

# Scottish Police Federation Regulations, Rules & Standing Orders



Police Federation (Scotland) Regulations 2013  
(Pages 2 – 9)

Police Federation (Scotland) Rules  
(Pages 10 – 24)

Standing Orders of the Joint and Rank Central Committees;  
Area and Rank Committees; Subject, Standing and Sub Committees  
of the Scottish Police Federation  
(Pages 25 – 31)

# The Police Federation (Scotland) Regulations 2013

## PART 1

### General provisions

#### Citation and commencement

- 1 These Regulations may be cited as the Police Federation (Scotland) Regulations 2013 and come into force on 1st April 2013.

#### Interpretation

- 2 In these Regulations (except where the context otherwise requires) -

“the 2012 Act” means the Police and Fire Reform (Scotland) Act 2012(b)

“chief constable” means the constable appointed to the office of chief constable under section 7(1)(a) of the 2012 Act;

“inspector” includes, other than in regulation 10(4), the rank of chief inspector;

“Police Service” means the Police Service of Scotland.

## PART 2

### Constitution of the Scottish Police Federation

#### The Scottish Police Federation

- 3 The Police Federation for Scotland (“the Federation”) is to be known, and referred to, as the “Scottish Police Federation”.

#### Membership

- 4(1) The Federation is to consist of the following members -

(a) every constable of the Police Service that holds the rank of -

(i) inspector

(ii) sergeant; and

(ii) constable;

(b) every special constable of the Police Service (appointed under section 9 of the 2012 Act); and

(c) every police cadet undergoing training with a view to becoming a constable of the Police Service (appointed under section 25 of the 2012 Act).

- 4(2) In paragraph (1)(a), “constable of the Police Service” means an individual holding the office of constable who is serving as a constable of the Police Service and -

(a) includes any constable on temporary service outwith the Police Service (either under arrangements made under section 15 of the 2012 Act, or by virtue of paragraph 8(3) and (4) of schedule 5 to that Act);

(b) does not include any individual engaged on temporary service as a constable of the Police Service (either under arrangements made under section 16 of the 2012 Act, or by virtue of paragraph 8(1) and (2) of schedule 5 to that Act).

## Structure

- 5 The Federation must establish -
- (a) a joint central committee (consisting of three central committees, sitting together as a joint committee);
  - (b) such number of area committees as is determined in accordance with regulation 11(1)(a); and
  - (c) a joint central conference.

## Rules

- 6 The joint central committee may make rules concerning the Federation's constitution and proceedings which make provision relating to -
- (a) the membership of the joint central committee, the central committees, the area committees, the area sub-committees and the joint central conference, including -
    - (i) the arrangements for holding elections and electoral procedure;
    - (ii) the period for which members are to be elected;
    - (iii) the cessation of membership and the removal of members;
    - (iv) the filling of casual vacancies;
    - (v) the election and removal of the joint central committee's officers; and
    - (vi) such provision in relation to sub-paragraphs (i) to (v) as is necessary for the purposes of regulation 10(2);
  - (b) the functions (including powers and duties) and proceedings of these bodies;
  - (c) the raising of funds for the Federation's purposes, including the procedure for collecting voluntary subscriptions from members and the amount of such subscriptions;
  - (d) the use and management of the Federation's funds and property;
  - (e) the services and benefits which may be provided to members, and the circumstances in which members will be entitled to such services and benefits;
  - (f) the procedure to apply in the case of non-compliance with any rule made under this regulation; and
  - (g) the procedure by which the joint central committee may vary or revoke any rule made under this regulation.

## **PART 3**

### **The joint central committee and the central committees**

#### Membership

- 7(1) The joint central committee is to consist of three central committees, sitting together as a joint committee, and every member elected to a central committee is accordingly a member of the joint central committee.
- 7(2) The central committees are -
- (a) the inspectors' central committee;
  - (b) the sergeants' central committee; and

(c) the constables' central committee.

7(3) Each central committee's members must be elected from the number of representatives specified in paragraph (4) and in accordance with any rules made under regulation 6.

7(4) The representatives are -

(a) in the case of the inspectors' central committee, those who are elected to the area committees to represent the rank of inspector;

(b) in the case of the sergeants' central committee, those who are elected to the area committees to represent the rank of sergeant; and

(c) in the case of the constables' central committee, those who are elected to the area committees to represent the rank of constable.

7(5) Each central committee must consist of an equal number of representatives from each area committee and the total number of members elected to each central committee must be the same.

7(6) The Federation -

(a) must, with the Scottish Ministers' approval, determine the total number of members of the joint central committee (including the total number of members to be elected to each central committee);

(b) must ensure that the joint central committee's members have equal voting rights (where applicable) during its proceedings; and

(c) may, with the Scottish Ministers' approval, appoint such additional members to the joint central committee as it considers appropriate for the purpose of carrying out its functions.

#### Proceedings

8(1) The joint central committee -

(a) may hold four ordinary meetings each calendar year, each meeting lasting not more than two days;

(b) may, with the Scottish Ministers' consent, hold such additional meetings as it considers necessary;

(c) may (in addition to any other meetings) hold one meeting each calendar year, lasting not more than two days, with the joint central committee of the Police Federation for England and Wales and the central committee of the Police Federation for Northern Ireland for the purpose of discussing matters of common interest; and

(d) must meet, at the Scottish Ministers' request, for the purpose of considering any matter which they refer to it.

8(2) For the purpose of paragraph (1)(b), such consent may be given if the Scottish Ministers are satisfied that the business proposed to be discussed at the meeting is urgent and cannot reasonably be deferred until the joint central committee's next ordinary meeting.

- 8(3) In addition to the meetings mentioned in paragraph (1), a central committee may hold a separate meeting for the purpose of discussing matters of specific interest to constables holding the rank which its members represent.
- 8(4) A meeting mentioned in paragraph (3) may be held only -
- (a) if it takes place during the time allowed for an ordinary meeting of the joint central committee; or
  - (b) with the chief constable's consent.
- 8(5) The joint central committee and the central committees must act in accordance with any rules made under regulation 6 which regulate, or relate to, their respective functions and proceedings.
- 8(6) The joint central committee may, in relation to matters in which the Federation represents its members, make oral or written representations to any of the following: -
- (a) the Scottish Ministers;
  - (b) the Scottish Police Authority;
  - (c) the chief constable;
  - (d) a local commander of the Police Service (a constable designated under section 44(2) of the 2012 Act);
  - (e) a local authority;
  - (f) the Police Investigations and Review Commissioner (the Commissioner established by section 33 of the Police, Public Order and Criminal Justice (Scotland) Act 2006(a) and renamed by section 61 of the 2012 Act).

#### Expenses

- 9 The Scottish Ministers may pay to the joint central committee such expenses as they may determine.

#### Officers

- 10(1) Members of the joint central committee must elect from their number the following officers in accordance with any rules made under regulation 6 -
- (a) a chairperson;
  - (b) a deputy chairperson;
  - (c) a secretary; and
  - (d) a deputy secretary.
- 10(2) During each officer's tenure of office, the officer is to continue to be a member of -
- (a) the central committee to which the officer was elected under regulation 7(3);
  - (b) the area committee to which the officer was elected under regulation 11(2)(a) (and from which the officer was elected to the central committee mentioned in sub-paragraph (a)); and
  - (c) the joint central conference.
- 10(3) The Federation must make such contribution in respect of each officer's pay, pension and allowances as the Scottish Ministers determine.

