

# EQUITY

## **FIGHT DIRECTORS 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 shall maintain a Register of Fight Directors (hereafter referred to as the "Register"). These Standing Orders shall apply to the Register's Annual General Meeting (AGM) and Working Party.

### **Role**

2. The role of the Register shall be to advise the Council and, subject to 3. below, take action on any matters relevant to the professional employment of Equity members working in the industrial areas covered by the Register of Fight Directors.
3. Members of the Register of Fight Directors 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**

4. Any action taken on behalf of the Union by the Register shall be subject to prior approval by the Council or the General Secretary acting on its behalf.
5. All 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.
6. Settlements that the Council directs require the agreement of more than one union body shall not be agreed without the agreement of all the relevant bodies. If agreement cannot be reached, the settlement shall be referred to the Council for its directions.

## **Members**

7. Membership of the Register shall be governed by the Fight Directors Entry Requirements (a separate document to be agreed by the Council from time to time).
8. A Register member found to have committed a disciplinary offence may be removed, suspended or disqualified from the Register in accordance with Rule S9(4).

## **Secretary**

9. The Register 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.
10. The Secretary shall:
  - (a) convene 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 Register's Officers and any delegates;
  - (e) advise the Chair on the Rules and procedure; and
  - (f) liaise between the Register and the General Secretary.

## **Register Officers**

11. The Register shall have a:
  - (a) Chair; and
  - (b) Vice-Chair.
12. The Register's Officers shall be elected from amongst the Register's members at or before every second AGM (i.e. biennially).
13. Register Officer candidates may stand on a job-share basis.

14. The ballot may be conducted by the Secretary at the AGM or by email. Candidates, who shall be members in benefit, 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.
15. The Chair or, in their absence, the Vice-Chair, shall preside at all meetings.
16. The Chair may attend meetings of the Directors and Designers Committee as an observer.

### **Union Officers**

17. Officers of the Union may attend and speak at meetings of the Register but may not vote, propose or second motions or form part of the quorum at a meeting unless they are also a member of the Register.

### **Delegates**

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

### **Annual General Meeting**

19. The Register shall meet at least once a year on a date to be decided by the Secretary in consultation with the Chair. This meeting shall be called the Register of Fight Directors Annual General Meeting (hereafter referred to as the "AGM").
20. The AGM shall be open to all those in benefit who are members of the Register 28 days prior to the AGM, by invitation. In the event of any challenge in relation to a member's eligibility to receive an invitation, the Council shall have the final decision.
21. If further meetings are considered necessary these may be convened at the discretion of the General Secretary.
22. All meetings 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.
23. Attendance shall be in person or online (or a combination of both) at the discretion of the Secretary in consultation with the Chair.
24. Votes are passed by a simple majority.
25. The Secretary may record meetings to assist them with minute keeping but no other recording shall be permitted.

26. Expenses shall be payable for members attending the AGM, in line with the union's expenses policy.

### **Working Parties**

27. With the prior approval of the relevant member of the Secretariat, the Register may establish working parties, made up of Register members, to look at specific issues relevant to their area.
28. With the prior approval of the relevant member of the Secretariat, up to four non-Register members with the relevant experience may also sit on a working party.
29. The Officers to the Register shall constitute a specific Working Party which may meet to discuss issues of importance that occur when an AGM is not sitting.
30. The Working Party shall consider individual applications to join the Register (where appropriate), advise during negotiations with employers, be responsible for regular communication with the Register, and other time-limited issues which may occur from time-to-time.
31. Expenses shall be payable for members attending working parties, in line with the union's expenses policy.

### **Working with Others**

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

### **Quorum**

33. The minimum number of attendees for Register meetings shall be five. If this number are not present within 30 minutes of the time appointed for the meeting to start, the meeting shall be dissolved.

### **Agenda**

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

### **Motions to the Register**

35. Members of the Register may bring a motion to the AGM on any issue they reasonably believe merits discussion.

36. 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 Register members; and
  - (c) received in advance by the Secretary not less than 14 days before the meeting.
37. 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**

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

### **Motions to the Council**

39. The Register 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**

40. Rules V1 to V14 shall apply to all meetings.

### **Conflict of Interest**

41. A conflict of interest is any situation in which a Register member's personal interests (financial or otherwise) may unduly influence or may *appear* to unduly influence the member's participation in Register business.
42. 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.
43. A member who declares a conflict of interest may remain in the meeting and speak and/or vote on the item.

## **Decisions Outside of Meetings**

44. The Register 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.
45. A decision made outside of a scheduled meeting shall only be valid if agreed by a majority of all Register 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.
46. Register members shall provide the Secretary with their email addresses.

## **Chair's Vote**

47. 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**

48. 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.
49. No challenge shall be permitted to the Chair's decision whether or not to accept a motion to suspend Standing Orders.

## **Conduct**

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

### **Alteration & Suspension of Standing Orders**

52. These Standing Orders shall not be altered without the prior approval of the Council.
53. 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 Register members.
54. If passed by a two-thirds majority of those voting for and against, the suspension shall apply for not more than 30 minutes.

### **Interpretation**

55. The Council shall interpret these Standing Orders if in dispute. The Council shall decide on any Register 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**

56. 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/>