



Rules and standing orders for the Race Equality Committee

1 Title

This Committee, which has been constituted by the Council under the provisions of Rule 16.2.3 of the Rules of the Union, shall be known as the Race Equality Committee.

2 Objects

2.1 The object of the Committee shall be to advise the Council and, subject to 2.2 below, take action on any equal opportunities matters and discrimination on the grounds of race relevant to the professional employment of Equity members.

2.2 Any action taken on behalf of the Union shall be in accordance with the Objects of Equity as laid down in Rule 3 of the Rules of the Union and the established policies of the Council and shall be subject to prior approval of the Council or the General Secretary.

3 The Committee

3.1 The Committee shall consist of nine elected members who self-define as Black, Asian or any other group facing barriers in the performing arts and entertainment industries and/or society more broadly due to their race or ethnicity and who can provide evidence of professional earnings of £500 or more in any area of the entertainment industry in the three years and six months prior to the closing date for nominations for the election of the Committee. In the event of any challenge in relation to a candidate's eligibility the Council shall have the final decision.

3.2 The Committee may make co-options in addition to the above number with the prior approval of the Council in order to provide specific expertise not already represented on the Committee. Co-optees shall serve only for the duration of the current Committee's period of office but shall be eligible for re-cooption.

3.3 The member who has been elected to the Minority Ethnic Members' seat of the Equity Council may not stand for election to the Committee. They shall attend meetings of the Committee *ex officio* as an observer and may speak but shall not be entitled to vote or propose or second motions. Guidance on the role of Council Observers is attached at Appendix A.

3.4 In accordance with Rule 16.4 of the Rules of the Union, it shall be the duty of the Minority Ethnic Members' Councillor, in accordance with the Council's agreed standing orders, to report on behalf of the Council, the decisions and activities of the Council to

the Committee and to advise the Council, when appropriate, on the activities of the Committee.

- 3.5 Should any member of the Committee be elected to the Minority Ethnic Members seat of the Equity Council they shall be deemed to have resigned from the Committee and the vacancy shall be filled by the next unsuccessful candidate or where there is no such candidate by the co-option, with the prior approval of the Council, of a member qualified under 3.1 above.
- 3.6 Should any elected Committee member know in advance that they will be unable to attend two consecutive statutory meetings of the Committee the member shall inform the Secretary of the Committee who shall invite the next unsuccessful candidate to attend in place of the absent member during his or her period of absence.
- 3.7 Any permanent vacancy occurring amongst the elected members of the Committee shall be filled by the next unsuccessful candidate. Where there is no unsuccessful candidate the Committee may, with the prior approval of the Council, co-opt a member qualified under 3.1 above, but only for the duration of the current Committee's period of office.
- 3.8 In accordance with Rule 17 of the Rules of the Union, the Officers of the Union shall be entitled *ex officio* to attend and speak at meetings of the Committee but shall not be entitled to vote or propose or second motions unless elected or co-opted to the Committee in accordance with these Rules.

4 Election of the Committee

- 4.1 The Committee shall be elected biennially by a ballot of members represented by the Committee as defined in 3.1 above. A ballot paper shall be sent to every Equity member and shall contain instructions on eligibility to vote.
- 4.2 A nomination form shall be sent to every Equity member. Candidates for election to the Committee shall be members of Equity in benefit, who are qualified under rule 3.1 above, and who accept nomination. They may propose themselves but must be seconded by another member of Equity in benefit.
- 4.3 Candidates may submit an election statement of up to 150 words and which shall be circulated with the ballot papers. Ordinary type only shall be used in candidates' election statements, i.e. no bold type, italics, block capitals, etc.

5 Secretary of the Committee

- 5.1 The secretary of the Committee shall be a member of Equity staff appointed from time to time by the General Secretary.
- 5.2 The Secretary shall:
 - 5.2.1 convene all meetings of the Committee;
 - 5.2.2 prepare the agenda in consultation with the Chair of the Committee;

- 5.2.3 record a note of decisions and actions which shall confirm: the date of the meeting, those attending the meeting, apologies for absence, motions/decisions and agreed action points;
- 5.2.4 advise the Chair on matters of rules and procedure;
- 5.2.5 conduct all Committee elections, including those for officers of the Committee and representatives to the Annual Representative Conference;
- 5.2.6 maintain liaison between the Committee and the General Secretary.

