

EQUITY

INDUSTRIAL COMMITTEES STANDING ORDERS

Approved by the Council: 12 September 2023

* References to Rules in these Standing Orders refer to the Rules in the Union's Rulebook

Establishment

1. The Council may establish and maintain such Industrial Committees as it decides from time to time.
2. The Union's Industrial Committees are:

Committee	Committee's Area
Audio	Members engaged as audio artists anywhere in the entertainment industry
Dance	Members engaged as dancers or choreographers anywhere in the entertainment industry
Directors & Designers	Members engaged as designers, directors or fight directors in all areas of theatre
Screen & New Media Actors	Members engaged as actors in audio and recording and in all areas of audio-visual work to be shown on screen in television, film, games, internet, non-broadcast and commercials
Singers	Members engaged in concerts, recordings (BPI agreements), church choirs, sessions singing and freelance opera singing
Stage Actors	Members engaged as stage actors
Stage Management	Members engaged in stage management in live performance
Variety, Circus & Entertainers	Members engaged as an act as known or otherwise working in variety, cabaret, burlesque, circus, story-telling and similar entertainment
Opera Deputies *	Members engaged in the standing opera companies
Student Deputies *	Student members
West End Deputies *	Members engaged on a SOLT/Equity West End contract in London

* These Standing Orders shall not apply to the Union's Deputies Committees.

Role

3. The role of the Industrial Committees shall be to:
 - (a) advise the Council and take action on any matters that fall within their area;
 - (b) work with others, including government, TUC, ICTU, STUC, WTUC and other bodies relevant to their area; and
 - (c) serve as a channel of communication between the Council and members in their area.
4. The Industrial Committees shall act in accordance with these Standing Orders, the Rules and the policies of the Union at all times. If there is any inconsistency between the Rules and these Standing Orders, the Rules shall apply.

Authority

5. Except for the action at 6. below, any action taken on behalf of the Union by the Industrial Committees shall be subject to prior approval by the Council or the General Secretary acting on its behalf.
6. The Industrial Committees may submit and settle industrial claims that fall within their respective areas without the prior approval of the Council.
7. All such industrial claims and settlements shall be:
 - (a) in accordance with the law;
 - (b) in accordance with the policy and directions of the Council; and
 - (c) circulated in advance to the Council for information.
8. Settlements that the Council directs require the agreement of more than one Industrial Committee shall not be agreed without the agreement of all the relevant Committees. If agreement cannot be reached, the settlement shall be referred to the Council for its directions.

Elected Members

9. Each Industrial Committee shall consist of nine elected members.

Reserved Seats

10. Of the nine elected members of the **Screen & New Media Actors** Committee:
 - (a) seven shall be actors;
 - (b) one shall be a walk-on or supporting artist;
 - (c) one shall be a stunt performer/co-ordinator.
11. Of the nine elected members of the **Directors & Designers** Committee, at least:
 - (a) three shall be directors, including fight directors;
 - (b) two shall be lighting designers;
 - (c) two shall be set and/or costume designers.
12. No reservations shall apply to the seats on the Union's other Industrial Committees.

Term

13. Committee elections shall take place every two years. The Committee term shall run from and to the dates on which the Committee election results are declared.
14. A Committee member found to have committed a disciplinary offence may be removed before the end of the Committee term in accordance with Rule S9(4).

Committee Elections

15. Candidates shall be:
 - (a) members in benefit who work in the Committee's area and satisfy any work requirements that the Council may make from time to time; and
 - (b) proposed and seconded by two other Equity members in benefit who shall declare that they are also qualified to stand for the Committee.
16. Candidates standing for election to the Screen & New Media Actors Committee or the Directors & Designers Committee shall indicate which of the reserved seats they are standing for.
17. Members who fall into any of the groups at Rule J17 shall not be eligible to stand for election to the Industrial Committees.

18. Members who have been elected to the industrial seats of the Council may not stand for election to the corresponding Industrial Committee. If a Committee member is elected to a corresponding industrial seat of the Council, they shall be considered to have resigned their Committee seat. The vacancy shall be dealt with in accordance with 32. below.
19. No member shall stand for election to more than one of the Industrial Committees or in more than one section of any one Committee.
20. Nomination forms for candidates shall be sent to all members in benefit not less than 28 days before the close of nominations.
21. Voting papers shall be sent to all members in benefit not less than 14 days before the close of voting. Members may only vote for the Industrial Committee/s whose area includes the member's area of work declared by the member in their voting paper.
22. Candidates may submit a written election statement of not more than 150 words to be circulated with the voting papers.
23. Candidates may not stand on a job-share basis.

