

Schedule Five

Standing Orders Schedule

1. General

- 1.1 All Annual General Meetings, General Meetings, Standing Operational Committee Meetings, Standing Procedural Committee Meetings and Sub-Committee Meetings (“the meetings”) shall proceed in accordance with the Standing Orders as provided for in Sections 1 through 9 and Section 11 of this Schedule of the Constitution. Annual General Meetings and General Meetings shall be further subject to Section 10 “The General Meeting” of this Schedule.
- 1.2 Standing Orders shall be an addition to what is laid out in the Constitution and its attached Schedules.
- 1.3 Where possible, a member of staff of the Students’ Union shall take minutes (as per Section 7) and file policies & other related documents from all meetings and make them available to all members of the Students’ Union by posting them on the Union’s website.

2. Agenda

- 2.1 The business of the meetings shall be taken in the following order:
 - i) Attendance
 - ii) Adoption of Minutes from Previous Meeting, as a true and accurate record of what happened and, thereby, policy of the Union
 - iii) Matters Arising
 - iv) Chair’s Report
 - v) Discussion & Decision Topics
 - vi) Notice of Addition of Any Other Competent Business
 - vii) Date of Next Meeting
- 2.2 Where appropriate, committees can have an additional item of business:
 - i) Reserved Business
- 2.3 Any member in attendance shall have the right to challenge the Order of the Agenda, in such instances they should make their case aware to the Chair prior to commencement of the meeting.

3. The Chair

- 3.1 The Chair of the meeting shall be responsible for the good conduct of the meeting and work in association with the member of Union staff responsible for that meeting to ensure Minutes are taken.
- 3.2 The Chair shall be responsible for delivering a Chair's Report at each meeting. During this they should note any instances of the following:
 - i) Resignations or Elections
 - ii) Upcoming Important Dates
 - iii) Important, contextual information not otherwise listed on the agenda
 - iv) Any other business or information that they should see fit
- 3.3 The Chair of the Annual General Meeting, General Meeting and the Executive Council shall be the President of the Students' Union. The Chair of the Standing and Sub committees shall be as laid out in the Committees Schedule (Schedule 1).
- 3.4 The Chair shall have the right to invite along to any meeting any individual they see fit, but persons invited in this capacity shall have no voting rights.
- 3.5 The Chair shall be the sole interpreter of Standing Orders and, as such, shall forfeit their vote unless a vote is tied in which event the Chair shall have a casting vote.
- 3.6 In the absence of a Chair or the Chair's resignation, the members attending of the meeting shall elect a temporary or new Chair from within its membership by vote of a simple majority.
- 3.7 A vote of No Confidence in the Chair can be lodged at any time during a meeting. Under those circumstances the Chair shall hand over the role of Chair to a member of the meeting appointed by way of a vote. The proposer of the Vote of No Confidence shall state their case, the person who has vacated the Chair shall reply and the matter will be put straight to a vote. In the event of it being carried that person shall not resume the Chair during the meeting. A replacement Chair shall be appointed by a vote of the members of the meeting before the next tabled item of business is discussed.
- 3.8 A challenge to the Chair's ruling can be lodged at any time during a meeting. Under those circumstances the Chair shall hand the Chair to a member of the meeting appointed by way of a vote. The proposer shall state their case and propose an alternative ruling, the person who has vacated the Chair shall reply and the matter will be put straight to a vote. In the event of the challenge being carried the Chair's ruling will be overturned and the ruling put in its place.

- 3.9 Neither a Vote of No Confidence nor a Challenge to the Chair can be made against the Chair deciding the outcome of a tied vote.

4. Attendance

- 4.1 All Ordinary Members of the Students' Union as defined in the Constitution shall have the right to attend any meeting of the Students' Union as observers and shall have the right to speak at all meetings of the Students' Union but will not be permitted to attend a meeting when any item of Reserved Business is being dealt with.