6 Officers of the Committee

- 6.1 The Committee shall, after the first meeting of its two-year term but before the second, elect from amongst its elected members, as defined in 3.1 above, a Chair and a Vice-Chair by a ballot of the elected members of the Committee. The ballot shall be conducted by the Secretary of the Committee. Candidates for Chair and Vice-Chair shall not be required to have a proposer or seconder and may submit an election statement of up to 150 words which shall be circulated with the ballot paper. The first meeting of the Committee after its election shall be chaired by an Officer, if available, otherwise the meeting shall agree a chair for that meeting only from among the elected members of the Committee present at that meeting.
- 6.2 The Chair or, in his or her absence, the Vice-Chair shall preside at all meetings and, in the absence of both, a member of the Committee shall be elected to preside at that meeting.
- 6.3 At all meetings, the member presiding in accordance with this Rule shall not vote on any question, unless there is an equal number of votes for and against, when he or she may exercise a casting vote.
- 6.5 If it so decides, the Committee shall elect biennially from amongst its number a Minutes Secretary by a ballot of all members of the Committee which shall be conducted by the Secretary of the Committee. The duties of the Minutes Secretary shall be to draft minutes of Committee meetings and assist the Secretary where appropriate.

7 Meetings

- 7.1 Ordinary meetings of the Committee shall take place four times a year on dates and at places to be determined by the Secretary in consultation with the Committee.
- 7.2 One additional meeting a year may be scheduled to deal with Annual Representative Conference matters.
- 7.3 Extraordinary meetings may be convened at the discretion of the Secretary with the prior approval of the appropriate Head of Department. The Secretary shall, if possible, consult with the Chair.
- 7.4 Working parties, which shall be time-limited and issue-specific, may be convened with the prior approval of the appropriate Head of Department. They shall be composed of members of the Committee. Up to four members who have not been elected to the Committee but who have relevant professional experience may be co-opted to serve on a working party with the prior approval of the Council.

- 7.5 Open Meetings of members in benefit who work in the specialist area covered by the Committee may be convened under the provisions of Rule 38 of the Rules of the Union with the prior approval of the appropriate Head of Department.
- 7.6 All meetings shall be terminated not later than three hours after commencement. If business is not complete, an extension of time of up to 30 minutes may be moved by any member present and voted upon by the meeting.
- 7.7 At its first meeting, the Committee shall establish its priorities for its two year term of office, which shall be reviewed at the end of the Committee's first year of office. At the end of its term, the Committee shall produce a report on what it has achieved which shall be passed on to the new committee. A copy of the priorities and the report shall be circulated to the Council for information.

8 Quorum

A quorum shall consist of one-third of the number of Committee members, as set out in 3.1 above, plus one. Co-optees to the Committee shall count towards the quorum. If a quorum is not present within 30 minutes of the time appointed for the meeting to commence, the meeting shall be dissolved. Members attending the meeting by remote means shall count towards the quorum. Guidelines for attending a meeting by remote means are attached at Appendix B.

9 Agenda

- 9.1 The Agenda shall be prepared by the Secretary in consultation with the Chair and wherever possible shall be circulated to the Committee not later than seven days before the meeting. Motions, other than those arising from the business of the meeting, shall be submitted to the Secretary at least 14 days before the date of the meeting and shall be placed on the agenda and circulated to the Committee.
- 9.2 The agenda of each meeting shall include:
- 9.2.1 Council report
 - 9.2.2 Health and safety
 - 9.2.3 Equality
 - 9.2.4 Recruitment and retention

10 Rules of Debate

- 10.1 The Rules of Debate as laid down in Rule 39 of the Rules of the Union shall apply to the conduct of all meetings of the Committee, meetings of working parties and open meetings of members.
- 10.2 Members taking part in physical or on-line meetings or contributing to social media pages shall:
- 10.2.1 treat fellow members with dignity and respect and in accordance with the objectives set out at Rule 3.1.1.8 of the Rules of the Union;
 - 10.2.2 avoid, or clearly explain, acronyms and technical jargon;
 - 10.2.3 not use discriminatory language;

- 10.2.4 not behave in any way that contravenes the objectives at Rule 3.1.1.8 of the Rules of the Union;
 - 10.2.5 respect the confidentiality of discussions and disclosures;
 - 10.2.6 leave any personal disagreements outside the meeting;
 - 10.2.7 allow fellow members the opportunity to speak or comment, without interruption;
 - 10.2.8 keep to time and stick to the agenda;
 - 10.2.9 arrive prepared by reading all the relevant papers prior to the commencement of the meeting;
 - 10.2.10 respect decisions that have been reached and agreed to;
 - 10.2.11 refrain from making personal attacks;
- 10.3 Recording meetings of Equity business could breach the Data Protection Act and must not be done unless the express approval for the recording, retention and/or use of the data is obtained from the General Secretary and subsequently by all members attending each meeting.

11 Declaration of Interest

Any Equity member present who has a financial, professional or managerial interest in any item under discussion shall declare that interest to the Committee. The Committee shall have the right to require the member to withdraw from the meeting in question during discussion of that item.

