CIVIL SERVICE PENSIONERS' ALLIANCE

# GROUP CIRCULAR 922

**To: Branches, Groups and Executive Council** **May 2022**

**Dear Colleague**

## 1. RULE CHANGES FOR CONSIDERATION BY THE AGM

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Group Circular 910 reported on an Executive Council (EC) decision to remove the two elected Secretary posts from the EC, increase the number of National EC seats from 3 to 5, and to introduce 2 reserved seats for women. The Circular said that constitutional amendments to implement these changes to the structure of the EC would be proposed to the 2022 AGM.

Subsequently, Group Circular 921 reported that an EC Working Party had been set up to consider the constitutional amendments required to implement that decision, and to consider at the same time whether other parts of the constitution needed updating or clarifying.

This Group Circular sets out the conclusions of the Working Party, as agreed by the EC, and the rule changes that will be put to the AGM this year for approval.

The EC believes it is important that Branches and Groups should also have an opportunity to propose rule changes in the constitution this year. The 2021 AGM was cancelled. That would normally have been the year in which constitutional amendments could be proposed by Branches and Groups, so the EC is making representations to Standing Orders that they be allowed this year instead.

The EC will be putting forward motions to amend the constitution to provide for the following rule changes:

**Motion 1**: To remove the two elected Secretary posts from the constitution and increase the number of National EC seats from 3 to 5. The number of Officers and their voting rights need to be clarified at the same time. The Officers should consist of 2 elected Officers (Chair and Vice Chair) and 2 appointed Officers (General Secretary and Treasurer). The appointed Officers will not have a vote and will not count towards the quorum at meetings. The appointment of the Treasurer and Editor should no longer need to be subject to AGM approval.

**Motion 2**: Of the National EC seats, 2 to be reserved for women, in an effort to deal with their current under representation on the EC.

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**Motion 3**: To allow Branches to vote in the election for National EC seats, but not in the election for Regional Representatives in England and Wales. Branches can currently nominate for these seats but not then vote in any subsequent election.

**Motion 4**: The appointment of Scrutineers and Tellers to be formalised as part of the Standing Orders report to the AGM.

**Motion 5**: To equality proof the constitution by deleting rule 13, which says that any reference to men shall include women.

**Motion 6**: To remove the reference to men in Officer post descriptions, by changing Chairman and Vice Chairman to Chair and Vice Chair.

**Motion 7**: To reword Standing Order 26 to make it clearer and consistent with the rules.

**Motion 8**: To allow either the Chair or Vice Chair to chair a meeting, even if both are present. This is what can happen in practice, particularly in Zoom meetings, but is not allowed for in the wording of the present rule.

**Motion 9**: To prevent Group Associate members from holding a Group post with access to membership and/or financial information. Group Associate members are not full members of CSPA, and this is necessary to ensure we stay in line with GDPR requirements.

Further consideration is to be given by the EC to the role of Group Associate members, and Groups will be consulted about this shortly.

**Motion 10**: To allow Branches and Groups to submit a constitutional amendment to any AGM, by removing the three-year rule. The EC sees this restriction as unnecessary.

The EC recognises that this is a significant number of rule changes to propose in any one year, but feels it is important to bring the constitution up to date and recommend changes that will help to improve our structure.

To assist Groups in considering this, the draft motions to implement these policy changes are set out in the Appendix. Please note that the detailed wording is subject to final approval by the F&GPC, but the recommended policy decisions have been taken by the EC.

There are consequential implications for the disciplinary procedures. These will be considered by the F&GPC and further information issued in due course.

Yours sincerely

Lisa Ray

Lisa Ray
**General Secretary**

## ANNEX A: DRAFT MOTIONS

### MOTION 1

Rule 4: Delete Rules 4 (a), (b) and (c) and insert in their place:
4 (a) The Elected Officers of the Alliance shall be the Chair and Vice Chair. They shall be elected as in Rule 7 (f)
4 (b) The Appointed Officers of the Alliance shall be the General Secretary and Treasurer. They shall be appointed by the Executive Council.
4 (c) The Executive Council shall be responsible for authorising the appointment of other personnel as necessary on such terms and conditions as they may deem fit.

Rule 5: Delete Rule 5 (b) and insert in its place:
5 (b) The Executive Council shall consist of the Elected Officers as defined in Rule 4 (a), the Appointed Officers as defined in Rule 4 (b), and not more than seventeen members, nine of whom will represent the Alliance's nine Regions in England and Wales. All except the Appointed Officers can vote at Executive Council meetings and any sub-committees. The Quorum shall be nine, excluding the Appointed Officers.

Rule 7 (e) (ii): Amend the first sentence to read: Nominations may be submitted by Branches and Groups and members not covered by Branches or Groups in respect of the Elected Officers, five ordinary members of the Executive Council and Standing Orders Committee.

### MOTION 2

Rule 7 (e) (ii). Insert at the end: Two of the seats for ordinary members of the Executive Council shall be reserved for women.

### MOTION 3

Rule 7: Delete Rules 7 (f) (ii) and 7 (f) (iii) and insert in their place:
7 (f) (ii) Those for the Elected Officers, five ordinary members of the Executive Council and Standing Orders Committee shall be voted upon by representatives from Branches, representatives from Groups and members attending not covered by Branches and Groups.
7 (f) (iii) The nine Regional seats on the Executive Council shall be filled as a result of votes cast by representatives from Groups and members in attendance not covered by Groups.