- 10(4) If any officer is below the rank of inspector, the Regulations mentioned in paragraph (5) are to apply to the officer as if that officer held the rank of inspector.
- 10(5) The Regulations are those for the time being in force under -
- (a) section 48 of the 2012 Act, in so far as they relate to leave, pay and allowances; and
  - (b) the Police Pensions Act 1976(a), except in so far as they relate to compulsory retirement on account of age.

#### **PART 4**

#### **Area committees**

##### Number of committees and membership

- 11(1) The joint central committee must, with the Scottish Ministers' approval, determine the total number of -
- (a) area committees to be established; and
  - (b) members to be elected to each area committee.
- 11(2) The members of each area committee must -
- (a) be elected in accordance with any rules made under regulation 6; and
  - (b) consist of an equal number of representatives of each of the following ranks -
    - (i) inspector;
    - (ii) sergeant; and
    - (iii) constable; and
  - (c) have equal voting rights (where applicable) during its proceedings.

##### Proceedings

- 12(1) Each area committee may hold four ordinary meetings in each calendar year, each meeting lasting not more than one day.
- 12(2) An area committee's members may meet separately, according to their rank, for the purpose of discussing matters of specific interest to constables holding the rank of inspector, sergeant and constable, respectively.
- 12(3) A meeting mentioned in paragraph (2) may be held only -
- (a) if it takes place during the time allowed for an ordinary meeting of the area committee; or
  - (b) with the chief constable's consent.
- 12(4) Each area committee must act in accordance with any rules made under regulation 6 which regulate, or relate to, its functions and proceedings.

##### Area sub-committees

- 13(1) An area committee may, with the chief constable's consent, establish such subcommittees of its members as it considers expedient.

- 13(2) An area sub-committee may, with the chief constable's consent, hold such number of meetings as it considers necessary.
- 13(3) An area sub-committee must act in accordance with any rules made under regulation 6 which regulate, or relate to, its functions and proceedings.

## **PART 5**

### **The joint central conference**

#### Membership

- 14 The joint central conference's members must -
- (a) consist of every member elected to an area committee (including those who are also members of the joint central committee by virtue of being elected to one of the central committees); and
  - (b) have equal voting rights (where applicable) during its proceedings.

#### Proceedings

- 15(1) The joint central conference may only meet once in every two calendar years, each meeting lasting not more than three days or, with the Scottish Ministers' consent, four days.
- 15(2) The joint central conference's members may meet separately, according to their rank, for the purpose of discussing matters of specific interest to constables holding the rank of inspector, sergeant and constable, respectively.
- 15(3) A meeting mentioned in paragraph (2) -
- (a) may be held only -
    - (i) if it takes place during the time allowed for an ordinary meeting of the joint central conference; or
    - (ii) with the chief constable's consent; and
  - (b) must not last more than half a day.
- 15(4) The joint central conference must act in accordance with any rules made under regulation 6 which regulate, or relate to, its functions and proceedings.

## **PART 6**

### **Accommodation, funds and accounts**

#### Accommodation

- 16(1) The Scottish Police Authority may make available to the Federation, accommodation in premises which it provides for police purposes.
- 16(2) Where the Scottish Police Authority makes available such accommodation, the Federation must be under no obligation to pay for the use of that accommodation.

#### Subscriptions and use of funds

- 17(1) The Federation may raise funds by collecting voluntary subscriptions from its members.

17(2) The Federation's funds must not be used -

- (a) to promote the interests of a political party or, directly or indirectly, a person's candidature in a parliamentary or local government election; or
- (b) to contribute to the funds of a trade union or a political party.

#### Accounts and audit

18(1) The joint central committee must -

- (a) keep proper accounts and proper records in relation to the accounts; and
- (b) as soon as practicable after the end of each yearly period ending on 31st March -
  - (i) prepare a statement of accounts in respect of that period;
  - (ii) send a copy of the statement of accounts to an independent auditor for auditing; and
  - (iii) provide a copy of the statement of accounts, and the independent auditor's report on those accounts, to the Scottish Ministers.

18(2) In this regulation, "independent auditor" means a person who -

- (a) is eligible for appointment as a statutory auditor under Chapter 2 of Part 42 of the Companies Act 2006(a); and
- (b) if the appointment were an appointment as a statutory auditor, would not be prohibited from acting by section 1214 of that Act (independence requirement).

### **PART 7**

#### **Revocation and transitional provisions**

##### Revocation

19 The Police Federation (Scotland) Regulations 1985(b) are revoked.

##### Transitional provisions

20 The Schedule (transitional provisions) has effect.

#### **SCHEDULE Regulation 20**

##### **TRANSITIONAL PROVISIONS**

- 1 In this Schedule, "the 1985 Regulations" means the Police Federation (Scotland) Regulations 1985.
- 2 Paragraphs 3 to 5 apply until the members of the central committees and the area committees are first elected under regulations 7(3) and 11(2)(a) respectively.
- 3 For the purpose of regulation 5, where this paragraph applies, every member elected before 1st April 2013 (in accordance with the 1985 Regulations and any rules made under regulation 17(1) of those Regulations) to -
  - (a) a central committee is to be treated as having been elected to the corresponding central committee under regulation 7(3) and as being a member of the joint central committee under regulation 7(1); and



- (b) a branch board is to be treated as having been elected to an area committee under regulation 11(2)(a).
- 4 Accordingly, where this paragraph applies, every member mentioned in paragraph 3 is to be treated as being a member of the joint central conference under regulation 14(a).
- 5 For the purpose of regulation 10(1), where this paragraph applies -
- (a) the person elected before 1st April 2013 to the office of -
    - (i) chairman under regulation 12(1) of the 1985 Regulations, is to be treated as having been elected to the office of chairperson of the joint central committee under regulation 10(1)(a); and
    - (ii) secretary under regulation 12(1) of the 1985 Regulations, is to be treated as having been elected to the office of secretary of the joint central committee under regulation 10(1)(c).
  - (b) the chairperson of the joint central committee must nominate, from among its members—
    - (i) a deputy chairperson, who is to be treated as having been elected to that office under regulation 10(1)(b); and
    - (ii) a deputy secretary, who is to be treated as having been elected to that office under regulation 10(1)(d).
- 6(1) This paragraph applies until the first rules under regulation 6, which make provision relating to the joint central committee's functions and proceedings, come into effect.
- 6(2) For the purpose of regulation 6, where this paragraph applies, the joint central committee must act in accordance with any rules made under regulation 17(1) of the 1985 Regulations which regulate the proceedings of the joint central committee constituted under regulation 10(3) of those Regulations.
- 7(1) This paragraph applies to anything done before 1st April 2013 in respect of any matter in which the Federation represents its members and which is ongoing at that date.
- 7(2) Where this paragraph applies, anything done by or in relation to -
- (a) the joint central committee constituted under regulation 10(3) of the 1985 Regulations, or a central committee constituted under regulation 10(1) of those Regulations, continues to have effect on and after 1st April 2013 as if it had been done by or in relation to the joint central committee established under regulation 5(a);
  - (b) a branch board constituted under regulation 7(1) of the 1985 Regulations, continues to have effect on and after 1st April 2013 as if it had been done by or in relation to an area committee established under regulation 5(b).

