

Schedule A:

Notice of meetings, Submission of Business and Agenda Distribution

1. Subject to paragraph 7 below there shall be at least 7 (seven) clear working days notice of all Union meetings and Standing Committees except for the Executive, for which there shall be 5 (five) clear working days notice.
2. Subject to paragraph 7 below, there shall be at least 4 (four) clear working days notice of business to be submitted to all Union meetings and Standing Committees except the Executive Committee, for which there shall be 2 (two) clear working days notice.
3. Subject to paragraph 7 below the agenda for all Union meetings and Standing Committees shall be displayed and distributed at least 1 (one) day in advance of the meeting. Copies shall be lodged with the Deputy General Manager.
4. Subject to paragraph 5 below, urgent business may be submitted to Union meetings and Standing Committees if, and only if, the following conditions apply:
 - (a) The item(s) to be submitted deal with matters which have arisen since the closing date for submission of business, and
 - (b) Those eligible to vote at the meeting agree by a simple majority to accept the urgency of the business.
5. Urgent business shall not be accepted by any Union meetings or Standing Committees , which have been called in accordance with the provisions of Schedule B.
6. If the submission is accepted by any Union meetings or Standing Committee, urgent business shall not be discussed until after completion of all other agenda items except Any Other Business.
7. Where the agenda includes proposals for amendments to the Constitution and its supporting Regulations and Schedules, there shall be at least 10 (ten) clear working days notice of meetings of the sovereign body. The agenda for the meeting, including details of the proposed amendments, shall be available at least 5 (five) clear working days in advance of the meeting.
8. The agenda for all the meetings of the Union and its Standing Committees shall adopt the following order:
 - (a) Election of Chair, Deputy Chair as appropriate, and according to the provisions of Regulation B of the Constitution.
 - (b) Apologies for absence.
 - (c) Acceptance of Urgent Business (if any).
 - (d) Minutes of the previous meeting.
 - (e) Matters arising from the minutes.
 - (f) Regular business arising from the terms of reference of the meeting or Standing Committee.
 - (g) Business referred from other meetings or Standing Committees.
 - (h) Business submitted by individual members of the meeting or Standing Committee.
 - (i) Discussion of Urgent Business (if any).
 - (j) Any other business.

Date of next meeting.