5. Speaking

- 5.1 Persons wishing to speak shall seek recognition from the Chair. The Chair shall decide right of priority of those wishing to speak.
- 5.2 No person, having been recognised by the Chair to speak may be prevented from speaking by any act of intimidation or other action by any person present. The Chair shall have the right to remove any person who prevents another person recognised by the Chair from speaking
- 5.3 No person present at a meeting may breach the Equal Opportunities Policy of the Union, nor use offensive or abusive language. In the event of a member so doing the Chair shall ask that person to withdraw the remark. If that person fails to comply with this request they shall be obliged to withdraw from the meeting and, at the discretion of the Chair, may be referred to the Disciplinary Committee as allowed for in the Discipline Schedule (Schedule 6) of the Constitution.

6. Voting

- 6.1 Each member of the Committee as set out in the Constitution and the Committees Schedule (Schedule 1) shall have a single vote. In the event of a vote being tied, the Chair will have a casting and final vote.
- 6.2 Only votes taken at a quorate meeting shall be binding. Quoracy for each meeting shall be as laid out in the Constitution and the Committees Schedule (Schedule 1). If a meeting is inquorate, the meeting may decide to vote on an issue, in principle, but the effect of any such vote shall not come into force unless and until it is ratified at the next quorate meeting.
- 6.3 Voting shall, ordinarily, be by a show of hands. During a General Meeting or Annual General Meeting however voting shall be by show of voting card.

- 6.4 A vote shall pass by a simple majority unless stated differently in the Constitution and Schedules. In the event of a tie the deciding vote shall lie with the Chair unless stated differently in the Constitution or Schedules.
- 6.5 At any time during an item of business, but before a vote has been opened, a member may request a recorded vote. The Chair shall hold a vote, by show of hands, as to whether or not the Meeting wishes the vote to be recorded. This shall be decided by a simple majority and shall only last for the item of business that it was called for.
- 6.6 At any time during an item of business, but before a vote has been opened, a member may request a closed vote by secret ballot. The Chair shall hold a vote, by show of hands, as to whether or not the Meeting wishes the vote to be by secret ballot. This shall be decided by a simple majority and shall only last for the item of business that it was called for.
- 6.7 Only those present may vote and no vote shall be counted on behalf of any member not present.

7. Submission of Business

- 7.1 Any member of the meeting as defined in the Constitution and Committees Schedule (Schedule 1) can submit business to the agenda.
- 7.2 All items of business must be submitted 48 hours prior to the meeting taking place.
- 7.3 All items of business will be submitted, where possible, electronically, via email to the Union President. If this is not possible, business must be submitted, in writing to the Union Secretary.
- 7.4 Other than as specified in paragraph 7.3 of this Schedule, only business accepted by the Chair as 'Any Other Competent Business' at the time of the meeting will be accepted.
- 7.5 Any member wishing to challenge the order in which business is to be taken, should make their case to the Chair, prior to the start of the meeting.

8. Minutes

- 8.1 Minutes of the General Meeting, Annual General Meeting, Committee Meetings and Sub Committees Meetings shall be taken. These Minutes shall be filed as a true and accurate record and made available to all members of the Students' Union via the Union's website.

- 8.2 In the interests of transparency, Minutes should reflect the opinions stated by members of the meeting and any others in attendance.
- 8.3 So that full accountability can be maintained, Minutes should provide actions points arising from discussion in meetings and show the party or parties to whom responsibility has been delegated.

9. Ratification of Minutes

- 9.1 The minutes of the previous meeting shall be sent out to meeting members and made available to all members of the Students' Union no later than five working days prior to the next meeting.
- 9.2 The minutes of the previous meeting shall be put to the members of the meeting and be ratified by the Chair unless any objection is made.
- 9.3 If any objection is raised, the person who made the objection shall propose an amendment and speak in favour of it. The speech against shall be open to the floor. If no one speaks against the amendment it will then be put to a vote and will pass by way of a simple majority. If the amendment passes, the amendment shall replace the error in the minutes after which the Chair shall ratify the minutes.