Secretary

24. Each Committee shall have a Secretary who shall be a member of Equity staff appointed from time to time by the General Secretary. They do not form part of the quorum and may not vote or propose or second a motion.
25. The Secretary shall:
 - (a) convene Committee meetings;
 - (b) prepare the meeting agenda in consultation with the Chair;
 - (c) record a note of meetings to include the date, attendees, apologies, motions/decisions and agreed action points;
 - (d) conduct the elections for the Committee's Officers, Equity Conference representatives and any delegates;
 - (e) advise the Chair on the Rules and procedure; and
 - (f) liaise between the Committee and the General Secretary.

Committee Officers

26. The Industrial Committees shall have a:
 - (a) Chair; and
 - (b) Vice-Chair.
27. The Chair and the Vice-Chair shall be elected from amongst the Committee's members between the Committee's first and second meetings of its term.
28. Committee Officer candidates may stand on a job-share basis.
29. The ballot shall be conducted by the Secretary by email. Candidates are not required to have a proposer or seconder. They may submit an election statement of up to 150 words to be circulated with the ballot papers.
30. The Chair for the Committee's first meeting only shall be elected by the Committee members at the start of the meeting.
31. The Chair or, in their absence, the Vice-Chair, shall preside at all meetings.

Vacancies

32. If a Committee seat becomes permanently vacant, the Committee may vote to co-opt another eligible member to fill the seat. Co-options shall be submitted to the Council for approval. Co-opted members shall not exceed the number of elected members.

Union Officers

33. Officers of the Union may attend and speak at meetings of the Industrial Committees but may not vote, propose or second motions or form part of the quorum at a meeting unless elected or co-opted to the Committee.

Councillor Observers

34. Councillors elected to an industrial seat on the Council shall attend the meetings of the corresponding Industrial Committee as observers. If more than one Councillor sits as a Councillor for the same industrial area, all of those Councillors shall attend. If, for any reason, there is no representative Councillor, the Council will appoint an observer from among its number.

35. Observers shall not vote, propose or second motions or form part of the quorum for a meeting unless elected or co-opted to the Committee. Their role is to observe the meeting and act as a direct channel of communication between the Committee and the Council.

Committee Delegates

36. The Committee may elect delegates from amongst their number to organisations, meetings or events relevant to the Committee's work.

Committee Meetings

37. The Committee shall meet five times a year on dates to be decided by the Secretary in consultation with the Chair. A year for these purposes runs from the date on which the Committee Elections result is declared.
38. If further meetings are considered necessary these may be convened at the discretion of the General Secretary.
39. All meetings (including the joint meetings at 43. and 44. below) shall end no later than three hours after their start. If business is not complete, time may be extended by up to 30 minutes on a simple majority vote.
40. Attendance shall be in person or online (or a combination of both) at the discretion of the Secretary in consultation with the Chair.
41. Votes are passed by a simple majority.
42. The Secretary may record meetings to assist them with minute keeping but no other recording shall be permitted.

Chairs' Joint Meetings

43. The Chairs (or in their absence, the Vice-Chairs) of the Industrial Committees shall meet together with the Chairs of the Union's Equalities and National Committees twice a year to share information on the work and priorities of their respective Committees.

44. In addition, the Chairs (or in their absence, the Vice-Chairs) of the:

- (a) Dance, Directors & Designers, Singers, Stage Actors and Stage Management Committees shall meet with each other; and
- (b) Audio, Dance, Screen & New Media Actors and Singers Committees shall meet with each other

twice a year to share information on the work and priorities of their respective Committees.

45. The joint meetings shall be chaired by the President or another Officer of the Union.

Priorities & Report

- 46. At its first meeting, each Committee shall identify and record its priorities for its term. The Committee shall review and update the record as directed by the General Secretary.
- 47. At the end of its term, each Committee shall produce a report detailing what has been achieved and provide its report to the new Committee.
- 48. Copies of all priorities and the report shall be provided to the Council for information.

Working Parties

- 49. With the prior approval of the relevant member of the Secretariat, the Industrial Committees may establish working parties, made up of Committee members, to look at specific issues relevant to their area.
- 50. With the prior approval of the relevant member of the Secretariat, up to four non-Committee members with the relevant experience may also sit on a working party.

Working with Others

- 51. With the prior approval of the Council, the Industrial Committees may work with other organisations whose aims are the same or similar to the Union's Aims.

Quorum

- 52. The minimum number attendees for Committee meetings shall be one-third of Committee members including any co-opted members plus one. If this number are not present within 30 minutes of the time appointed for the meeting to start, the meeting shall be dissolved.

