

Revenue Group Rules

As amended at GAC, 31st January 2014

REVENUE GROUP RULES.

1. GROUP COMMITTEE

- Rule 1.1 There shall be a Group Committee, which shall conduct the affairs of the Group in between Group Annual Conference.
- Rule 1.2 Group Committee shall consist of a Chairperson, Vice-chairperson, Secretary, Treasurer, Health & Safety Officer, Diversity Officer, and ordinary members appointed in accordance with the provisions of these rules.
- Rule 1.3 Each Sub-branch shall appoint a minimum of one member to the Group Committee.
- Representation on the Group Committee shall be on the basis of one representative per one hundred and fifty members in each Sub-Branch.
- The Chairperson, Vice – Chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer shall be appointed separately to this provision.
- Each Sub-branch shall nominate a substitute for each Committee member the Sub-branch appoints. The substitute may attend meetings of the Group Committee where the appointed member is unable to attend and shall have all the rights of an

appointed member at such meetings.

- Rule 1.4 The Chairperson, Vice-Chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer shall each be elected at Group Annual Conference after having been nominated by any Sub – Branch / Group Committee in accordance with Rules 1.10 and 4.3.

- Rule 1.5 Members of the Group Committee shall hold Office from the conclusion of the Group Annual Conference at which they were appointed/elected to the conclusion of the following Group Annual Conference.

- Rule 1.6 In the event of a vacancy arising in the Office of Chairperson of the Group, the Vice-chairperson shall fill that Office for the remainder of the term involved. In such case the Group Committee shall elect a member from amongst their number to fill the vacant Office of Vice-Chairperson.

In the event of a vacancy arising in the Office of Vice-Chairperson, Secretary, Treasurer, Health & Safety Officer or Diversity Officer the Group Committee shall elect a member from amongst their number to fill the vacancy for the remainder of the term.

In the event of a vacancy arising among the ordinary members of the Group Committee the vacancy will be filled by the substitute nominated under Rule 1.3 above and the Sub-branch concerned will be asked to nominate a replacement substitute.

may also nominate members for election to the Group Standing Orders Committee.

The Group Committee may also nominate members for election to the PSEU Executive Committee.

Group Committee may place motions and amendments to motions on the agenda for consideration at Group Annual Conference.

Rule 1.7 Members of the Group who are members of the Executive Committee of the P.S.E.U. may attend and contribute to meetings of the Group Committee but may only vote if they are existing members of the Group Committee or are substituting for a member in accordance with rule 1.3.

2 STANDING ORDERS COMMITTEE

Rule 2.1 There shall be a Standing Orders Committee. The Standing Orders Committee shall consist of five members drawn from five separate sub-branches. The Standing Orders Committee shall be elected at the Group Annual Conference from amongst those who have been nominated in accordance with rules 1.10 and 4.3. The Group Committee shall have power to fill any casual vacancy on the Standing Orders Committee. The Standing Orders Committee shall hold office from the conclusion of Group Annual Conference at which it is elected to the conclusion of the next Group Annual Conference. A person may not, at the same time, be a member of the Group Committee and the Standing Orders Committee.

Rule 1.8 Group Committee shall meet at least eight times each year. A quorum shall be 13 members.

Rule 1.9 A special meeting of the Group Committee shall be held within one month of the receipt by the Group Secretary of a requisition for such a meeting signed by not less than 20% of the entire membership of the Group.

Rule 1.10 Group Committee may make nominations for the positions of Chairperson, Vice-Chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer of the Group. Group Committee

| | | |
|----------|--|--|
| Rule 2.2 | The Standing Orders Committee shall examine every notice of business to appear on the agenda of a Group Conference and shall certify in respect of such notice whether or not it deals with a matter of major policy in the Group. | which otherwise would be deemed to be out of order, provided that such amendment does not alter the intended meaning of the motion. The acceptance or otherwise of any such proposed amended motion for discussion will be subject to the approval of the Group Annual Conference. |
| Rule 2.3 | The Standing Orders Committee may recommend to a Group Conference the order in which the business of such Conference ought to be taken for the purpose of expediting the business at such Conference. | |

