

INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH
REGULATIONS: 15
REQUIRED BY BYELAW 18(2):
CONSTITUTION OF AND RULES APPLICABLE TO BRANCHES

Introduction

1. In accordance with Byelaw 18(2), these Regulations set out the procedures for the formation and management of Branches. Unless the context otherwise requires, words and expressions used in these Regulations shall have the meanings given to them in the Charter and Byelaws of the Institution.
2. Branches may be established in accordance with 18(2) of the Institutions Byelaws.
3. Branches may establish Districts or Sections that are an integral part of the branch and where a member need has been identified.
4. A Branch, District or Section may only be established or disbanded with the prior approval of the Performance and Development Committee, as delegated by the Board of Trustees in accordance with Byelaw 13(7).
5. All Branches, Districts and Sections are required formally to adopt these Regulations as the constitution of and rules applicable to the Branch, District or Section.

Aims and objectives

6. The aims and objectives of the Branch, District or Section are to support the wider aims and objectives of the Institution by undertaking activities in line with the Charter and Byelaws, and relevant strategy and priorities.
7. The activities should primarily support members with Continual Professional Development (CPD) and professional progression, working closely with the Institution to coordinate overall offerings for consistency of delivery and ensure alignment with priorities.

Membership

8. Membership of the Branch, District or Section is open to all categories of membership of the Institution.

Branch Executive Committee membership

9. The management of the Branch shall be the responsibility of the Branch Executive Committee. The Branch Executive Committee shall consist of:

- (a) five principal officers, of which a member cannot hold more than one role (elected in accordance with paragraphs 19 to 27)
- Chair - corporate member
 - Vice-chair - corporate member
 - Secretary
 - Treasurer
 - Communications Co-ordinator
- (b) committee members - not less than three other members of the Branch, and up to a maximum of twelve members (as elected in accordance with paragraphs 19 to 27 and not including principal officers or Section or District representatives).
- (c) one member from each properly constituted Section or District within the Branch, nominated in accordance with paragraph 28.

Districts and Sections Executive Committee membership

10. The management of each District or Section shall be organised by a District or Section Executive Committee, which shall report to the Branch Executive Committee.
11. Each District or Section Executive Committee shall consist of five principal officers (as defined in paragraph 9a) and, other committee members up to a maximum of eight, as elected in accordance with paragraphs 28 and confirmed by the Branch Executive Committee at its Annual General Meeting.

Co-options

12. Each Executive Committee shall have the power to co-opt members, for either a specific purpose, agenda item or committee project Co-optees shall be non-voting members but for the purpose of the Volunteer Agreement they will have the status of volunteer.

Casual Vacancies

13. Each Executive Committee, in the event that the committee experiences a vacancy that means that it is unable to comply with any minimum membership requirements, may appoint by majority vote the unsuccessful candidate(s) achieving most votes at the preceding election for the same role. Should the candidate be unwilling or unable to take up the role the next candidate achieving the most votes should be appointed, and so on until the vacancy is filled.

Ex-officio members of District and Section Executive Committees

14. The Branch Chair and Branch Treasurer shall be ex-officio members of the District and Section Executive Committees.

Ordinary meeting attendance and voting

15. A Member shall be deemed to be present in person at a meeting if they participate by means of telephone conferencing, video conferencing or other electronic means enabling all persons participating in the meeting to hear each other.
16. An Executive Committee resolution shall be passed by a simple majority of the votes passed by those present at the meeting and entitled to vote. The Chair of each Executive Committee shall have and exercise a casting vote in the event of an equality of votes.
17. Branch, District and Section meetings shall be held at such places and on such dates as approved by the relevant committee. Such meetings can be held by virtual means.

Quorum

18. A quorum shall be four members of an Executive Committee, at least one of whom must be a principal officer, and at least three of whom must be corporate members.