10. The General Meeting

10.1 General Meeting Motions

- i) Ordinary Member (as defined in the Constitution of the Union) may propose a motion for discussion and decision at a General Meeting by submitting it to the Union 5 University days prior to the General Meeting.
- ii) All motions must be submitted in accordance with paragraphs 7.2, 7.3 and 7.4 of this Schedule and have a proposer and seconder.
- iii) The proposer shall move the motion at the General Meeting. Thereafter, it shall be open for discussion and decision.
- iv) In the absence of the proposer at the meeting the seconder shall move the motion and sum up on the debate.
- v) There shall be no new information or points of information during a summing up speech.

- vi) In the absence of any discussion, the Chair shall ask if there are any further speeches and if not, shall put the motion to the vote.
- vii) In the absence of both the proposer and the seconder the Motion shall be put to the floor for any two members present to take up the positions of proposer and seconder. The Chair shall then put to a vote whether the motion should be tabled by the members who put themselves forward or tabled at the next meeting.

10.2 **General Meeting Motion Amendments**

- i) Any amendments to motions must be submitted by 5pm, three University days prior to the meeting taking place.
- ii) There shall only be one motion or amendment before the meeting at any one time. The first amendment of a motion shall be proposed immediately after the motion has been proposed.
- iii) The proposer of the amendment shall have the right to sum up before a vote is taken on it.
- iv) In the event of any amendment being carried which was not accepted by the proposer of the original motion, the amended motion shall become the substantive motion and the proposer of the amendment shall become the holder of the substantive motion. If the proposer of the original motion accepts the amendment, the amendment will be incorporated into the substantive motion and the next amendment is debated. In this case the motion as amended remains in the hands of the original proposer.
- v) A member of the meeting may also request under "Any Other Competent Business" that an amendment be put forward during the meeting at the Chair's discretion.
- vi) When all amendments have been voted upon, the substantive motion as may be amended shall be debated.

10.3 **General Meeting Procedural Motions**

- i) The following procedural motions may be put:
 - a) That the motion be now put
 - b) That any Standing Order or any part of one may be suspended as provided for below
 - c) That the meeting be temporarily adjourned for a specific time

- d) That the motion be remitted to the appropriate Union Committee
 - e) That the motion be referred back for investigation or re-examination
 - f) That the meeting be closed
 - g) That the meeting be closed at a specific time
 - h) That the motion be voted on in parts
- ii) Procedural motions shall have a proposer.
 - iii) Procedural motions shall be debated in the order of priority listed in 12.1 of this Schedule.
 - iv) All procedural motions may only be moved by members called to speak by the Chair.
 - v) If any other procedural motions are put, the proposer shall state their case, there shall be one speech against followed by a vote.
 - vi) If procedural motion 10.3(i) a or f is put and either procedural motion is carried, the mover of the motion under discussion shall sum-up immediately and a vote taken.
 - vii) There shall be no recorded votes on procedural motions.

10.4 **General Meeting Challenge to Order of Agenda**

- i. Any member in attendance shall have the right to challenge the Order of the Agenda, in such instances they should make their case aware to the Chair prior to the commencement of the meeting.
- ii. Any such challenge to the Order of the Agenda shall be put to a vote by all members in attendance.

11. General Rules

- 11.1 Points of Order may be raised by any member. They must be framed as a question to the Chair and relate to the conduct of the meeting. Points of Order may not be raised during a speech by any member. They take precedence over any other business and there shall be no discussion concerning any Point of Order raised.
- 11.2 Motions shall require simple majority except where otherwise specified in the Constitution or Schedules.
- 11.3 Any suspension of any Standing Order shall:

- i) Be without notice and be carried by a two-thirds majority of a meeting
- ii) Specify the business for which suspension is desired
- iii) Apply for the duration of the matter under discussion only and the Standing Order shall regain effect at the close of any such business without further discussion.