3 GROUP ANNUAL CONFERENCE

| | | | |
|----------|--|----------|---|
| | The Standing Orders Committee, may with the consent of the proposing sub-branches, and the Group Committee if a proposer, make composite motions on similar topics. The acceptance or otherwise of any such proposed composite motion for discussion will be subject to the approval of the Group Annual Conference. | Rule 3.1 | The Revenue Group Committee shall set the date for the Revenue Group conference every year with reference to the date of the PSEU Annual Delegate Conference and associated deadline. |
| | | Rule 3.2 | The Group Annual Conference shall consist of the outgoing Group Chairperson, Vice-chairperson, Secretary, Treasurer, Health & Safety Officer, Diversity officer, Ordinary Group Committee Members, Group Standing Orders Committee, Revenue’s Members of the National Executive of the PSEU, and Delegates representing the Sub Branches who were appointed by the sub branches in accordance with rule 4.3 |
| Rule 2.4 | The Standing Orders Committee shall elect a Chairperson and appoint such officers as it thinks fit, and shall regulate their own procedure. A quorum shall be three members. | | |
| Rule 2.5 | The Standing Orders Committee shall, with the consent of the proposing branch, or the Revenue Group Committee, if the proposer, amend motions | | The delegate representation from the Sub-branches shall be three delegates per each ordinary member appointed to the Group Committee by the |

Sub-branch in accordance with rule 1.3.

Rule 3.3

The Group Annual Conference shall have the following functions:

- (a) Consider the reports of the Group Standing Orders Committee
- (b) Consider the Annual Report of the Group Secretary.
- (c) Consider the Annual Financial Statement of the Group Treasurer.
- (d) Election of the Group Chairperson, Vice-Chairperson, Secretary, Treasurer, Health & Safety Officer, Diversity Officer, Standing Orders Committee and the ratification of the Group Committee. (e) Consider motions and amendments to motions sent forward to the Group Annual Conference by the Sub-branches of the Group from their Annual General Meetings or their Special General Meetings convened in accordance with these rules for that purpose, or placed on the agenda by the Group Committee.
- (f) Decide which resolutions, if any should be submitted to the Annual Delegate Conference of the P.S.E.U. and which, should be dealt with by the Group.
- (g) Decide on nominations for the positions of President, Vice-President, Executive Committee and Standing Orders Committee

of the P.S.E.U. to be submitted to the Annual Delegate Conference of the P.S.E.U.

(h) Consider any other necessary business.

Rule 3.4 A

Preliminary Agenda for the Group Annual Conference shall be prepared and circulated to all members of the Group not later than six calendar weeks prior to the agreed Group Annual Conference date. The Preliminary Agenda shall be comprised of all nominations and motions submitted in accordance with these rules.

The Preliminary Agenda shall be considered at Special General Meetings of the Sub-branches of the Group to be held not later than three calendar weeks prior to the agreed Group Annual Conference date. The purpose of these meetings shall be to decide on Sub-branch Policy in relation to the various nominations and motions on the Preliminary Agenda. A simple majority of the members present and voting at the above mentioned Sub-branch meetings may decide, in relation to any item on the Conference Agenda, to direct the Sub-branch delegates to vote in a particular way. Sub-branches shall, at these meetings, decide on amendments to motions on the Preliminary Agenda.

Any such amendments to motions shall be made in writing to the Group Secretary and the Chairperson of the Revenue Group Standing Orders Committee over the signatures of the Sub-branch Chairperson and Secretary or by email from Sub Branch Secretary via the Sub Branch Chairperson and shall be received by the Group Secretary on such date specified for this purpose by the Standing Orders Committee in the Preliminary Agenda. To be valid business for the Group Annual Conference, each amendment must comply with all the provisions of this rule and no such amendment may be considered at the Group Annual Conference, which does not comply.

Rule 3.5 The Final agenda, which shall be comprised of all nominations for elections, motions and amendments to motions received, the report of the Group Standing Orders Committee, the Group Secretaries Annual Report, and the Annual Financial Statement of the Group, shall be forwarded to delegates not later than 10 days before the date of the Group Annual Conference.

Rule 3.6 The Standing Orders for the conduct of business at Group Annual Conference shall be the *Regulations Governing Procedures at*

Meetings which are reproduced at Annex 2 to these Rules. These Regulations may be amended from time to time by the Group Annual Conference, on notice of motion.