12 On-line discussion and decision making

- 12.1 The Committee shall be entitled to make decisions on-line in an on-line forum between scheduled meetings of the Committee which fall within the following categories:
- 12.1.1 the decision relates to an industrial agreement within the remit of the Committee including claims and on-going negotiations;
 - 12.1.2 the Committee, having begun a debate at a scheduled meeting, decides at that meeting that further discussion is needed and that this can take place in the on-line forum. This excludes the Committee's ARC Motion which must be endorsed by a meeting of the Committee.
- 12.2 A decision can be made on-line only by a majority of the members of the Committee and not the Committee's quorum.
- 12.3 Before a vote is taken and a decision made, the Secretary to the Committee must be consulted.
- 12.4 The Committee must make a decision at a scheduled meeting as to whether or not during its two year term it wishes to avail itself of the facility to make decisions on-line in an on-line forum. All members of the Committee must have an email address and all must agree that decisions can be made on-line on the basis as outlined.
- 12.5 If any member has a concern on a posting or postings on a moderated forum for Equity committees/networks or an Equity online branch and wishes to make a complaint, they should inform the currently serving moderator (CSM) of that forum/branch in writing. In making the complaint the member shall identify which Rule(s) of the Union and/or the Rules & Standing Orders of the forum/branch have been breached.

- 12.5.1 The currently serving moderator shall make a decision as to whether or not the posting(s) shall be removed from the forum/branch and/or whether or not the person who has made the posting(s) shall be issued with a warning. The CSM may immediately remove the posting(s) in contention from the forum/branch until they make their decision. Removal of the posting(s) shall not set a precedent as to the eventual decision of the CSM in regard to the posting(s).
- 12.5.2 The currently serving moderator shall give their decision, and the reasons for the decision, to the member in writing within seven days of being contacted by them. Before reaching a decision, the CSM may, if they so wish, consult on the matter with a member of staff and/or another Moderator.
- 12.6 If the member making the complaint is not satisfied with the decision reached by the currently serving moderator, they may appeal in writing, within seven days of being contacted by the currently serving moderator, to the Committee of the forum/branch who shall also be given sight of the decision made by the currently serving moderator and the reasons for the decision. The Committee may immediately remove the posting(s) in contention from the forum/branch until the appeal process is concluded under 12.6.2 below and/or until the disciplinary procedure is complete under 12.7 below. Removal of the posting(s) shall not set a precedent as to the eventual decision of the Committee in regard to the posting(s).
- 12.6.1 The Committee shall make a decision to uphold or dismiss the appeal including whether or not the person who has made the posting(s) shall be issued with a warning.
- 12.6.2 The Committee shall give its decision to the member within fourteen days of being contacted by them. Before reaching a decision, the Committee may, if it so wishes, consult on the matter with a member of staff and/or another Moderator.
- 12.7 Nothing in the above procedure shall preclude the member from exercising their right at any time to make a complaint under Rule 28 (Disciplinary Procedures) of the Rules of the Union against the person who made the posting(s).

13 Annual Representative Conference

- 13.1 In accordance with Rule 37.2.3 of the Rules of the Union the Committee shall elect annually from among its members by ballot of all members of the Committee two representatives to attend the Annual Representative Conference. Co-optees to the Committee may not take any part in this election.
- 13.2 In accordance with Rules 37.2.14 of the Rules of the Union, the Committee shall be entitled to submit one motion and one amendment to a motion to the Annual Representative Conference.
- 13.3 In accordance with Rule 37.2.19 of the Rules of the Union, representatives shall discuss the Conference agenda with the Committee at a meeting prior to the Conference and shall report back to a meeting afterwards or submit a written report if for good reason they are unable to attend.

13.4 In accordance with Rule 37.2.20 of the Rules of the Union, representatives shall not be mandated by the Committee, but each representative shall be free to decide how to vote after listening to the debate at the Conference. They shall have a single vote each.

14 TUC

14.1 The Committee shall consider submitting a motion or an amendment to the relevant TUC equality conference. Any motion or amendment which the General Secretary determines is within existing Equity policy shall be sent to the Equity Council for information. Any motion or amendment creating new Equity policy shall be sent to the Equity Council for approval prior to submission to the TUC.

14.2 Equity's delegation to the relevant TUC conference shall comprise two members elected by and from the Committee plus the General Secretary and the relevant member of Equity staff. The Minority Ethnic Members Council member shall be eligible to stand as a candidate in the ballot for two members from the Committee and to vote in the ballot.