## **The Police Federation Scotland Rules**

1. Citation and Commencement
2. Interpretation
3. Elections for Officers of the Joint Central Committee
4. Members of the Joint Central Committee & Central Committees
5. General Secretary, Chairperson, Deputy General Secretary, Vice Chairperson of the Joint Central Committee
6. Elections for Officers to the Area Committees
7. Area Committees
8. Area Committee Secretaries, Chairpersons, Deputy Secretaries & Vice Chairpersons
9. Proceedings of the Area Committees
10. Additional Members to the Joint Central Committee
11. Subject and Sub Committees
12. Proceedings of Central Conferences
13. Performance and Conduct Procedure
14. Source of Funds
15. Use of Federation Funds
16. Non-Contributing Members to Voluntary Fund
17. Accounts of the Joint Central Committee
18. Trustees of Federation Property and Funds
19. Investments
20. Amending Rules

## **Citation and Commencement**

### Rule 1

- 1.1 These Rules are constituted under the Police Federation (Scotland) Regulations, 2013, and may be cited as the Police Federation (Scotland) Rules. As required by Regulation 6 of those Regulations, the Rules have been made and approved by the Joint Central Committee of the Federation.

## **Interpretation**

### Rule 2

- 2.1 In these Rules unless the context otherwise requires, expressions contained therein shall have like meaning as expressed within the Police Federation (Scotland) Regulations, 2013.
- 2.2 Any reference to 'the Regulations' shall be construed as a reference to the Police Federation (Scotland) Regulations, 2013, as amended by any other Regulations.

## **Elections for Officers of the Joint Central Committee (regulation 10)**

### Rule 3

- 3.1 The Joint Central Committee shall elect from amongst its members the following Officers;  
  
General Secretary  
Chairperson  
Deputy General Secretary  
Vice-Chairperson
- 3.2 A member seeking election as an Officer as mentioned in Rule 3.1 shall intimate in writing his or her intention to stand for election to the General Secretary and shall give not less than 28 days' notice. For the purpose of this Rule 'in writing' shall include by facsimile or electronic mail.
  - 3.2.1 A candidate for election must have a nominator and seconder from the members of the Committee.
  - 3.2.2 An election shall be by secret ballot.
  - 3.2.3 Other than in an election that may require to be conducted under the provisions of Rule 3.3 the voters will be supplied with a ballot paper and instructions on how to vote.
  - 3.2.4 If the voter writes the name of more than one candidate or makes any mark other than the name of the candidate for whom he or she is voting, then the paper shall be deemed void.
  - 3.2.5 Each member of the Joint Central Committee shall have one vote.
  - 3.2.6 Where there are more than two candidates for a post the candidate with the fewest number of votes shall drop out and further rounds of voting will take place until two candidates remain. The candidate with the most votes shall be declared the winner. In the event of an equality of votes at any stage in the election the candidates will draw lots in a manner determined prior to the commencement of the election.
  - 3.2.7 In the event of any candidate in any round of an election receiving the majority of the votes

available, the election will end and that candidate will be declared the winner.

- 3.3 In the event it is not possible for an election to take place at a physical meeting of the Joint Central Committee, the General Secretary shall be responsible for putting in place an alternative form of voting that is capable of delivering a fair election.

### **Members of the Joint Central Committee & Central Committees (regulation7)**

#### Rule 4

- 4.1 There shall be constituted a Joint Central Committee comprising an Inspectors', Sergeants' and Constables' Central Committee sitting together.
- 4.2 The ordinary members of each Central Committee shall be elected by their respective Area Committee.
- 4.2.1 The first election for the purpose of this Rule shall take place in 2013. Thereafter elections will take place in 2015 and every fourth year thereafter to 2023. Such elections shall take place at the first meeting of the Area Committee following the four yearly Area Committee elections
- 4.2.2 From 2021 elections to the Joint Central Committee shall be for three years only. From 2024 elections to the Joint Central Committee shall take place every two years, and shall take place at the first meeting of the Area Committee following the twice four-yearly Area Committee elections.
- 4.3 Subject to the provisions of Rule 8.3 each Area Committee shall elect two ordinary members of each rank to serve on the Joint Central Committee.
- 4.3.1 An ordinary member elected in terms of Rule 4.3 shall also be elected to their appropriate Rank Central Committee
- 4.4 Each ordinary member shall have a maximum of 4 reserves of his/her rank elected four yearly at the first meeting of the Area Committee following the four yearly Area Committee elections.
- 4.5 When a casual vacancy occurs it shall be filled by a reserve member of the appropriate Area Rank Committee as elected in terms of Rule 4.4
- 4.6 Each ordinary member of the Joint Central Committee shall have one vote.
- 4.7 Subject to the provisions of Rules 3.2.5 and 20 the Assistants to the General Secretary elected in terms of Rule 10.1 shall be additional ex-officio non-voting members of the Joint Central Committee.
- 4.8 Each Central Committee shall elect from amongst its ordinary members a Secretary and Chairperson.
- 4.9 A member seeking election as mentioned in Rule 4.8 shall intimate in writing his or her intention to stand for election to the Secretary and shall give not less than 28 days' notice (save that on any occasion the timescales may be modified with the unanimous agreement of the members of the Central Committee). For the purposes of this Rule 'in writing' shall include by facsimile or electronic mail.
- 4.9.1 A candidate for election must have a nominator and seconder from the members of the Central Committee.
- 4.9.2 An election shall be by secret ballot.

- 4.9.3 Other than in an election may require to be conducted under the provisions of Rule 3.3, the voters will be supplied with a ballot paper and instructions on how to vote.
- 4.9.4 If the voter writes the name of more than one candidate or makes any mark other than the name of the candidate for whom he or she is voting, then the paper shall be deemed void.
- 4.9.5 Each member of the Central Committee shall have one vote.
  
- 4.10 In the event it is not possible for an election to take place at a physical meeting of the Central Committee, the Committee Secretary shall be responsible for putting in place an alternative form of voting that is capable of delivering a fair election.

**General Secretary, Chairperson, Deputy General Secretary, Vice Chairperson of the Joint Central Committee (regulation 10)**

Rule 5

- 5.1 Officers of the Joint Central Committee elected in accordance with Rule 3 shall serve for a period of four years, subject to the following terms and conditions;-
  - a) During their tenure of office they shall not be subject to four yearly elections to their respective Area Committees under Rule 7, but shall be deemed to be elected as additional members of their Area Committees.
  - b) During their tenure of office, they shall not be subject to four yearly elections to the Joint Central Committee but may seek re-election to their post by the Joint Central Committee prior to the expiry of their current term.
  - c) They may terminate their appointment at any time by providing 28 days' notice and may be removed from office in accordance with the provisions of Rule 13.
  - d) The offices for the Officers of the Joint Central Committee shall be at a location approved by the Joint Central Committee.
  
