

**KWAZULU-NATAL PROVINCIAL CHAMBER
EDUCATION LABOUR RELATIONS COUNCIL**

RESOLUTION NO. 8 OF 1997

**ESTABLISHMENT OF A STANDING COMMITTEE OF CHAMBER AS A
REPLACEMENT TO THE EXECUTIVE COMMITTEE**

The parties to the Chamber hereby resolve that the Executive Committee of the Kwazulu-Natal Provincial Chamber be replaced by a committee to be known as the Standing Committee to deal with issues which the Chamber specifically mandates it to attend. Such a committee shall only convene at the explicit request of Chamber and it shall be given proper terms of reference on matters which have been referred to it. The Chairperson and Secretary of Chamber shall be the Chairperson and Secretary of the Standing Committee.

EMPLOYER

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Phadane

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EMPLOYEE PARTIES

[Signature] (A.P.E.K.)
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[Signature] N.A.T.U.
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[Signature] (SAOTU)
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[Signature] (SAUWSE) 7/5/97
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[Signature] SAOU (KZN) 9/5/97
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**KWAZULU-NATAL PROVINCIAL CHAMBER
EDUCATION LABOUR RELATIONS COUNCIL**

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7/5/97
RESOLUTION NO. 9 OF 1997

It is agreed by the parties to the Chamber that

- in the event of the Chairperson calling a special meeting of Chamber in terms of paragraph 2.2 of the standing rules, none will decline to meet on the last Friday of each month in which Chamber is not scheduled to meet;
- such Fridays shall exclude those in June and December.
- this agreement does not preclude the convening of a special meeting on a different date at the discretion of the Chairperson and at the convenience of the parties.

EMPLOYER

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EMPLOYEE PARTIES

[Signature] (A.P.E.K)
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[Signature] (SAOU) 7/5/97
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[Signature] (SAOU) KZN 9/5/97
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4. AGENDA ITEMS

- 4.1 All agendas shall be compiled by the Secretary in consultation with the Chairperson of the Chamber in a standardised format and shall include, inter alia, the following:-
- * confirmation of Minutes
 - * fixing of the agenda
 - * matters arising from previous minutes
- 4.2 The agendas shall contain a list of all items arising from previous meetings which still have to be dealt with.
- 4.3 The agendas for special meetings shall only contain the issues for which such meeting was specifically called unless otherwise agreed to by all parties.
- 4.4 Parties to the Chamber shall receive the agenda for an ordinary meeting at least 9 days before the meeting.
- 4.5 All submissions for inclusion in the agenda shall reach the Secretary at least 14 days prior to the date of the ordinary meeting. Unless circumstances dictate otherwise and subject to the approval of the Chairperson, late submissions may be accepted provided it is in the possession of the Secretary before the agenda is transmitted to all the parties in accordance with par. 5.4. Such submissions shall be made in accordance with the agreed upon format.
- 4.6 Late submissions which, in the opinion of the Chairperson, do not warrant inclusion on the agenda may be returned to the party/parties concerned. The party/parties may have the opportunity to motivate to the meeting why the item(s) should be placed on the agenda as urgent items.
- 4.7 Before any item is to be placed on the agenda of an ordinary meeting by any party to the Chamber, such an item must be accompanied by written motivation which shall include the issue to be discussed, the background, the concerns or issues and the proposal and any documentation thereon shall be circulated by the proposer to all parties at least 14 days prior to the meeting.
- 4.8 All correspondence received by the Secretary, requiring a response by the Chamber shall be placed on the agenda to be dealt with under the fixed agenda item "correspondence".

5. PROCEDURE DURING MEETINGS

- 5.1 "An order" in this context refers to the principles and rules by which a meeting is run. A point of order may be called during a meeting if a member is of the opinion that the speaker has deviated from the rule of order.

- 5.2 If a point of order has been called, the Chairperson shall conclude the point of order before proceeding any further with the meeting. The finding of the Chairperson shall be final and shall not be amended or questioned by the meeting.
- 5.3 The point of order shall only be in the form of a question directed to the Chairperson who shall under no circumstances allow a discussion to take place between the speaker and the person who raised the point of order.
- 5.4 The Chairperson may, in his or her discretion, also determine that the point of order which was raised may itself be out of order and in such an event he shall inform the meeting accordingly and request the previous speaker to continue.
- 5.5 Members wishing to speak may indicate their intention by raising their hands. The Chairperson shall take note of the members wishing to speak and shall announce the order in which they should speak.
- 5.6 Should the speaker who has the floor require a response or should the comments of the speaker necessitate a response the Chairperson shall allow such a response. While the intention is not for the meeting to be reduced to a dialogue the Chairperson shall allow sufficient interaction between the speaker and the member who responds in order to clarify issues. The Chairperson shall then call upon the next member in the order to speak. Should another member wish to respond to the first speaker, the Chairperson shall allow it if the next speaker approves.
- 5.7 If, in the opinion of the Chairperson, sufficient discussion has taken place on an item on the agenda, the Chairperson may rule that the matter be held over for the next meeting and request that bilateral meetings be held between the relevant parties to find a resolution around the problem areas. However if any of the parties indicate that the matter under discussion requires urgent finalisation, the Chairperson may then request that the matter be put to a vote.
- 5.8 The Chairperson may, on the request of any party, allow time during the meeting for caucus provided that the time requested for is acceptable to the other parties to the chamber.
- 5.9 Voting shall take place in any meeting of the Chamber in accordance with the rules stipulated in the Constitution. Voting shall be conducted by the Secretary who shall act as the electoral officer.

6. MINUTES OF MEETINGS

- 6.1 The Secretariat shall be responsible for the compilation and distribution of minutes of all Chamber meetings. Such minutes shall primarily contain the proposals or issues tabled, written responses of the parties, the resolutions adopted or any other outcomes of deliberations.
- 6.2 Minutes of the ordinary meeting shall not be read at extra-ordinary meetings.
- 6.3 Minutes of a special meeting shall form an addendum to the minutes of previous ordinary meeting; provided that there is an interval of at least 9 days between an

extra-ordinary meeting and an ordinary meeting. If the interval is less than 9 days such minutes shall form an addendum to the following ordinary meeting.

7. COMMITTEES OF CHAMBER

- 7.1 Should circumstances so require, committees may be established and shall function within the scope of the Chamber. Such committees are merely advisory bodies to Chamber and as such shall have no powers of concluding or executing agreements. The recommendations of the committees shall become binding on the parties only after formal adoption of the recommendation as a resolution of Chamber.
- 7.2 In appointing such a committee Chamber shall also determine the following in so far as it pertains to the committee:-
- * appointment of Chairperson
 - * secretarial arrangements
 - * clear terms of reference
 - * target dates
 - * manner of reporting
- 7.4 Unless Chamber indicates to the contrary in specific circumstances, no observers shall be allowed at Committee meetings.

8 OBSERVERS

- 8.1 No observers other than the number agreed upon shall be allowed at Chamber. The parties to the Chamber shall inform the Secretary of the number of observers that they intend bringing, subject to the maximum allowable.
- 8.2 Should the number of observers exceed that which is allowed, the Chairperson shall request the party which has exceeded its numbers to ensure that the excess number of observers take leave of the meeting.
- 8.3 Upon prior notification to the Chairperson, observers may replace each other during meetings, provided the number of observers per organisation is not exceeded.
- 8.4. Representatives and observers may be exchanged during meetings provided that the Chairperson be informed beforehand.