Nominations for office and elections

19. Nominations shall be made by the nominee. The notice for nominations for the principal officers and Executive Committee members shall be communicated via appropriate channels as determined by the Institution. The notice shall specify the number and type of vacancies arising in the membership of the Executive Committee, the nomination process and stipulate the nominations closing date.
20. Nominations must be made via the process prescribed by the Institution. A nomination will be invalid if it is submitted by any other means or after the closing date.
21. All nominees must be CPD compliant, have paid the annual subscription fee set by the Board of Trustees and not be in default of any other financial liability to the Institution. As part of the nomination process the Institution shall be responsible for verifying this and will reject any nomination that does not meet this requirement.
22. Elections shall be conducted by electronic vote and concluded prior to the Branch Annual General Meeting.
23. Voting instructions shall be sent by electronic communication to every Member entitled to vote as defined as paragraph 22.
24. Every Member that is a member of the Branch, District or Section to which a vacancy or vacancies relate is entitled to vote, provided that, on the nomination closing date, he or she, has paid the annual subscription fee as set by the Board of Trustees and is not in default of any other financial liability to the Institution.
25. In the event of an equal number of votes being cast for two or more candidates and affecting the result of the election, a new election shall be held for those candidates, to be concluded within two calendar months of the date of the first count being made.
26. The result of the election shall be declared as soon as practicably possible after voting closes, which shall be no later than the Branch Annual General Meeting. The

appointment(s) will be confirmed at the Annual General Meeting and shall be effective from that date.

27. In the event of insufficient nominations being received by the nomination closing date, a new election shall be held for the relevant vacancy or vacancies, to be concluded no later than two months after the end of the financial year. If after two attempts to elect a Chair or Vice Chair the vacancy remains unfilled the position(s) can be opened to members that are currently undertaking the process to become a Corporate Member with the approval of the Performance and Development Committee.
28. Districts and Sections shall run elections in accordance with the procedure set out in paragraphs 19 to 27 and their appointment must be confirmed at the Branch Executive Committee Annual General Meeting. One District member shall be nominated to represent each District and one Section member shall be nominated to represent each Section on the Branch Executive Committee.
29. The member nominated to represent each Section on the Branch Executive Committee shall also represent the Section on the relevant District Executive Committee.

Terms of office

30. Principal officers and committee members of the Branch, District or Section shall hold office for two years from the relevant Annual General Meeting and shall be eligible for re-election up to a maximum of four consecutive years, after which he/she may be re-elected only after at least three years have elapsed.

Sub-committees

31. The Branch Executive Committee shall have power to appoint sub-committees for such purposes and with such powers as they decide. The Branch Executive Committee shall appoint a Corporate Member of the Institution as chair of the sub-committee.

Finance

32. The Branch financial year and the financial year of any District or Section shall correspond with the financial year of the Institution.
33. Each Branch, District and Section shall work within the financial parameters as prescribed by the Institution.

Annual General Meetings

34. The business at a Branch Annual General meeting shall be to confirm the outcome of the election of Branch, District and Section Executive Committee members; to confirm District and Section representatives to the Branch Executive Committee as appropriate ; to receive annual reports of the relevant chairpersons (Branch, District and Section); to confirm relevant Regulations as the Branch, District or Section constitution and rules as applicable; and to transact any other appropriate business.

35. The Branch Annual General Meeting shall be held not later than two months after the end of the financial year.
36. The dates of ordinary meetings of Districts and Sections shall be notified to the Branch Secretary in sufficient time to be included in Branch programmes.

Extraordinary general meetings

37. Secretaries shall convene an Extraordinary General Meeting at the request of their relevant chair, or at the written request of ten members of the relevant Branch, District or Section or at the request of the Institution. The notice of the meeting shall state the purpose of the meeting and no other business shall be transacted at the meeting.

Notice of general meetings

38. Secretaries shall send to all members entitled to receive them, notices of all general meetings. They shall be sent via electronic communication, at least twenty-one days before the meeting, stating the business to be transacted at the meeting.

General meetings attendance and voting

39. A Member shall be deemed to be present in person at a meeting if they participate by means of telephone conferencing, video conferencing or other electronic means enabling all persons participating in the meeting to hear each other.
40. All members that have paid the annual subscription fee set by the Board of Trustees and that are not in default of any other financial liability to the Institution are allowed to vote at Branch general meetings. A members' resolution shall be passed by a simple majority of the votes passed by those present at the meeting and entitled to vote. The chair shall have and exercise a casting vote in the event of an equality of votes.
41. The method of voting shall be determined by the Chair.

Quorum at general meetings

42. A quorum shall be at least ten members of the Branch, District or Section of whom at least two shall be principal officers.

Regulation 15 – Constitution of and rules applicable to Branches		Version 1.0	GOV/REG/015
Board Approved:	17/12/2020	Council Approved:	04/01/2021
<i>Printed copies of this document may not be the latest version.</i>			