- 5.2 Notwithstanding the provisions of Rules 4.3 and 12.2, the members of their rank in the Area Committee of which the Officers of the Joint Central Committee are members shall during their appointment, appoint in each case, one further member to be an ordinary member of the appropriate Central Committee and Central Conference.
  
- 5.2.1 Where such replacement occurs, the Secretary of the appropriate Area Committee shall inform the General Secretary of the Joint Central Committee of the name of such replacement.
  
- 5.3 If a member of an Area Committee is appointed as an Officer of the Joint Central Committee with effect from a date not less than 6 months before the date on which the four yearly elections to Area Committees are to be held, the Committee shall arrange for the appointment of a replacement member as provided in Rule 7.
  
- 5.4 Subject to Rules 3.2.5 and 20 the Officers of the Joint Central Committee shall also be ex-officio non-voting members of the appropriate Central Committee and Central Conference.
  
- 5.5 The Chairperson of the Joint Central Committee shall have a casting vote on all matters other than in an election.

## **Elections for Officers to the Area Committees**

### Rule 6

6.1 Each Area Committee shall elect from amongst its members the following Officers;

Secretary  
Chairperson  
Deputy Secretary(s)  
Vice-Chairperson

6.2 A member seeking election as an Officer as mentioned in Rule 6.1 shall intimate in writing his or her intention to stand for election to the Secretary and shall give not less than 28 days' notice. For the purposes of this Rule 'in writing' shall include by facsimile or electronic mail.

6.2.1 A candidate for election must have a nominator and seconder from the members of the Area Committee.

6.2.2 An election shall be by secret ballot.

6.2.3 Other than an in election that may require to be conducted under the provisions of Rule 6.7, the voters will be supplied with a ballot paper and instructions on how to vote.

6.2.4 If the voter writes the name of more than one candidate or makes any mark other than the name of the candidate for whom he or she is voting, then the paper shall be deemed void.

6.2.5 Each member of the Area Committee shall have one vote.

6.3 An Area Committee's members may meet separately according to rank for the purpose of discussing matters of specific interest to their rank.

6.4 An Area Rank Committee shall elect from amongst its members;

Secretary  
Chairperson  
Deputy Secretary  
Vice Chairperson

6.5 A member seeking election to a post as mentioned in Rule 6.4 shall intimate in writing his or her intention to stand for election to the Secretary of the Area Rank Committee and shall give not less than 28 days' notice (save that on any occasion the timescales may be modified with the unanimous agreement of the members of the rank committee). For the purposes of this Rule 'in writing' shall include by facsimile or electronic mail.

6.5.1 A candidate for election must have a nominator and seconder from the members of the Area Rank Committee.

6.5.2 An election shall be by secret ballot.

6.5.3 Each voter shall write the name of the person for whom he or she is voting on the ballot paper.

6.5.4 If the voter writes the name of more than one candidate or makes any mark other than the name of the candidate for whom he or she is voting, then the paper shall be deemed void.

- 6.5.5 Each member of the Area Rank Committee shall have one vote.
- 6.6 Where there are more than two candidates for a post the candidate with the fewest number of votes shall drop out and further rounds of voting will take place until two candidates remain. The candidate with the most votes shall be declared the winner. In the event of an equality of votes at any stage in the election the candidates will draw lots in a manner determined prior to the commencement of the election.
- 6.7 In the event it is not possible for an election to take place at a physical meeting of the Area Committee the Area Secretary shall be responsible for putting in place an alternative form of voting that is capable of delivering a fair election.

### **Area Committees (regulations 5 & 11)**

#### Rule 7

- 7.1 There shall be elected to each Area Committee the number of representatives specified in Rule 7.6.
- 7.2 The number of members specified in Rule 7.6 shall be in addition to the Officers of the Area Committee specified in Rule 6.1
- 7.3 Each Area Committee shall make provision to ensure that as far as practicable each geographical area of their Area Committee is represented on the Area Committee.
- 7.4 The Joint Central Committee may agree arrangements for the attendance of police cadets at Area Committee meetings.
- 7.5 The first election for the purpose of this Rule shall take place in 2015. Thereafter elections shall take place every fourth year to 2023.
- 7.5.1 The Joint Central Committee may by unanimous decision agree to extend the period of election where this is necessary for the good and efficient representation of the members.
- 7.5.2 Elections will take place in such month of the year as the Joint Central Committee shall determine.
- 7.5.3 The process for the election shall be determined by the Joint Central Committee.
- 7.5.4 An election to an Area Committee shall be by secret ballot.
- 7.5.5 A candidate in an election may only stand to represent their own rank and must have a nominator and seconder of that rank and from their electoral constituency.
- 7.5.6 At any such election each person qualified to take part shall be entitled to give the like number of votes as there are vacancies to be filled but shall not give more than one vote for any one candidate.
- 7.6 There shall be a North, an East and a West Area Committee. The members holding the rank of inspector, sergeant or constable will elect from amongst their number in each Area as follows, to the appropriate Area Committee:
- North – 10 inspectors, 10 sergeants, 10 constables  
East – 13 inspectors, 13 sergeants, 13 constables  
West – 22 inspectors, 22 sergeants, 22 constables

- 7.7 Subject to the provisions of Rule 18.1 all members holding the rank of inspector, sergeant or constable shall be eligible to stand for election and to vote within their particular Area.
- 7.8 All members holding the rank of inspector, sergeant or constable who are serving in a post not attached to an Area shall be eligible to stand for election and to vote within the particular electoral constituency their place of work is situated in.
- 7.9 A person becoming a member of an Area Committee shall become such on the first day of the month following that in which the election is held and, subject to Rule 7.11 shall remain a member until the end of the month in which the election is held on the next succeeding occasion.
- 7.10 A person becoming a member of an Area Committee shall also become a member of the appropriate Area Rank Committee.
- 7.11 A person shall cease to be a member of an Inspectors', Sergeants' or a Constables' Area Committee if:-
- a) They cease to hold the rank of Inspector, Sergeant or, as the case may be, Constable; or
  - b) They cease to be a member of the Police Force.
  - c) They are expelled in accordance with Rule 13 of these Rules.
  - d) They cease to be a member of the Area.
  - e) They resign their post.
- 7.12 In the event of a member of an Area Committee being transferred out with the constituency from which they were elected, the members of that constituency may call for that member to resign and be replaced in a by-election.
- 7.12.1 A by election shall only take place if no fewer than 20 members of the appropriate rank in the constituency intimate in writing to the Secretary of the Area Committee their call for the member to resign and for a by-election to take place.

### **Area Committee Secretaries, Chairpersons, Deputy Secretaries & Vice Chairpersons**

#### **Rule 8**

- 8.1 The Officers of an Area Committee elected in accordance with Rule 6 shall be elected for a period of up to four years, subject to the following terms and conditions:-
- a) During their tenure the Officers of an Area Committee shall not be subject to re-election as a member of their Area Committee but may seek re-election to their post by the Area Committee prior to the expiry of their current term.
  - b) Notwithstanding the provisions of Rule 7.6 the members of their rank in the Area Rank Committee of which the Officers of the Area Committee are members shall, during their appointment, appoint one other member for each Officer of the Area Rank Committee to serve on the Area Committee as a replacement.
  - c) The Officers of the Area Committee shall be additional members of their appropriate Area Rank Committee during the period that they hold the office.
- 8.2 Subject to the provisions of Rules 6.2.5 the Officers of the Area Committee shall be ex-officio non-voting members of the appropriate Area Committee and Central Conference(s).



