





The quorum for each meeting shall be half the branch committee or, if an odd number, rounded up (i.e. if there are only three people on the committee then you need two to be quorate). If the committee makes decisions in the ways described in the paragraph above, they must ensure a quorum is also achieved.

All decisions require a majority of those voting to be passed. The Chair has the casting vote in instances where there is an equality of votes.

Another member of the committee may chair a meeting in the absence of the chair.

Example: -a branch committee of six starts an email communication between themselves to discuss and agree plans for a forthcoming branch professional

Approved by RCN Council Date: 3 December 2015.

Amended June 2021.

Light-touch review to update factual inaccuracies, August 2024.

Full review of this document will commence Autumn 2024.

Linked documents [RCN governance documents | Royal College of Nursing](#)

1. Regulation on Branches
2. RCN code of conduct
3. RCN Respect charter
4. Election policy and processes for branch committee members
5. Branch meetings guidance