14.3 The Committee shall consider nominating a member of the union to stand for election to the relevant TUC equality committee. The Minority Ethnic Members Council member shall be eligible to be nominated. All such nominations shall be put to the Equity Council for approval prior to their submission to the TUC.

15 Copies of Rules and Standing Orders

A copy of these Rules and Standing Orders and a copy of the Rules of the Union shall be in evidence at all meetings of the Committee. After each election, the Secretary shall ensure that each member of the Committee has a copy of these Rules and Standing Orders.

16 Alterations to the Rules and Standing Orders of the Committee

These Rules and Standing Orders may not be amended, added to, or suspended without the consent of the Council. The Committee shall have the right to refer a request to alter any rule or standing order to the Council whose decision shall be final.

APPENDIX A

GUIDANCE ON THE ROLE OF COUNCIL OBSERVERS TO EQUITY COMMITTEES

1. Observers – both relevant Councillors and elected Councillor observers – are not members of the committee to which they are attached. Observers may speak but do not form part of the quorum for a meeting, they cannot move or second motions, they cannot vote and they cannot attend the ARC on behalf of the committee.
2. The principal role of an Observer is to listen to the deliberations of the committee and to act as a conduit between the committee and the Council. If the committee is discussing something where there is an agreed Council or ARC policy, they can remind the committee what that policy is. Similarly, by attending the meetings of the committee, the Council Observer may find that, at a future meeting of the Council, he or she may need to alert the Council to the concerns expressed by the committee on a particular matter.
3. It is not the role of the Council Observer to tell the committee what to do or to seek to dominate or monopolise the committee meeting.
4. A Council Observer may have considerable experience of the area covered by the committee which they may wish to share with the committee and which the committee may wish to hear.
5. A Council Observer must always bear in mind that he or she is not an elected member of the committee and should respect the fact that it is the elected members of the committee whom the members have chosen to represent them on that particular committee.
6. A Council Observer is required to give a Council report under the relevant item on the agenda.

GUIDELINES FOR ATTENDING COMMITTEE MEETINGS BY REMOTE MEANS

All Committee members should, whenever possible, attend meetings of the Committee in person. In the event of being unable to attend in person as a result of work or family or caring commitments for example, a Committee member may attend by using remote means and the following arrangements shall apply:

1. Quorum: Members attending the meeting by remote means shall count towards the quorum.
2. In order to ensure confidentiality the following procedures shall be followed:
 - 2.1 The meeting must not be recorded.
 - 2.2 Any person other than a Committee member must not be present when a Committee member is attending a Committee meeting by remote means. At the start of the Committee meeting a Committee member attending by remote means will be asked by the Chair to state their name and to confirm that there is no one else present.
 - 2.3 An exception to the above guideline shall be made for any Committee member who requires a carer to be present while they are attending a Committee meeting by remote means.
3. The cost of the telephone connection will be reimbursed subject to a Committee member providing a receipt showing the cost of the call.
4. A Committee member attending by remote means shall be entitled to participate fully in the meeting – to propose, second, speak and vote. Should a Committee member wish to speak they should simply say so and the Chair will add them to the list and give them notice of when they will be called to speak.
5. The Chair will ensure that a Committee member attending by remote means is regularly acknowledged and their vote requested as appropriate.
6. A Committee member who wishes to access the meeting by remote means must inform the appropriate member of staff by no later than 12 noon on the day prior to the Committee meeting so that arrangements can be made.

NOMINATION FOR COMMITTEE ELECTIONS

Council determined that branches would be able to nominate and support candidates for Equity Industrial, Specialist, National, Equalities and Young Member Committees.

The following Rule from the General & Variety Branch Rules shall therefore apply to this committee:

14 Nomination & Support for Candidates in Equity Elections

14.1 The branch may nominate eligible candidates for elections to the Council or the national, industrial, specialist, equality or young member committees.

14.2 The branch may support the candidacy of a member or members intending to stand for elections for the President, the Council or the national, industrial, specialist, equality or young member committees.

14.3 Any proposal for nomination or for support must appear on the agenda circulated in advance of the branch meeting and the member or members should be informed of and consent to the proposal.

14.4 The decision shall be made by a simple majority vote of those present, voting and entitled to vote under Branch Rule 3, and must be recorded in the minutes. The branch may also report the fact of such a decision through a branch newsletter but nothing further. It may report further detail on the Branch website or on social media.

14.5 When nominating candidates, an officer of the branch must complete and sign the relevant section of the candidate's nomination form stating clearly the name of the nominating branch.

14.6 The branch may take a decision to support the candidacy of a member or members intending to stand for election at any time up to the close of poll.

14.7 A member who is nominated or supported by the branch shall be entitled to make that support known in any election materials they produce themselves which do not use union resources.