- 8.3 The Secretary and Chairperson of each Area Committee shall be members of the Joint Central Committee.
- 8.4 The Chairperson at any meeting shall have a casting vote on all matters except in relation to elections.
- 8.5 The offices for the Officers of the Area Committee shall be at a location or locations approved by the Joint Central Committee.

#### **Proceedings of the Area Committees (regulations 6 & 12)**

##### Rule 9

- 9.1 The Joint Central Committee may permit an Area Committee to make representations to a deputy chief constable, a local authority and the Police Investigations and Review Commissioner provided for in Regulation 8 provided that at all times copies of all correspondence shall be sent to the General Secretary of the Joint Central Committee for information.
- 9.2 The arrangements referred to in Rule 9.1 shall not permit the making of representations to or passing of a resolution at a meeting for submission to the Scottish Ministers, the Scottish Police Authority, the Chief Constable or the Police Investigations and Review Commissioner.
- 9.3 Minutes of meetings of all Area Committees and Area Rank Committees shall be kept and published for information of the members and a copy shall be sent to the General Secretary.
- 9.4 Subject to the provisions of Rule 8.2 every member of the Area Committee or Area Rank Committee shall each have one vote.

#### **Additional Members to the Joint Central Committee (regulation 7)**

##### Rule 10

- 10.1 The Joint Central Committee shall elect four yearly, three Assistants to the General Secretary from the members of the Joint Central Committee.
- 10.2 Elections as provided for in Rule 10.1 shall take place at such time as the Joint Central Committee determine.
- 10.2.1 Elections to a post as mentioned in Rule 10.1 shall be conducted under the provisions of rule 3 of these rules.
- 10.3 The members of their rank in the Area Committee from which elections were made under Rule 10.1 shall during their appointment, appoint in each case one other member of the Area Rank Committee to serve on the Area Committee as a replacement.
- 10.3.1 Where such replacement occurs, the Secretary of the appropriate Area Committee shall inform the General Secretary of the Joint Central Committee of the name of such replacement.
- 10.4 The Assistants to the General Secretary shall be additional members of their appropriate Area Rank Committee during the period that they hold office.
- 10.5 The offices for the additional members to the Joint Central Committee shall be at a location or locations approved by the Joint Central Committee.

## **Subject and Sub-Committees (regulation 13)**

### Rule 11

- 11.1 The Joint Central Committee may establish any standing or sub-committee and for any purpose and duration and with membership as appears to be appropriate for the good and efficient working of the Committee.
- 11.1.1 Participation in standing or sub-committee meetings may be by video/audio conferencing.
- 11.2 Each Area Committee shall be entitled to establish sub-committees as determined by the Joint Central Committee.
- 11.3 Area sub-committees will meet no more than four times a year and each meeting shall last for no more than half a day.
- 11.4 Minutes of meetings of all Area sub-committees shall be kept and published for information of the members and a copy shall be sent to the General Secretary.
- 11.5 When a member is elected to be a member of a Subject Committee, that person will cease to be a member of said Committee if that member fails to attend at three consecutive meetings except when appropriate apologies are tendered.

## **Proceedings of Central Conferences (regulations 5 & 14)**

### Rule 12

- 12.1 There shall be constituted a Joint Central Conference and where desired by an individual rank Committee or Committees, rank specific Central Conferences.
- 12.1.1 A rank Central Conference can only take place if not less than 3 months' notice is provided to the General Secretary.
- 12.2 Every Area Committee representative shall be a delegate to the Joint Central Conference and where held, their specific rank Central Conference.
- 12.3 Each Conference may consider Motions which have been submitted by the appropriate Area Committee or the appropriate Central Committee as may be compiled by a sub-committee under Rule 11. Such Motions shall be passed or rejected and, if passed, they shall be remitted to the appropriate Central Committee for further consideration and action as appropriate.
- 12.4 Delegates at a Central Conference shall have one vote each.
- 12.5 Subject to the provisions of Rule 12.6 the Officials provided for by Rules 3.1, 6.1, and 10.1 do not have a vote at any Central Conference.
- 12.6 The Chairperson at any Central Conference shall have a casting vote in accordance with Rule 5.5.
- 12.7 Voting shall take place in a manner determined by the Joint Central Committee.

## **Performance and Conduct Procedure (regulation 6)**

### Rule 13

- 13.1 The Joint Central Committee shall operate performance and conduct procedures to ensure the good name and reputation of the federation.
- 13.1.1 The Joint Central Committee shall not investigate any criminal allegation made against its Officers, its members or its representatives.
- 13.1.2 The Joint Central Committee shall not investigate any allegation which appears to be frivolous or trivial in nature.
- 13.2 In maintaining the good name of the federation the Joint Central Committee shall have regard to the actions and activities of its Officers, its members and its representatives.
- 13.2.1 In addition to other powers and procedures detailed within these rules, the Joint Central Committee may, at its absolute discretion, take any action it deems necessary to preserve the good name and reputation of the Federation.
- 13.3 A member who is dissatisfied with the performance or conduct of a representative may ask for an investigation to take place.
- 13.3.1 In the case of an area representative that investigation shall be carried out by an Area Committee Deputy Secretary.
- 13.3.2 In the case of an Officer of the Area Committee or member of the Joint Central Committee that investigation shall be carried out by the Deputy General Secretary.
- 13.4 A member who requests an investigation must do so in writing and must lay out the nature of their complaint, include supporting documentation where available and specify where the performance or conduct of the representative was lacking.
- 13.4.1 No investigation shall take place where the member refuses to cooperate with the investigator.
- 13.5 No action will be taken until the matter has been investigated as fully as possible.
- 13.5.1 At every stage representatives will have the opportunity to state their case and be represented or accompanied, if they wish, at any investigatory meeting by an SPF representative.
- 13.5.2 Subject to Rule 13.5.5 a representative has the right to appeal against any penalty or sanction imposed.
- 13.5.3 In the case of an area representative the appeal shall be considered by the Area Committee Chairman.
- 13.5.4 In the case of an Officer of the Area Committee or member of the Joint Central Committee, the appeal shall be considered by the Vice Chairman
- 13.5.5 The decision of the Vice Chairman or subject to Rule 13.5.3, the Area Committee Chairman on an appeal, shall be final.
- 13.6 If following investigation the performance or conduct is found to be unsatisfactory, the representative will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 12 months of satisfactory service.

