

MEMBERS' NETWORKS - STANDING ORDERS

GENERAL NOTES

1. OPERATION OF THE ACCA PUBLIC SECTOR NETWORK

- 1.1 These standing orders shall govern the operation of the *ACCA Public Sector Network* and are made by Council in accordance with bye-law 31.¹
- 1.2 ACCA Council is the governing body of ACCA. It is Council's role to determine the long-term strategic and policy objectives of ACCA. Council has formed the network to assist with the delivery of these strategic and policy objectives.
- 1.3 The network is an integral part of ACCA and is not a separate or independent entity. The network shall provide such services and activities for members in its employment sector as shall have been agreed with Council.
- 1.5 The network shall be steered by a panel of elected members. The Panel will act in an advisory role to Council on the initiatives, services and activities that will, within ACCA's wider strategy, provide appropriate support to members in the sector.
- 1.5 The implementation and operation of services and activities is delegated to staff, who report to the Chief Executive.

2. MEMBERSHIP OF THE NETWORK

- 2.1 Only members of ACCA in good standing shall be eligible to enrol as members of the network.
- 2.2 Registered students and affiliates of ACCA shall be eligible to enrol as subscribers to the mailings and services of the network but may not be members.
- 2.3 Members of other relevant professional bodies may also enrol as subscribers to the mailings and services of the network but may not be members.
- 2.4 Any person ceasing to be:
 - a) a member of ACCA; or
 - b) a registered student or affiliate of ACCA; or
 - c) a member of a relevant professional bodyshall cease to be a member or subscriber of the network, as appropriate.

¹ The standing orders which govern the operation of the ACCA Corporate Sector Network, ACCA Financial Services Network, ACCA Health Service Network, ACCA Ireland Financial Services Network, ACCA Ireland Practitioners' Network and ACCA Practitioners' Network are identical.

3. ELECTION OF THE PANEL

- 3.1 The network shall be steered by a panel of not more than nine elected members.
- 3.2 A member of the network shall be eligible for election (which shall include re-election) as a member of the panel, provided that:
 - a) on the closing of nominations and at the date at which the result of the election is to be announced, s/he will be working/practising/consulting in the business sector the network covers;
 - b) at the date of his/her nomination for election, or of his/her written notice of intention to offer himself/herself for re-election (as the case may be), he/she is by reason of mental disorder neither detained in a hospital nor subject to guardianship pursuant to Part II or Part III of the Mental Health Act 1983, nor subject to any similar supervision in any other jurisdiction; and
 - c) no disciplinary order (which for the purposes of this standing order shall be taken to include any order made pursuant to any joint disciplinary scheme operated by ACCA with any other bodies) excluding him/her from membership or removing him/her from the student register has ever been against him/her and become effective; and
 - d) within the period of five years immediately preceding the date of his/her nomination, no disciplinary order has been made against him/her and become effective.
- 3.3 Nominations must be made in writing and supported by a proposer and seconder from the sector in question (who must be ACCA members in good standing and who must sign the nomination form) and must indicate (by his/her signature) the written ascent of the nominee to take part in the election. Nominations may be accompanied by an election statement of not more than 150 words. Election statements should not include references to e-mail addresses or Internet websites.
- 3.4 Elections to the panel shall take place by postal and on-line ballot annually.
- 3.5 If an election is not contested, those candidates standing will be deemed elected without need for a ballot.
- 3.6 In the event of an equality of votes between candidates, the successful candidate or candidates shall be chosen by lot in accordance with bye-law 19(j).
- 3.7 No individual may serve on, or offer themselves for election to, more than one members' network panel.

- 3.8 Panel members shall be elected for a term of three years, subject to the system of retirement in rotation described in standing order 3.9.
- 3.9 One third of the elected places on the panel shall be made available for election each year through a system of retirement in rotation. For the first two years of the operation of the panel, retirement in rotation order will be determined by the number of votes obtained in the initial election. Where there is an equality of votes or where the election was uncontested, the retirement in rotation order will be determined by drawing lots at the first meeting of the panel. Panel members retiring in rotation shall be eligible to stand for re-election without re-nomination, providing they are eligible to stand in accordance with standing order 3.2.
- 3.10 No panel member shall serve for more than a maximum continuous period of nine years.
- 3.11 In the event of a elections resulting in there being fewer than six members on a panel, Council shall have the right to appoint members to serve for the vacant terms or to suspend the panel's operation pending further elections being held.
- 3.12 Subscribers to the network mailings and services shall not be entitled to stand for election or to vote in elections.

4. OFFICERS

- 4.1 At its first meeting following an election, each panel shall elect a chairman and a vice-chairman from its number to serve until the commencement of the first meeting following the next election.
- 4.2 A member of a panel shall not serve as its chairman for more than three one-year terms, whether consecutively or in total.
- 4.3 In the event of a chairman or vice-chairman resigning or otherwise ceasing to hold office, an election to fill the vacancy shall be held at the first ordinary meeting of the panel thereafter.
- 4.4 There are no other officers to be appointed or elected.

5. APPOINTMENT OF A COUNCIL MEMBER AS AN EX OFFICIO MEMBER OF THE PANEL

- 5.1 Council shall nominate one of its members, who shall normally be working/practising/consulting in the relevant sector, to serve as an ex-officio member of the panel. The Council nominee shall have voting rights at panel meetings.