Rule 3.7 A Special delegate Conference of the Group shall be held within one month of the receipt by the Group Secretary of a requisition for such a conference signed by not less than 20% of the entire membership of the Group who shall include not less than 20% of the entire membership of 5 Sub-branches of the Group.

4 SUB-BRANCHES OF THE GROUP

Rule 4.1 The Group shall have Sub-branches as set out in Annex 1 to these rules. All members, irrespective of grade, serving in the relevant areas, shall be members of the Sub-branch covering the areas as provided for in Annex 1 to these rules.

The Group Committee may in consultation with the Sub-branches involved change the areas of the Sub-Branches during any year subject to ratification at the following Group Annual Conference. Allocation of new areas to Sub-branches shall be a matter for the Group

| | | | |
|----------|--|----------|---|
| | Committee in consultation with the Sub-branches concerned subject to ratification at the following Group Annual Conference. | | Annual Conference in accordance with rule 2.1. |
| Rule 4.2 | Each Sub-branch of the Group shall have an Annual General meeting which shall be held no earlier than twelve and no later than eight calendar weeks prior to the agreed Group Annual Conference date. | | The Annual General Meeting shall appoint Delegates to attend Group Annual Conference. The number of Delegates so appointed shall be in accordance with the representation stipulated in rule 3.2. |
| Rule 4.3 | The Annual General Meeting shall elect a committee consisting of Chairperson, Secretary, and such other members as is deemed desirable by the Annual General Meeting. The Annual General Meeting shall appoint ordinary member/s, and nominate substitute/s for those so appointed, to the Group Committee in accordance with rule 1.3 The Annual General Meeting may make nominations for the positions of Chairperson, Vice-Chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer of the Group to be elected at Group Annual Conference in accordance with rule 1.4. The Annual General Meeting may make nominations to the Group Standing Orders Committee for election at Group | Rule 4.4 | For a nomination to be valid, any member may nominate any member including himself/herself, at the Annual General Meeting or in writing to the Sub-branch Secretary or Chairperson in advance of the Annual General Meeting. |
| | | Rule 4.5 | Each Sub-branch of the Group shall notify the Group Secretary and the Chairperson of the Revenue Group Standing Orders Committee, in writing, not later than seven calendar weeks prior to the agreed Group Annual Conference date, of the names of members who have been: Appointed as ordinary members of the Group Committee and nominated as substitute for those so appointed. Nominated for election to the positions of Group Chairperson, Vice- |

Chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer and for election to the Group Standing Orders Committee.

Appointed as delegates to the Group Annual Conference.

Elected as Officers of the Sub-branch.

Rule 4.8 Special General Meetings of the Sub-branches shall be held on the direction of the Sub-branch Committee or within one month of receipt by the Chairperson or Secretary of the Sub-branch of a requisition for such a meeting signed by not less than 20% of the membership of the Sub-branch.

5 MISCELLANEOUS

Rule 4.6 All motions adopted at Sub-branch Annual General Meetings for consideration at the Group Annual Conference must be forwarded to the Group Secretary over the signature of the Sub-Branch Secretary and Chairperson or by email from Sub Branch Secretary via the Sub Branch Chairperson to reach the Group Secretary and the Chairperson of the Revenue Group Standing Orders Committee not later than seven calendar weeks prior to the agreed Group Annual Conference date.

Rule 4.7 No nomination or motion for consideration at the Group Annual Conference shall be placed on the Preliminary Agenda for Group Annual Conference unless such nomination or motion fully complies with these rules.

Rule 5.1 The Group Treasurer shall report to the Group Committee on the level of membership and financial position of the Group. The Group treasurer shall prepare an Annual Financial Statement for consideration by the Group Annual Conference. The Group Secretary's report shall include an attendance record of delegates to Revenue Group Committee meetings.

Two members of the Group prior to its circulation to the Group Annual Conference shall audit this Financial Statement. These two members shall be appointed by the Group Committee but shall not be members of the Group Committee.

The Group Treasurer out of Group finances shall meet necessary expenses of the Sub-branches.