- 13.6.1 The representative will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.
- 13.6.2 If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within 6 months, action at Rule 13.6.3 will be taken.
- 13.6.3 If the conduct or performance has failed to improve, the representative may suffer a loss of or transfer of responsibilities or duties, or expulsion for a defined period.
- 13.7 If, after investigation, it is confirmed that a representative has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be expulsion without notice. The offences include; theft; damage to property; fraud; incapacity for work due to being under the influence of alcohol or illegal drugs; physical violence; bullying; gross insubordination, breach of confidence or otherwise acting against the best interests of the federation. While the alleged gross misconduct is being investigated, the representative may be suspended. Any decision to expel will be taken by the JCC only after full investigation.
- 13.8 Notwithstanding the provisions of Rule 13.5.5 any representative who is expelled may appeal against that decision and must do so to the Chairperson within five working days. The Chairperson will hear the appeal and decide the case as impartially as possible.
- 13.8.1 The decision of the Chairperson is final.

### **Source of Funds (regulation 17)**

#### Rule 14

- 14.1 The Joint Central Committee may raise, establish and maintain funds:
- a) by means of voluntary subscriptions from members.
  - b) by borrowing money from members or any other person or persons or body corporate, etc., on such security and upon such terms as may from time to time be arranged by interest earned on capital and by commissions on premiums and insurances.
  - c) by acceptance of donations or gifts whether directly or by bequest providing the acceptance of such donations or gift shall not or shall not appear to affect or interfere with the impartial discharge of Police duties;
  - d) by the sale of periodicals or articles and publications and such other matters or items which can be considered incidental to and compatible with the objects and purposes of the Federation.
  - e) by any other means as may be approved by the Joint Central Committee.
- 14.2 The voluntary subscription shall be determined by the Joint Central Committee from time to time.

### **Use of Federation Funds**

#### Rule 15

15.1 Federation funds may be used to defray expenses lawfully incurred for the purpose of representing members of the Police Force and Police Cadets in Scotland in all matters affecting their welfare and efficiency only as may be determined from time to time by the Joint Central Committee. Without prejudice the generality of the foregoing various Federation funds may be put to the uses set out in the following paragraphs of this Rule.

- a) On all matters as may be incidental or conducive to the objects of the Federation.
- b) On the administration of the Joint Central Committee including the provision of office accommodation, furnishings and equipment, the payment of due taxes, the retention and payment of persons consulted in an administrative, professional or advisory capacity, the engagement of all necessary Staff and generally in any matter which the Joint Central Committee shall deem necessary to enable it to carry out its functions as the ruling body of the Federation.
- c) Expenses in connection with the publication and distribution of reports and other documents including a Journal and Magazine and the purchase of publications for the use of Committees.
- d) On the benevolent or charitable or educational purposes connected with the Police Service or for the promotion of the good name of the Police Service or the Federation.
- e) On the instigation and operation of insurance and medical superannuation and similar schemes for the benefit of its members.
- f) With the prior approval of the Joint Central Committee or its Officers, in payment of legal fees and associated costs on behalf of members in connection with such matters as the Joint Central Committee or its Officers may in their absolute discretion authorise.

15.2 Without prejudice to the foregoing generality and without prejudice to the right of the Joint Central Committee or its Officers in their absolute discretion to determine the extent of the advice or assistance given to members, such approval and authorisation will normally be granted in respect of the following:-

- a) taking legal advice, including court action, in connection with the testing of decisions affecting all ranks, or which might affect one rank only and which are against Federation policy or are matters of general principle;
- b) providing advice and/or assistance with claims for reparation or compensation, including court action or representation before the Criminal Injuries Compensation Authority or any statutory successor thereof, on behalf of members who have sustained personal injury on duty or the immediate family or civil partner or personal representatives of members who have been killed or rendered incapacitated on duty;
- c) providing advice to a member on any matter affecting them or their immediate family or his/her civil partner in relation to his service as a police officer;
- d) providing advice to a member in relation to their attendance at a hearing or tribunal;
- e) representing a member at a hearing or tribunal;
- f) providing advice and/or assistance with claims by members for reparation for alleged defamation in relation to their conduct as police officers;

- g) providing advice and /or assistance to individual members, their widows or widowers or civil partners and dependants in pension and medical appeals;
- h) by applying for and accepting assistance under this sub-Rule, members thereby agree payment of legal fees and associated costs, they may be required to make a contribution towards such legal fees and associated costs in such cases and according to such scale as the Joint Central Committee may in its absolute discretion provide, which provisions shall be notified by the Joint Central Committee to members by circular or otherwise;
- i) for the purposes of this sub-Rule the word 'member' shall include ex-member if, but only if, the matter on which an ex-member seeks advice or assistance is a matter;
  - (a) which arose while the ex-member was still a member,
  - (b) which arose while the ex-member was on duty as a police officer, and
  - (c) on which the ex-member sought advice or assistance under this sub-Rule before their retiral.
- j) The Joint Central Committee shall not be liable to indemnify a member in respect of disputes or legal proceedings between the Joint Central Committee and that member.
- k) On such contributions as may be required under Regulation 10 in respect of the pay pension or allowances of Officers of the Joint Central Committee, and to make such additional payment to the Officers of the Joint Central Committee to increase their remuneration as may be determined by the Joint Central Committee.
- l) On payment of a sum of £5,000 to the following persons:-
  - a) The surviving spouse or civil partner, or a person who is openly cohabiting with him or her and who has been so cohabiting for the 6 months' period prior and on whom such a member is financially interdependent, whom failing, one of the dependants of a member who dies in Service; provided that where there is no surviving spouse or civil partner and more than one dependant of the deceased member, the Joint Central Committee will decide at its discretion to which dependant payment shall be made.
  - b) To a member on the death of his or her spouse or civil partner or dependent child under the age of 16 years providing that the member applies in writing for such payment within six months of the date of death, such written application to be accompanied by the appropriate Certificates (e.g. birth or marriage or death certificates).
- m) To advance or grant to an Area Committee such sum or sums as may be required and upon such terms as the Joint Central Committee may determine.
- n) To remunerate of Officers specified in Rule 6.1 and the additional members of the Joint Central Committee specified in Rules 10.1 and 10.1.1
- o) To grant honoraria to members of the Joint Central Committee or Area Committees.
- p) To present to a retiring Officer of the Joint Central Committee a gift to the maximum value of £1000. Taking cognisance of inflation the Joint Central Committee may periodically review the maximum value.

- q) To make payments to members of such an amount as the Joint Central Committee may in its discretion decide, in respect of their out-of-pocket expenses in attending Federation meetings and commitments falling within the jurisdiction of the Fund.
- r) To pay on behalf of the Joint Central Committee all costs, fees, expenses properly authorised and incurred by the Committee.
- s) To pay costs of additional meetings where these are not met from public funds.

### **Non-Contributing Members to Voluntary Fund**

#### Rule 16

- 16.1 Non-contributing members will not be eligible for election or be eligible to nominate or second any candidate in an election.
- 16.2 Non-contributing members of the Federation may receive advice and representation from the appropriate body on all matters affecting pay, allowances and conditions of service but shall not be entitled to demand any action which involves the expenditure of Federation monies and shall not be entitled to access any additional services operated for the benefit of members.
- 16.3 Any member failing to pay contributions within six months of their becoming a member and any member who ceases to be a contributor and then subsequently elects again to pay contributions may be required to pay contributions of such an amount and for a period of time as the Officers of the Joint Central Committee shall, at their absolute discretion so determine, before becoming entitled to benefits available to contributing members

### **Accounts of the Joint Central Committee (regulation 18)**

#### Rule 17

- 17.1 So soon as may be after the end of each financial year a proper summary of the accounts for that year showing all receipts and payments and assets shall be prepared and a copy thereof together with a copy of the independent auditor's report thereon shall be made available to the Joint Central Committee and in addition sent to the Scottish Ministers, and published to all members of the Federation.

