 or more representatives as follows: Shop Stewards / Workplace Representatives (Group Representatives), Safety Representatives, Learning Representatives and Equality Representatives. Member sections may be workplace or professionally based. Election to one representative role shall not preclude election to another such role within the section of membership.
3. Branch office-holders that are employed by the Board, as elected representatives of Union members, shall be accredited as Group Representatives.
4. The Group Committee shall comprise the Group Representatives (Shop Stewards/Workplace Representatives and Branch office-holders that are employed by the Board) who shall be expected to attend meetings of the Committee. Safety Representatives, Learning Representatives and Equality Representatives shall be entitled to attend the Committee in an *ex officio* capacity and as such shall not have a vote.
5. All Regional Officers and other full time officials of the Union shall be entitled to attend in a non-voting capacity both the Group and the Group Committee.
6. The Group Committee shall normally meet on a monthly basis. There shall be at least 10 such meetings per year. The meeting will meet at a time and place decided at the October meeting each year.
7. There shall be a Biennial General Meeting of the Group Committee held during October in each odd numbered year. The quorum for this and for all General Meetings of the Group and Group Committee shall be 10 members.
8. In the conduct of Group meetings the Chairperson and members shall observe the rules of Unite, and the recognised rules of debate.
9. The Group Committee shall elect a Group Chairperson, an appropriate number of Senior Representative and other functional officers as it may see fit. One of the Senior Representatives shall also act as Secretary to the Group.
10. Elected officers of the Group shall serve for two years or until the next Biennial General Meeting. Elected officers (including the Chairperson and Senior Representatives, but excluding other functional officers) of the Group shall serve the whole Group and therefore are not limited by any change in their local status as a representative.
11. A Special General Meeting of the Group Committee may be called by the Chairperson, the Senior Representative Committee or at the request of at least ten Group Representatives. Such requests must be submitted to the Group Secretary in writing accompanied by a statement of the business to be transacted. Thereafter the Secretary shall convene the Special General Meeting of the Group Committee as soon as is practicable. A notice of meeting and the business to be transacted shall be notified at least 14 days in advance.
12. The Group Committee may sanction sub groups of representatives for any purpose and at any time it may deem appropriate. Decisions and actions of such sub groups will be subject to the

authority of the Group Committee.

13. The Group Committee shall confirm the appointment of Unite the Union members of all partnership groups set up by the Board.
14. Negotiations within the Board shall normally be carried out by the senior representative(s) of the Group in consultation with the Group Committee, appropriate full-time official, local representatives and the membership involved.
15. Standing Orders may only be amended at a General Meeting of the Group Committee and proposed amendments must be submitted in writing to the previous meeting.