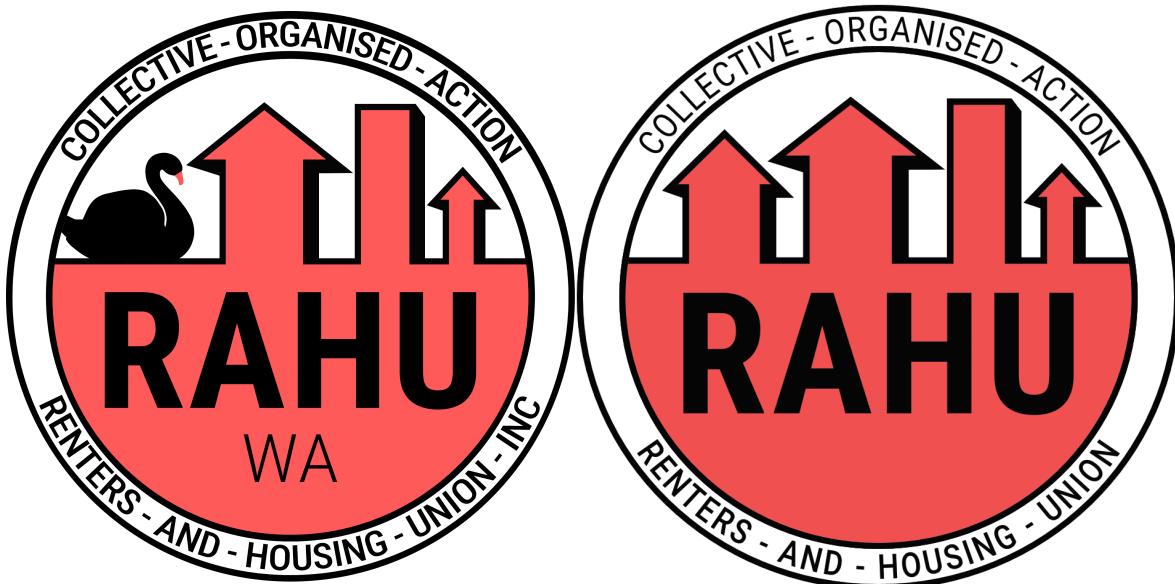


Renter's And Housing Union Western Australia

Branch Bylaws

Updated 01/10/2025



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Note:

This is the Western Australia addition to the general by-laws of RAHU as a whole.

Where the by laws in this document are incompatible or contradict the RAHU constitution, the constitution rules over-ride the by laws here.

Where the bylaws in this document are incompatible or contradict the general bylaws of RAHU as passed by the Governing Committee, the Governing Committee bylaws over-ride the by laws here.

These bylaws can be amended at any time at general branch meeting with a motion passed under the general by-laws rules (2/3rd majority vote).

There are incompatible provisions in the Clean Air Policy as passed in Section III that are currently not valid and deferment to the General By Laws occurs. The incompatible provisions are denoted in ***italic and bolded*** text

I) Term Limits

1. WA Delegates shall serve no longer than 3 years
 - a. In the circumstance there is no one the members deem suitable to take on the role of new delegate, delegates who have served more than 3 years may continue to serve until a new delegate is voted in
 - b. If no suitable member is found at the end of 3 years, the experienced delegate's responsibility is to support the improvement of a member's capacity and confidence until they are deemed a suitable replacement by the branch membership
2. The stated purpose of these term limits is to encourage a culture of skill sharing, increase capacity of members, and not relying solely on the skills and labour of only a few members.
3. Delegates should encourage the broader branch membership to engage in tasks such as the running of meetings and engaging other members to participate in union actions

II) Meeting Notification Rules

4. For any RAHU meeting in Western Australia to be binding:
 - a. Notification of meeting must take place to relevant WA Members, recommended 7 days before meeting but at minimum 108 Hours before the meeting takes place (or 4 and a half days before hand).
 - b. Notification can be done via email as the primary method, but if otherwise unavailable, posting on public facing RAHU WA pages (such as Facebook, Instagram, e.t.c.) can suffice

5. An emergency meeting can be declared to bypass notification requirements but requires unanimous support from RAHU WA delegates. All items of an emergency meeting can be overturned at the next usual meeting.

