# **Standing Orders for Associate Lecturers sub-committee of the Open University Branch of UCU (OUBUCU)**

1. **NAME AND PURPOSE**
   1. The name of the committee is the Associate Lecturer (‘ALs’) sub-committee (‘The Committee’) of the Open University Branch of the Universities and Colleges Union (‘OUBUCU’).
   2. The Committee shall function as an advisory sub-committee of the Executive Committee of the OUBUCU (‘The Executive’) and shall submit its recommendations to the Executive.
   3. The purpose of the Committee, subject to relevant local and national UCU rules, is to discuss policy and business having relevance to ALs.
   4. The relevant branch code of conduct will apply to communication on the ALs reps email list and any forums set up for the committee’s use.
2. **MEMBERSHIP OF THE COMMITTEE AND ELECTIONS**
   1. The Committee’s members shall consist of up to 26 AL members elected by the AL membership of the OUBUCU branch using the Single Transferrable Vote (STV), with minimum representation of at least one representative from each faculty and one from each nation.
   2. Unless they have been elected as AL representatives, the following branch officers shall be non-voting ex-officio members of the committee:- The President, Vice Presidents, Honorary Secretary, Honorary Treasurer and ALs Officer.  
      1. The ALs Officer shall be the convener of the committee. The committee may appoint a Chair and a minute taker.
      2. Votes shall be taken on the basis of one vote per representative. The ex-officio members will be non-voting. Invited attendees will not vote.
      3. The exception to 2.2.2 shall be that in the event of a tied vote the chair shall have a casting vote.
      4. In the event of casual vacancies or unfilled places, the Committee shall have the power to co-opt other ALs with a current AL\* contract to hold office until the next AGM of the OUBUCU. The maximum number of members of the Committee is 26.
      5. The ex-officio members shall be included in the AL reps email list and other electronic communications of the Committee if they wish to be so included.

\* A leave of absence is regarded as a current contract.

1. **MEETINGS AND QUORUM**
   1. The Committee shall meet at least four times every year
   2. A meeting will be quorate if at least a third of the current number of elected AL representatives are present.
   3. There will be a call for agenda items or other appropriate mechanism for AL reps to put forward agenda items for committee meetings
   4. Subject to what is reasonably practical, arrangements shall be made for remote participation in Committee meetings. This shall include the possibility of organising meetings in which all representatives participate at a distance.
   5. The committee may invite others to attend.