

EQUITY

INTERNATIONAL SOLIDARITY COMMITTEE 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 Committees as it decides from time to time.
2. The International Solidarity Committee is established as follows:

Committee	Committee's Area
International Solidarity	Advocating for international artists (based outside of the UK) suffering oppression, persecution or hardship in the pursuit of their profession. Beneficiaries of support must qualify for the equivalent of Equity membership in their own jurisdictions.

3. The International Solidarity Committee is an Industrial Committee under the Rules. However, their own Standing Orders apply (this document).

Role

4. The role of the International Solidarity Committee shall be to:
 - (a) advise the Council and take action on any matters that fall within their area;
 - (b) work with others, including government, Safety Curtain, the International Federation of Actors (FIA), and other bodies relevant to their area;
 - (c) distribute money to international artists (outside of the UK) suffering oppression, persecution or hardship in the pursuit of their profession, and to undertake fundraising activity in support of this role; and
 - (d) serve as a channel of communication between the Council and artists in their area.

5. The International Solidarity Committee 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

6. Any action taken on behalf of the Union by the International Solidarity Committee shall be subject to prior approval by the Council or the General Secretary acting on its behalf.
7. The Committee shall be allocated an annual budget of an amount to be determined by the Council from time to time. It shall be their responsibility to use these funds to support international artists (outside of the UK) suffering oppression, persecution or hardship in the pursuit of their profession, in line with a policy to be set by the Council from time to time (in consultation with the Committee). The Committee may also fundraise, in addition to the budget provided by the Union.

Members

8. As an Industrial Committee, the Committee shall consist of nine members.
9. Seven members shall be members in benefit appointed by the Council but not from the Council. Before appointing the member, the Council shall confirm that the member is willing to accept the appointment.
10. Two members shall be appointed by and from the Council.
11. Members may not sit on the Committee on a job-share basis.

Term

12. The Committee shall be appointed every two years, following the election of the Council. The Committee term shall run from the date on which it is appointed until the date on which the next Committee is appointed by the Council.
13. 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).
14. The Council may decide to remove a member appointed to the Committee at any time.

Secretary

15. The 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.

16. 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

17. The Committee shall have a:

- (a) Chair; and
- (b) Vice-Chair.

18. 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.

19. Committee Officer candidates may stand on a job-share basis.

20. 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.

21. The Chair for the Committee's first meeting only shall be elected by the Committee members at the start of the meeting.

22. The Chair or, in their absence, the Vice-Chair, shall preside at all meetings.

Vacancies

23. If a Committee seat at 9. above 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 appointed members.

Union Officers

24. Officers of the Union may attend and speak at meetings of the Committee but may not vote, propose or second motions or form part of the quorum at a meeting unless appointed to the Committee.

Committee Delegates

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

Committee Meetings

26. 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 Council Elections result is declared.
27. If further meetings are considered necessary these may be convened at the discretion of the General Secretary.
28. All meetings (including the joint meetings at 32. 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.
29. Attendance shall be in person or online (or a combination of both) at the discretion of the Secretary in consultation with the Chair.
30. Votes are passed by a simple majority.
31. The Secretary may record meetings to assist them with minute keeping but no other recording shall be permitted.

Chairs' Joint Meetings

32. 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.
33. The joint meetings shall be chaired by the President or another Officer of the Union.

Priorities & Report

34. 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.

35. 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.

36. Copies of all priorities and the report shall be provided to the Council for information.

Working Parties

37. With the prior approval of the relevant member of the Secretariat, the Committee may establish working parties, made up of Committee members, to look at specific issues relevant to their area.

38. 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

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

Quorum

40. 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

41. 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

42. Members of the Committee, including co-opted members, may bring a motion to Committee on any issue they reasonably believe merits Committee discussion.

43. 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.

44. 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

45. 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

46. 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.

Rules of Debate

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

Conflict of Interest

48. 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.

49. 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.

50. A member who declares a conflict of interest may remain in the meeting and speak and/or vote on the item.

51. 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

52. Committees may make decisions by email or in an online forum outside of scheduled meetings if the decision relates to a debate which was started at a scheduled meeting and where it was agreed by a majority vote that further discussion was needed.
53. 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.
54. Committee members shall provide the Secretary with their email addresses.

Chair's Vote

55. 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

56. 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.
57. No challenge shall be permitted to the Chair's decision whether or not to accept a motion to suspend Standing Orders.

Equity Conference

58. The Committee is an Industrial Committee under the Union's Rules. The Committee may therefore elect three representatives to send to the Equity Conference (and any Special Conference) from amongst its members, including any co-opted members.
59. 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.
60. 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.
61. 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.
62. Each representative shall be free to decide how to vote at conference.

63. The Committee may submit one motion for debate at Equity Conference in accordance with Rule T18.

Conduct

64. 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.

65. A failure to do so may result in disciplinary action in accordance with Rule S.

Alteration & Suspension of Standing Orders

66. These Standing Orders shall not be altered without the prior approval of the Council.

67. 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.

68. If passed by a two-thirds majority of those voting for and against, the suspension shall apply for not more than 30 minutes.

Interpretation

69. 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

70. 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/>