III) Clean Air Policy

6. WA Clean Air Policy:
 - a. In-Person Formal Meeting Requirements:
 - i. All formal RAHU in-person meetings are to have mask normalisation:
 1. Respirators of 94% filtration or higher must be provided to members.
 2. Members should be encouraged to wear these and to keep them on for the duration of the meeting.
 3. No-one should be shamed for their choice to mask or not.
 4. The group should assume any lack of masking is to meet a genuine need.
 - ii. ***No activities which would encourage unmasking in the meeting space (such as shared meals) should take place during formal meeting procedures.***
 1. ***If such activities will be taking place they must be communicated in meeting notifications before the meeting.***
 - a. ***If food service occurs:***
 - i. ***Require Air Purifier at any indoor meeting.***
 - iii. All formal meetings must also provide as many of the following accommodations as is feasible based on the resources available:
 1. Holding in-person meetings outdoors.
 2. Running HEPA filter(s) and opening windows when meeting indoors.
 3. Monitoring air quality.
 4. Encouraging attendees to stay up to date with their vaccines.
 5. Encouraging members who are unwell or who have been in contact with someone with a contagious disease to join remotely or not attend.
 6. Contact tracing:
 - a. Using the minutes to keep track of in-person attendees.
 - b. Encouraging members to notify their branch delegate or committee office bearer if feeling unwell within 72 hours of attending.
 - c. Notifying attendees of any reports of symptoms.
 - iv. Branches and Committees will be provided with support from the union to help activities in 6.a.c. become more feasible.

- v. ***All meetings must include information about which accommodations are in place alongside all meeting reminders.***

Clause as under RAHU Bylaws Clean Air Policy (Part 5.6)

"All meetings should include information about which accommodations are in place alongside all meeting reminders."

- b. In-Person Social and Organising Event Recommendations
 - i. All RAHU social and organising events are recommended to follow as many of the In-Person Formal Meeting Requirements as practical. (See 6.)
 - ii. Event organisers will be provided with support from the union to help accommodations in 1.c. to become more feasible for event organisers.
 - iii. All events should include information about which accommodations are in place wherever they are advertised.
- c. Comms
 - i. RAHU should use present tense when talking about COVID-19 or the pandemic.
 - ii. RAHU should continue to advocate for viral safety measures in the wider community.
- d. Formal Meeting Violations:
 - i. Any violations of formal meeting requirements (denoted by "must" instead of "should") must be explained at the meeting as to why they could not be met by the meeting organisers
 - ii. If a meeting is found in violation of these rules, and no explanation is given as outlined in 6.d.i it will not be considered binding and all items and agenda items must be re-passed at the next meeting.

IV) RAHU WA Meeting Procedures

RAHU WA's Meeting Procedures greatly draw from "Rusty's Rules of Order":

[https://files.libcom.org/files/Rusty's%20Rules%20\(IWW\)%20-%20Copy.pdf](https://files.libcom.org/files/Rusty's%20Rules%20(IWW)%20-%20Copy.pdf) with a few changes to adopt ot RAHU WA's context.

7. Meeting Procedure/Agenda

- a. Below are the agenda items in order. This is a suggestion for order of the agenda. All items below must be covered in a RAHU branch meeting.
 - i. Call to order
 1. Must note Time and Date meeting is opened
 2. Who called the meeting to order must be noted
 - ii. Acknowledgment of Country
 - iii. Introductions & Membership Check
 1. Assigning roles for meeting
 2. Who is assigned which role must be noted.
 - iv. Approval of Agenda

- 1. Give outline of agenda, and what items will be covered
- 2. Members must know that they are able to set or change agenda as they wish.
- 3. Motion of the Agenda must be approved at the meeting start.
- v. Approval of Previous Minutes
 - 1. Must be read out.
 - 2. Motion for its approval must be accepted at this meeting
 - 3. Meeting minutes must be agreed to be accurate for it to pass.
- vi. Reports
 - 1. Follow up on all action items from last meeting
 - 2. Reports from various members on matters
 - 3. Communications from outside union must be denoted here
 - 4. Correspondence here
- vii. Old Business
 - 1. Business discussed previously or at last meeting that is wanted to follow up on
- viii. New Business
 - 1. New business introduced here.
- ix. Set next Meeting Time and Date
 - 1. RAHU WA officebearers/meeting organisers must follow this as best as they can when setting next meeting time
 - 2. Can deviate from this if deemed necessary and no office bearers object to meeting time being changed; But OB's must ensure that it doesn't emerge as a pattern
- x. Good and Welfare and Meeting Critique
- xi. Adjourned
 - 1. Meeting date and time
- b. Denotation of Agenda Items
 - i. Agenda items must list who added the items to the agenda.