### **Trustees of Federation Property and Funds**

#### Rule 18

- 18.1 Federation Property and Funds held by the Joint Central Committee shall be vested in four Trustees appointed by that Committee without prejudice to the right of Trustees to require that (subject to the approval of the Joint Central Committee) such investments and funds as may be nominated by them be invested by the Trustees in the name of an appropriate Nominees Company.
- 18.2 Property held by the Joint Central Committee shall be held in the name of the Trustees appointed in terms of Rule 18. Funds held by the Joint Central Committee and vested in Trustees in terms of said Rule shall be invested in accordance with an Investment Policy adopted by the Joint Central Committee subject to the right of the Joint Central Committee to review the Investment Policy at any time in the event of urgent need.
- 18.3 Where any Federation Property or Funds are vested in Trustees in accordance with this Rule, any two of those Trustees shall have the like powers to deal with the property of those funds as they would

have had if they had been the sole Trustees thereof.

## **Investments**

### Rule 19

- 19.1 Federation Funds due for investment may be invested by the Trustees of the Joint Central Committee in any investment which is consistent with the Investment Policy from time to time approved by the Joint Central Committee and, for the avoidance of doubt, in any heritable property or other form of investment not specified in the Investment Policy but approved by the Joint Central Committee.

## **Amending Rules**

### Rule 20

- 20.1 These Rules may be amended or replaced by the Joint Central Committee only by a two thirds majority.



**Standing Orders of the Joint and Rank Central Committees;  
Area and Rank Committees; Subject, Standing and Sub Committees  
of the Scottish Police Federation**

**Meetings**

- 1.1 All meetings shall be properly convened in accordance with Regulations 6, 12 and 13 of the Police Federation (Scotland) Regulations 2013. This shall be the responsibility of the General Secretary.
- 1.2 All members must confirm their attendance at the meeting not less than 7 clear days prior to the commencement of the meeting.
  - 1.2.1 Where a member is unable to attend, the member must notify the Chairperson and arrange for their nominated reserve to attend and for the nominated replacement to receive all necessary papers.
- 1.3 Unless advised in advance by the Chairperson to the contrary, all attendees at meetings will dress in business attire.

**Quorum**

- 2.1 Thirteen members of the Joint Central Committee shall constitute a quorum providing that number includes two representatives of each rank, one representative of each area and one office bearer.
- 2.2 For all Committees other than the Joint Central Committee 50 per cent of the normal membership shall constitute a quorum.

**Courtesy to others**

- 3.1 There shall be no use of mobile telephones within the meeting room.

**Agenda**

- 4.1 An agenda for meetings shall be circulated 7 clear days prior to the meetings by the General Secretary.
- 4.2 Any motion or item for inclusion shall be given in writing to the General Secretary at least 28 days before the date of the meeting.
- 4.3 The Chairperson shall have discretion to waive this time limit if he or she considers the matter to be urgent or important.
- 4.4 Motions can only be accepted from Area Rank Committees, Area Committees, Subject Committees or Central Conferences.
- 4.5 The decision to accept or reject any item for inclusion in the agenda shall be at the discretion of the Chairperson.

## **Roll Call**

- 5.1 A roll call shall be taken at the commencement of all meetings.
- 5.2 Where received, apologies for non-attendance shall be recorded.
  - 5.2.1 Any member who fails to attend and does not tender apologies shall be recorded as absent.

## **Conduct of Meeting**

- 6.1 All meetings will be deemed to be in session when the 'Chair' is occupied and the meeting has been called to order.
- 6.2 The order of business shall be determined by the Chairperson.
- 6.3 If the Chairperson calls a member to order or indicates that he wishes to speak for any other purpose connected with the proceedings, the member speaking shall immediately cease and no other member shall speak until given the permission of the Chairperson.
- 6.3 When a member speaks they shall confine their observations to the subject under discussion and shall address the Chair.
  - 6.3.1 If any member interrupts another while addressing the meeting or, uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairperson when called to order, the member shall be named by the Chairperson. He or she shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting is given.
- 6.4 Members wishing to raise points of order must first obtain the permission of the Chairperson, and must do so immediately the alleged breach has occurred.
  - 6.4.1 Where a point of order has been raised no further items of business shall be discussed until such time as the point of order has been addressed.
  - 6.4.2 The Chairperson shall rule on any point of order.
- 6.5 No member shall leave the meeting before the conclusion without the Chairperson's permission.
  - 6.5.1 The departure of any member for any part of the meeting shall be recorded.

## **Attendance, Observers and Guests at the JCC**

- 7.1 Meetings of the Joint Central Committee are an occasion of police duty.
  - 7.1.1 No member may claim duty time to attend any meeting whilst unfit for police duty.
  - 7.1.2 A member of the Joint Central Committee who is unfit for duty must be replaced by their nominated reserve at the meeting but may without recourse to any claim for expense and subject to standing order number 7.2, attend the meeting as an observer.
- 7.2 The Chairperson, at his or her discretion, may permit observers or guests to the Joint Central Committee to contribute to matters under debate.

- 7.2.1 The Chairperson may permit observers or guests to attend and contribute to matters for all or any part of the meeting.

### **Adoption of Standing Orders**

- 8.1 Standing Orders shall be adopted at the post conference meeting following the four yearly elections and shall remain effective until they are altered by a resolution of the committee.
- 8.1.1 No standing order shall be rescinded or amended until written notice is given in accordance with Standing Order No 20.3.

### **Suspension of Standing Orders**

- 9.1 In the event of any matter of urgency, the Chairperson may accept a motion for the suspension of standing order.
- 9.1.1 The member moving such suspension must clearly state the nature and urgency of his or her business, the number of Standing Orders affected and the length of time (not exceeding 30 minutes) the member desires such suspension to last.
- 9.1.2 No suspension shall take place unless two thirds of the votes available on the day are cast in favour of the motion.
- 9.1.3 At the option of the meeting, a further extension may be allowed.
- 9.1.4 The duration of any further extension must be stated and will only be allowed if the meeting unanimously agrees.

### **Chairperson's Ruling**

- 10.1 The ruling of the Chairperson on any question under Standing Orders or on points of order shall be final unless challenged by not less than four members and unless two-thirds of the votes available on the day are cast in favour of the challenge.

### **Minute of Previous Meeting**

- 11.1 The Minute of the previous meeting shall be circulated as soon as possible (and in any case at least 7 clear days prior to the meeting) amongst the members and tabled at the commencement of the meeting.
- 11.1.1 No motion or discussion shall be allowed on the Minute, except in regard to their accuracy.
- 11.2 Any member of the Committee may challenge the accuracy of the Minute and any proposed alteration may be voted upon by the Committee, and the Committee may correct such Minute, if necessary, to conform with the decision arrived at.
- 11.2.1 After confirmation of the Minute, members shall be at liberty to ask questions concerning matters arising out of them. Such questions shall be allowed for the purposes of information only, and no debate on the principles or action detailed in the Minute shall be permitted.
- 11.3 Once the Minute have been approved they cannot be challenged at a later stage.