6. OPERATION OF THE PANEL

- 6.1 The panel shall normally meet up to four times per year (the year running from when elections are held).
- 6.2 All members of the panel shall be given seven days notice in writing of panel meetings. Non-receipt by a member of the panel of a notice shall not invalidate the proceedings of the meeting.
- 6.3 Each panel meeting shall be presided over by the chairman, or in his/her absence by the vice-chairman, or in the absence of both officers by a member of the panel elected by those present at the meeting.
- 6.4 The quorum for meetings of the panel shall be three members.
- 6.5 A majority of panel members shall determine any issue arising. In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote. Staff shall be able to participate in proceedings of meetings but may not vote.
- 6.6 A member of a panel shall vacate his/her office automatically if he/she :
 - a) ceases to be a member of ACCA; or
 - b) is by reason of mental disorder either detained in a hospital or made subject to guardianship pursuant to Part II or Part III of the Mental Health Act 1983, nor subject to any similar supervision in any other jurisdiction; or
 - c) has made against him/her a disciplinary order which becomes effective.
 - d) fails to attend four consecutive meetings without the prior leave of the panel or without any other explanation which is acceptable to the panel.
- 6.7 Any vacancy occurring on the panel, for whatever reason, shall be contested (for its remaining term of office) at the next scheduled election.
- 6.8 The panel shall not have the power to co-opt members.
- 6.9 The chairman, or in his/her absence the vice-chairman, shall be empowered to act for the panel on any matter that cannot be reasonably or safely held over to a subsequent meeting of the panel.
- 6.10 Members of ACCA with a particular interest in an aspect of the Panel's work or a technical issue being discussed may be invited to attend Panel meetings as observers. These individuals will not have voting rights.

7. ROLE OF THE PANEL

The role of the panel shall be to:

- a) develop a strategy for the network in accordance with *ACCA UK Strategy*, which shall be reviewed annually;

- b) advise on current and future issues affecting members in the relevant sector;
- c) respond to developments and trends in the sector as they occur;
- d) raise ACCA's profile and enhance its reputation in the sector;
- e) act as a sounding board for new ideas and topics that may be addressed through CPD courses, technical factsheets, publications and other services;
- f) provide ACCA with input on technical issues and comment on consultative documents; and
- g) co-ordinate the activities of network task forces established to address specific issues.

8. RESPONSIBILITIES OF INDIVIDUAL PANEL MEMBERS

All individuals have a duty in discharging their responsibilities as members of the panel to:

- a) observe the highest standards of integrity, confidentiality and objectivity;
- b) exercise care and diligence in the conduct of the panels' business;
- c) contribute skills, expertise and experience to the work of the panel;
- d) avoid conflicts of interest;
- e) ensure they do not use their service on a panel to promote private interests;
- f) ensure that they do not use ACCA's resources (including confidential information gained in the course of Panel service) for personal gain or in other ways, such as for the advantage of the organisations for which they work or other bodies of which they are members, or in any way to the detriment of the ACCA; and
- g) ensure in particular that, in their dealings with ACCA staff, they act with integrity and in a professional manner.

9 FINANCE

- 9.1 The financial year of the network shall be from 1 January until 31 December inclusive each year.
- 9.2 The panel shall work with ACCA staff to determine a budget for proposed activities each year.
- 9.3 No officer or member of the panel shall be entitled to any remuneration out of the funds of the network for any services except as shall have been previously approved by Council. Officers or panel members may, however, be paid for services provided to other bodies or departments of the ACCA.

10. CONTRACTS

- 10.1 In no case, and under no circumstances, shall any network officer or panel member or network member have power to bind ACCA by contract or otherwise, or to impose any liability thereon, unless a resolution of Council shall authorise such liability to be created on behalf of the ACCA.

11. INTERPRETATION OF STANDING ORDERS

- 11.1 In the event of any dispute arising as to the interpretation of these standing orders, or in connection with any matter arising from the operation of members' networks, which is not provided for in these standing orders, such dispute shall be referred to Council, whose decision shall be final and binding upon all parties.

12. AMENDMENT OF THE STANDING ORDERS

- 12.1 Council shall have the power to suspend, waive, amend or add to any of these standing orders as it thinks fit and without notice. Such changes shall not require the approval of members of the network or of its panel. The network shall not be entitled to suspend, waive, amend or add to any of these standing orders.

134. POWERS OF COUNCIL

- 13.1 Nothing in these standing orders shall be taken or construed as affecting in any way whatsoever the rights, duties and powers of Council or the delegation of any such rights, duties or powers.

14. DISSOLUTION OF THE NETWORK

- 14.1 Council reserves the right to suspend or dissolve the network for any of the following reasons:
- a) if the network does not comply with these standing orders; or
 - b) if the size of the membership of the network is such as, in the opinion of Council, to warrant dissolution; or
 - c) if for any reason Council deems it desirable in the interests of ACCA generally.

15. PROPERTY OF THE NETWORK

- 15.1 In the event of the dissolution of the network for whatever reason all monies and any property whatsoever (including intellectual property rights) in the custody of the network's panel after the satisfaction of all its

debts and liabilities shall be deemed always to have been the property of the ACCA and shall be given and transferred to ACCA.