8. Minutes

- a. Meeting Minutes are a record of the branch meeting. It contains details of activities of the meeting.
- b. Minutes must be accurate.
- c. Minutes are a summary, not a transcript of the meeting.
- d. Motions are to be in the minutes to the word, and are to be considered binding to the word.
- e. Minutes should be written during a meeting, and finalised after.
- f. For a meeting minute to be binding it must be accepted at a branch meeting
 - i. When and at what meeting the minutes are accepted should be denoted in the minute document after such acceptance and before being published

9. Motions

- a. If a motion is moved it must be recorded in the minutes
 - i. Recording the motion must include the following details:
 - 1. Name of Member Moving Motion

2. Whether the motion is both moved and seconded (denoted in minutes via <M/S> respectively)
3. Motion pass or fail (recording number voting for and against)
4. Details about how motion is to be implemented how, by whom, by what time, and reported back by whom, when.
5. Details of discussion and critique of motion should also be included in minutes
6. If motion is passed by acclamation it should be noted

Example:

E.g 1)

Motion moved by James that we send \$100 to striking tap dancers, was seconded. There was some opposition from Mumphred, and so discussion was had, and eventually lead to a vote. Motion was in the end passed. 23 Yes votes, 5 No Votes, 6 Abstains. Mike said he would send money via mail, and then report back at the next meeting.

Would be written in minutes as:

8) New Business

8.1) Support Striking Tap Dancers

8.1.1) James M/S: That we send \$100 to the striking tap- dancers. Passed 23Y, 5N, 6A. Mike will write a cheque and mail it this week, and report back to the next branch meeting.

8.1.2) Mumphred: Disagreed with motion, Tap dancers are petite bourgeois artisans and therefore shouldn't support

E.g 2)

Motion moved by William that we need to buy more sticky notes for the branch. No one wanted to second. Motioned therefore failed,

Would be written in minutes as:

8) New Business

8.1) Branch Sticky Note Shortage

8.1.1) William M: Allocated more money for sticky notes. No Second.

Fails.

E.g 3)

Motion moved by Josh to set up a working group to destroy landlords. Was seconded. No discussion of opposition to motion. Ended up passed by acclamation

8) New Business

8.1) Destroy Landlords

8.1.1) Josh M/S: Set up a working group to destroy landlords. Passed Acclamation. Josh to setup working group and send out invites to all member and report back next meeting

- b. For a motion to be moved, it requires the mover be present at the meeting (virtually or in person)
- c. When a motion is moved, it requires someone to second for discussion to continue. If no one at the meeting (in person or virtual) seconds the motion, the motion fails.
 - i. The name of the seconder does not need to be recorded in minutes.

- d. After moving and second, the chair should ask if anybody is unclear on it or has hesitations or reservations about it.
 - i. If there is no one person in the meeting who wishes to discuss, opposes, has questions about, is unclear, or in any way thinks motion should be voted on, the motion in question can be passed by acclamation.
 - ii. If after a discussion there is no member that objects to an acclamation pass, the motion may be passed via acclamation
- e. If the motion meets any of the following criteria, it cannot be passed by acclamation and must be voted on. The motion is:
 - i. the acceptance of the Previous Minutes
 - ii. the Acceptance of the Agenda,
 - iii. A motion that involves financials of the union or branch,
 - iv. Any motion that may be deemed as controversial or otherwise either the mover or the meeting chair thinks its vote should be recorded in minutes
 - v. It is one of the following Procedural Motions: 10.e, 10.f, 10.h, 10.i, 10.k
- f. All passed motions and their texts, mover and vote details should be noted in the table at the bottom of minutes to allow for quick checking of motion outcomes at various branch meetings.
- g. Action Items should also be noted in a table at the end of the minutes.

10. Procedural motions

- a. Procedural Motions that may be passed at a meeting include:
 - i. To table (includes when it is to be dealt with)
 - 1. The Chair may unilaterally pass a procedural tabling motion to table an item until the next meeting without getting a seconder if there are no objections to the tabling.
 - ii. To refer (to committee or wherever)
 - iii. To adjourn
 - iv. To recess (take a break)
 - v. To overrule the chair
 - vi. To replace the chair
 - vii. To call the question (call for a vote)
 - viii. To censure (the group tells an individual member that their behavior in the meeting is unacceptable and will not be tolerated)
 - ix. To expel (must be preceded by a motion to censure, except in case of immediate danger. This motion expels the individual from the meeting, not the organization.)
 - 1. If a “motion to expel” is moved and seconded the Chair may take action or request that action be taken to have the person named in the motion be removed before the procedural motion is passed.
 - x. To call for a straw poll (this is a non-binding vote, to assess the feeling of the group)
 - xi. To Recall a branch officebearer or delegate

- xii. To remove from minutes (this is a motion that a specific discussion or details relating to a motion not be included in the minutes)
 - 1. Any items removed from minutes and not included are to not be binding.