Rule 5.2 Notwithstanding the other provisions of these rules, the Group Committee shall be entitled to nominate persons for election by the Group Annual Conference as Group Chairperson, Vice-chairperson, Secretary, Treasurer, Health & Safety Officer and Diversity Officer and to the Group Standing Orders Committee, where no valid nomination for such position has been received and is required under rules 1.4. and 2.1

Rule 5.3 These rules may only be amended by way of a motion adopted by Group Annual Conference by a two-thirds majority of the Conference. No such amendment shall take effect without the approval of the Executive Committee of the P.S.E.U.

Annex 1 to the Rules of the Revenue Group.

The Revenue Group shall have the following Sub-Branches of the Group and these Sub-Branches shall be composed in accordance with the provision of Rule 4.1 of the Rules of the Group.

Dublin 1

Ashtown Gate, Tallaght, Santry, Dublin Airport and Dublin Port

Dublin 2

O' Connell Street, Mount Street, Merrion Square, Bishops Square, Lansdowne House, Ballagh House and D'Olier House

Dublin 3

Ship Street, Stamping, Dublin Castle area, Castle View and John's Road

Clare/ Limerick/ Nenagh

Kerry/ West Limerick

Cork

East/South East

Waterford/ Thurles/ Carlow/ Kilkenny/ Wexford/ Meath/ Kildare/ Laois/ Wicklow and Sandymount

Galway/ Roscommon/ Westmeath/ Offaly/ Mayo

Louth/ Cavan/ Monaghan

Sligo

Donegal

Annex 2.

Regulations governing procedure at meetings.

1. Smoke free zones.

Smoking is not allowed in the auditorium where Delegate Conferences are taking place or at

any venue where Union meetings take place.

2. Voting.

Each member present at a meeting shall have one vote on any motion properly before such meeting and voting shall be by a show of hands except when a ballot is demanded, such a demand being supported by not less than one - quarter of the members present, or when a ballot is ordered by the Group Committee. The Chairperson or, in his/her absence, a person appointed by such meeting to act as Chairperson of any meeting held in accordance with the Rules shall have a second or casting vote in the event of a tie in voting.

3. Routine Decisions.

Routine decisions may be taken by the call of the Chairperson for a vote thereon, without a motion being formally proposed. In such cases the Chairperson shall be deemed to be the proposer.

4. Resolutions and amendments.

- (i) Any person other than the proposer shall not speak to a resolution or an amendment until it has been seconded.
- (ii) An amendment may not be moved which is a direct negative to a resolution or amendment.

- (iii) An amendment to a motion must be proposed and seconded and decided upon separately by the meeting.

5. Limitations of speeches.

- (i) Subject to the discretion of the Chairperson, the proposer of a resolution or an amendment shall be allowed four minutes and each subsequent speaker three minutes.
- (ii) No member shall speak more than once on the same resolution or amendment except the mover of the original resolution, who shall be allowed five minutes to reply to the discussion on his/her resolution. Where two or more similar resolutions are taken together the mover of each shall be allowed five minutes to reply to the discussion on his/her resolution.
- (iii) Notwithstanding the provisions of Regulation 4(i) any member may be heard on a point of order or information.

6. Limitations of speakers.

Subject to the discretion of the Chairperson, not more than two speakers from any Sub-Branch or the Group Committee, shall be allowed to speak on any motion or amendment.

shall be put and decided forthwith without further discussion. If the proposal is lost the discussion on the resolution shall be resumed.

7. Procedure Motions

(i) Next business.

If a proposal to proceed to the next business has been moved and seconded, the proposers of the resolution under discussion shall have the right to speak briefly in opposition and the proposal shall then be put without further discussion. If the proposal is carried, the discussion on the resolution shall be abandoned and the meeting shall proceed to the next business on the Agenda. If the proposal is lost, the discussion on the original resolution shall be resumed.

(ii) Discussion to close.

A proposal that the discussion be brought to a close shall be moved, seconded and decided without discussion. If this proposal is carried, the resolution or amendment under discussion shall be put and decided without further discussion other than a reply by the mover thereof. If the proposal is lost, the discussion on the resolution or amendment shall be resumed.

(iii) Question now put.

A proposal that the question be now put shall be moved, seconded and decided without discussion. If the proposal is carried, the resolution or amendment under discussion

(iv) The acceptance of a procedure motion shall be at the discretion of the Chairperson.

8. Suspension of regulations.

A majority vote of two - thirds of the members, present and voting at a meeting may suspend any regulation.