### MOTION 4

Rule 10 (g): Amend "appointed by the Executive Council" to read "appointed as in SO 27;

In Appendix 1, insert new SO (No 27), Appointment of Scrutineers and Tellers, as follows:
**SO 27. Appointment of Chief Scrutineer/Chief Teller and Scrutineers/Tellers**

(a) The Standing Orders Committee will be responsible for appointing persons of good standing to the AGM to act as Chief Scrutineer, Assistant Scrutineer, Chief Teller and the necessary Tellers to assist them.

(b) Such appointments will be put to the AGM as part of the Standing Orders Report and agreed by the AGM by a simple show of hands.

(c) As it may be necessary for CSPA to hold a postal ballot on an issue during the period up to the following AGM such Scrutineers and Tellers will remain in post until the start of that AGM.

(d) The duties of the Scrutineers and Tellers are described in the guidelines attached to these Standing Orders

Current SO 27 and SO 28 to be renumbered SO 28 and SO 29 respectively.

**MOTION 5**

Rule 13: Delete in its entirety

**MOTION 6**

To amend the terms "Chairman" and "Vice Chairman" to "Chair" and "Vice Chair" wherever they occur.

**MOTION 7**

Standing Order 26 (Appendix 1): Delete SO 26 and insert in its place:

SO 26:

(a) Voting at an AGM for the positions of Elected Officers, EC members and SOC shall follow the provisions of Rule 7 (f) (i) and 7 (g) (i) and shall be by Card Vote.

(b) In view of the disturbance which takes place immediately before the time limit for election votes is announced; a period shall be set aside for the casting of the votes to be completed, during which no debate takes place.

(c) Voting by Postal Ballot for the positions of Elected Officers, EC members and SOC shall follow the provisions of Rule 7 (f) (i) and 7 (g) (i) but shall be by Card Vote, with sufficient time for notification of any vacancy and subsequent nomination to take place, followed by sufficient time for notification of nominations and a ballot to take place.

(d) Voting on a Motion shall follow the Rules as set down in 7 (g) (i) and 7 (g) (ii).

(e) Voting on a Constitutional amendment shall follow the procedures as set out in Rule 12 and voting shall be as set down in 7 (g) (i) and 7 (g)(ii), with all votes requiring a two-thirds majority in the affirmative.

**MOTION 8**

Rule 10: Delete Rule 10 (d) and insert in its place:

10 (d) The Chair and Vice-Chair if in attendance at any General Meeting, or meeting of the Executive Council or any meeting convened by those bodies, shall decide between themselves who will formally chair a meeting or if both are absent, by a person appointed by the meeting.

**MOTION 9**

Rule 6 (c) (iv) Delete last sentence.
Rule 6 (c) (vii) Add at the end: The Treasurer and the holder of any Group post with access to Alliance membership details must be full members of the Alliance as defined in Rule 3. At Group discretion, an associate member may be elected to any other Officer post or position within the Group

**MOTION 10**

Rule 12: Delete, and insert in its place:

12. No new rules or standing orders shall be made, nor shall any rules or standing orders be amended or rescinded, except by a resolution approving such alteration passed by the affirmative vote of two-thirds of those present and entitled to vote at an Annual or Special General Meeting. Any proposed alteration must be specified in a formal motion submitted in accordance with Rule 7.

**ANNEX B: PROPOSED GUIDELINES FOR THE APPOINTMENT AND DUTIES OF CHIEF SCRUTINEER, ASSISTANT SCRUTINEER, CHIEF TELLER AND TELLERS**

1 The nominees to the positions of Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers must be persons entitled to attend the AGM as set out in Rule 7 (a) of the Constitution but must not be an Officer or member of the Executive Council.

2 The Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers shall be nominated by the Standing Orders Committee to take up this role at the AGM and for any postal ballots up to the next AGM.

3 The Chief Scrutineer and Assistant Scrutineer shall be responsible for overseeing the conducting of all votes, whether at an AGM or by a postal ballot, and for certifying the result. The Chief Teller and Tellers shall be responsible for the counting of all votes.

4.The nominations of Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers must be approved by a simple majority of a show of hands at the AGM. All post holders will remain in their appointment until the start of the following AGM,

5 At an AGM, the responsibility of the Chief Scrutineer and Assistant Scrutineer will be to ensure that all voting conducted is carried out correctly, this being-

a) Confirmation of the total possible vote by representatives who have registered at the AGM and been issued with a card vote.

b) an accurate count and record of all votes cast. The Chief Scrutineer will certify the result and pass it to the Chair or Vice-Chair. If a two-thirds majority is required, it will be confirmed whether this has been achieved.

c) In the case of a ballot, insert the details on Ballot Count Certificates, giving details as required including any spoiled papers, sign and date the Certificate and pass it to the Chair or Vice-Chair.

6 In the event of a requirement for a Postal Ballot between AGMs, the Chief Scrutineer and Assistant Scrutineer will arrange a venue for an accurate count, will supervise the count and record all votes cast, including spoiled Ballot Papers. The details will be recorded on Ballot Count Certificates, giving details as required, signing and dating the Certificate, and passing the completed Certificate to the General Secretary

7 If an error, omission or some other factor, whether it affects the result or not, is identified at a later date, it must immediately be reported to the Chair or Vice-Chair.

If you have any questions or require any further information about the matters covered by this Group Circular, please don't hesitate to contact me, either by email at lisa.ray@cspa.co.uk or by telephone on **020 8688 8418 (Office).**