Agenda

53. The Secretary, in consultation with the Chair, shall prepare the agenda for Committee meetings. The agenda shall be circulated with notice of the meeting to all Committee members at least seven days in advance of the meeting.

Motions to Committee

54. Members of the Committee, including co-opted members, may bring a motion to Committee on any issue they reasonably believe merits Committee discussion.
55. All motions shall be:
 - (a) in accordance with these Standing Orders, the Rules and the policies of the Union;
 - (b) proposed and seconded by two Committee members; and
 - (c) received in advance by the Secretary not less than 14 days before the meeting.
56. A motion that arises directly from a matter on the agenda and that does not propose any additional matter for discussion may be proposed, seconded and voted on without the need for prior notice.

Rescinding a Motion

57. A motion passed at a Committee meeting shall not be rescinded at any subsequent meeting unless Committee members are provided with notice of the motion to rescind of not less than seven days.

Motions to the Council

58. The Committee may submit motions to the Council. Such motions shall be received by the General Secretary by 9am on the Monday immediately preceding the circulation of the Council agenda on the following Friday. The Council shall consider the motion and provide a written response. The Council shall consider no more than one motion from each branch or committee at each of its meetings.

Rules of Debate

59. Rules V1 to V14 shall apply to Committee meetings.

Conflict of Interest

60. A conflict of interest is any situation in which a Committee member's personal interests (financial or otherwise) may unduly influence or may *appear* to unduly influence the member's participation in Committee business.
61. A member who believes that they may have a conflict of interest shall declare that this is the case before the relevant item is discussed. The declaration shall be recorded in the minutes.
62. A member who declares a conflict of interest may remain in the meeting and speak and/or vote on the item.
63. In addition to the continuing obligations above, all Committee members must complete a Declaration of Interest form within two months of being elected or co-opted to the Committee.

Decisions Outside of Meetings

64. Committees may make decisions by email or in an online forum outside of scheduled meetings if the decision relates to:
 - (a) an industrial agreement including claims and on-going negotiations;
or
 - (b) a debate which was started at a scheduled meeting and where it was agreed by a majority vote that further discussion was needed.
65. A decision made outside of a scheduled meeting shall only be valid if agreed by a majority of all Committee members and approved by the Secretary. At their discretion, the Secretary may require the matter to be taken to a vote at the next scheduled meeting.
66. Committee members shall provide the Secretary with their email addresses.

Chair's Vote

67. The Chair (or Vice-Chair, if presiding in their absence) shall not vote on any question at a meeting unless there is a tied vote when they may exercise a casting vote.

Decisions of the Chair

68. The Chair's decision (on any point) shall be binding unless it is challenged by not less than two members entitled to vote, in which case, all members entitled to vote shall then immediately vote on whether to uphold the Chair's ruling. If passed by a simple majority, the Chair's decision shall apply.
69. No challenge shall be permitted to the Chair's decision whether or not to accept a motion to suspend Standing Orders.

Equity Conference

70. The Industrial Committees may each elect three representatives to send to the Equity Conference (and any Special Conference) from amongst their members, including any co-opted members.
71. Candidates shall be proposed and seconded by two other Committee members. The vote shall be by a secret ballot of all Committee members, including any co-opted members.
72. If an elected representative is unable to attend any day of the Conference, they shall immediately notify the General Secretary who shall invite the next unsuccessful candidate to attend in their place for that day.
73. The elected representatives shall discuss the conference agenda with the Committee in advance of the conference and report back to the Committee on conference business.
74. Each representative shall be free to decide how to vote at conference.
75. Each Industrial Committee may submit one motion for debate at Equity Conference in accordance with Rule T18.

Conduct

76. Attendees at Committee meetings shall:
 - (a) abide by the procedures set out in these Standing Orders; and,
 - (b) refrain from behaviour that contravenes Rule D14.
77. A failure to do so may result in disciplinary action in accordance with Rule S.

Alteration & Suspension of Standing Orders

- 78. These Standing Orders shall not be altered without the prior approval of the Council.
- 79. The Chair may accept a motion to suspend these Standing Orders to allow a matter of urgency not on the agenda to be discussed. A motion to suspend shall be proposed and seconded by two Committee members.
- 80. If passed by a two-thirds majority of those voting for and against, the suspension shall apply for not more than 30 minutes.

Interpretation

- 81. The Council shall interpret these Standing Orders if in dispute. The Council shall decide on any Committee matter where the Standing Orders are silent. In both cases, the Council's decision shall be final and binding.

Copies of the Rules & Standing Orders

- 82. Copies of these Standing Orders and the Union's Rules are available to view and download on the Union's website at <https://www.equity.org.uk/about-us/how-were-run/rules-of-the-union/>