## **Motions and Amendments**

- 12.1 The first proposition on any particular subject shall be known as the original motion, and all succeeding propositions on that subject shall be called amendments.
- 12.1.1 No motion or amendment shall be spoken on, except by the mover, until it has been seconded and put to the meeting.
- 12.1.2 No motion or amendment, after being seconded, shall be withdrawn without the consent of the meeting.
- 12.1.3 When an amendment is moved to an original motion no further amendments shall be discussed until the first amendment is disposed of, but notice of any further amendment must be given before the first amendment is put to the vote.
- 12.1.4 A member shall not move or second more than one amendment to any motion, nor can the proposer or seconder to any motion propose or second any amendment to that motion.
- 12.1.5 If an amendment be carried, it displaces the original motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has previously been rejected.
- 12.1.6 After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.
- 12.2 The mover of an original motion shall not introduce any new matter when closing the debate.
- 12.3 Any member may formally second any motion or amendment and reserve his or her speech until a later period in the debate.
- 12.4 Except by permission of the Chairperson, no member shall speak for more than five minutes at one time other than the mover of the motion, who may speak for ten minutes.
- 12.5 The mover of an original motion, if no amendment be moved, has the right to reply at the close of the debate upon such a motion.
- 12.5.1 When an amendment is moved the mover may be entitled to speak thereon in accordance with standing order 12.1.1 and at the close of the debate on such amendment shall reply to the discussion but shall introduce no new matter.
- 12.5.2 The question shall then be put to the vote immediately, and under no circumstances shall any further discussion be allowed once the question has been put from the Chair.
- 12.5.3 The mover of an amendment shall not be entitled to reply.
- 12.6 No member shall be allowed to speak more than once on any motion under discussion or on a point of order except the mover of the original motion. But on an amendment being moved, any member, even though he or she has spoken on the original motion, may speak again on the amendment.
- 12.7 Unless there has been a material change in the circumstances and subject to standing order number 12.7.1 it shall not be competent, within two years of the date of the passing of any

resolution, to alter or rescind such resolution, nor shall any motion to the same effect as any motion which has been defeated within the preceding two years be in order.

- 12.7.1 Subject to standing order 12.7 a resolution to alter, rescind or reconsider a defeated resolution shall not be accepted unless 75% of the votes available on the day are cast to the contrary.
- 12.8 The rescinding of any resolution shall not affect or prejudice any action which may have been competently done or undertaken on any such resolution while un-rescinded.
- 12.9 Resolutions dealing with rule changes, additions or deletions must explicitly state the rule number(s) to be changed, added or deleted, the text of how the rule currently reads and how the rule would read if the resolution is accepted.
- 12.10 An explanatory note may accompany any resolution and where provided must be no more than 100 words.

### **Next Business**

- 13.1 The motion for next business may be proposed and seconded only by members who have not previously spoken at any time during the debate.
  - 13.1.1 No such speeches on the motion for next business shall be allowed, and upon acceptance of the motion by the Committee, the Committee will move to the next business on the agenda without any further discussion or vote being taken on the original business.
  - 13.1.2 The item under debate at the time will automatically be placed on the agenda of the next meeting.

### **Voting**

- 14.1 The Chairperson may determine the will of the meeting by asking if the meeting is content.
  - 14.1.1 Where the meeting expresses that it is content, this shall be recorded as the unanimous view of the meeting.
  - 14.1.2 In the event any one member expresses that they are not content the Chairperson shall cause a vote to be held.
  - 14.1.3 A vote shall take place by either a show of hands or secret ballot at the discretion of the Chairperson.

### **Moving to the Vote**

- 15.1 The motion for 'moving to the vote' may be proposed and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed.
  - 15.1.1 In the event of 'moving to the vote' being carried, the mover of the original motion shall have the right to reply in accordance with standing order number 12.5 before the vote is taken.

### **Chairperson's Casting Vote**

- 16.1 The Chairperson of the Joint Central Committee shall have a casting vote in accordance with Rule 5.5 of the Police Federation (Scotland) Rules.

## **Any Other Business**

- 17.1 The Chairperson, at his or her discretion, shall only accept items or motions as 'Any Other Business' if they be a non-controversial or urgent nature.
- 17.2 Any item of 'Other Business' must be notified to the Chairperson prior to the commencement of the meeting.

## **Committees of the Joint Central Committee**

- 18.1 The Joint Central Committee may appoint and provide for the procedures of Standing Committees, Subject Committees and Sub Committees of which the Chairperson, Vice-Chairperson, General Secretary and Deputy General Secretary of the Joint Central Committee shall be ex-officio members. The number of members appointed shall be determined by the Joint Central Committee.
- 18.2 Such Committees shall appoint a Chairperson and a Secretary. In the event of an election being required, members shall vote in accordance with the Police Federation (Scotland) Rules. However, the Chairperson and General Secretary of the Joint Central Committee shall be the Chairperson and Secretary of such Committees if this is required by virtue of their office or deemed appropriate by them.
  - 18.2.1 The Chairman of any Subject Committee shall be an officer of the Joint Central Committee as identified in Rule 3 of the Police Federation Scotland Rules
- 18.3 During the course of business or conduct of proceedings of a Standing Committee, Subject Committee, and Sub Committees, no vote shall be taken other than a vote relating to the election of a Chairperson or Secretary. All matters, including those where no consensus can be reached, shall be brought to the Joint Central Committee for resolution.
- 18.4 In the event of a member of a Standing or Subject Committee being unable to attend a meeting, a deputy may be appointed by, or on behalf of, the appropriate Area Committee.
- 18.5 Any member of the Joint Central Committee can attend a meeting of a Standing or Subject Committee, as an observer provided that member does not incur expenses which fall upon the funds held by the Joint Central Committee, and does not participate in the proceedings of such Committee.
- 18.6 A co-opted member may attend a Standing or Subject Committee or Sub Committee should that Committee deem it necessary. He or she shall be permitted to participate in the proceedings and have his or her attendance expenses met from the fund held by the Joint Central Committee.

## **Interpretation**

- 19.1 For any meeting of an Area Committee or Area Rank Committee, any reference to the Chairperson means the Chairperson properly elected by that Committee.
- 19.2 For any meeting of an Area Committee or Area Rank Committee, any reference to the General Secretary means the Secretary properly elected by that Committee.
- 19.3 For any meeting of a Subject Committee, any reference to the Chairperson means the Chairperson properly elected by that Committee.
- 19.4 For any meeting of a Subject Committee, any reference to the Secretary means the Secretary

properly elected by that Committee

**Amending Standing Orders**

- 20.1 These Standing Orders may be amended or replaced by the Joint Central Committee only by way of a two thirds majority.
- 20.2 Standing Orders may only be amended or replaced at the first meeting after each biennial conference.
- 20.3 A resolution to amend or replace Standing Orders must be lodged with the Chairperson no later than the commencement of the last meeting before each biennial conference.