

Schedule Five: Standing Orders

1. General

- 1.1. Standing Orders are the rules that guide how Union meetings are run and how decisions are made. They provide structure, ensuring that committee meetings run smoothly, and that they are fair, organised and consistent. The Standing Orders apply to the following Representative Committees as listed in Schedule One:
 - 1.1.1. Student Council
 - 1.1.2. Education Executive
 - 1.1.3. Sports Executive
 - 1.1.4. Societies Executive
 - 1.1.5. Annual General Meetings
- 1.2. A member of staff of the Students' Union will take minutes (as per Section 8 of this Schedule). This may include the recording of meetings for the purposes of minute-taking.
- 1.3. Union staff will also support the chair with preparing papers and chairing the meeting in accordance with these Standing Orders. Union staff will file policies and other documents after the meeting. They will also post updates on the work and decisions of the committees on the Union website.
- 1.4. Any student or officer who may chair meetings will receive training on this schedule. This will be delivered by an appropriate member of union staff, or another qualified person.
- 1.5. For the avoidance of doubt, any reference to "committee" shall include the Student Council, unless otherwise stated, but not Annual General Meetings.

2. Agenda

- 2.1. The business of the meetings shall be taken in the following order:
 - 2.1.1. Recording Attendance and Apologies
 - 2.1.2. Conflicts of Interest
 - 2.1.3. Follow-up from the previous meeting
 - 2.1.4. Chair's Report
 - 2.1.5. Items for Discussion & Decisions
 - 2.1.6. Accountability Sessions

2.1.6.1. For meetings of Student Council, this refers to the Sabbatical Officers and Executive Committees

2.1.6.2. For meetings of Executive Committees, this is referring to all members of the Executive Committee, but can be done via verbal update

2.1.7. Any Other Business (AOB)

2.1.8. Date of Next Meeting

2.2. Committee members have the right to request additions to the agenda items and will be informed of the deadline for this in advance. All agenda items should be related to the remit of the committee, in accordance with those outlined in Schedule One.

2.3. Committee members may request to change the order of the agenda by making a request to the Chair, either before or during the meeting. The Chair may agree, decline, or ask committee members to vote on the matter at their sole discretion.

2.4. At the start of each meeting, committee members must declare any Conflicts of Interest, such as personal or financial interest in any of the topics being discussed. If a member does have a conflict, the Chair will assess the seriousness and may ask them to step back from that part of the discussion or decision-making.

2.5. The agenda for Student Council meetings will be published and shared 5 University days before the meeting.

2.6. The agenda for meetings of Executive Committee meetings will be published and shared 2 University days before the meeting.

3. The Chair

3.1. The Chair is responsible for the good conduct of the meeting. They must work with the member of Union staff or Officer responsible for that meeting to ensure minutes are taken and the meeting runs in accordance with the rules (these Standing Orders).

3.2. There will also be a Deputy Chair, who will be elected by simple majority at the first meeting of the academic year. The Deputy Chair will deputise for the Chair in their absence or if the Chair has a conflict.

- 3.3. The Chair is responsible for delivering a Chair's Report at each meeting. During this they should note any instances of the following:
- 3.3.1. Announcing resignations and/or welcoming new committee members
 - 3.3.2. Upcoming important dates
 - 3.3.3. Important information relevant to the committee not listed on the agenda
 - 3.3.4. Any other business or information that they should see fit
- 3.4. The Chair of the Student Council shall be a University of Stirling student, appointed in accordance with Schedule One section 3.3
- 3.5. The Chair will have the right to invite any individual they see fit to attend the meeting, but anyone invited in this capacity will have no voting rights.
- 3.6. The Chair will be responsible for interpreting the Standing Orders.
- 3.7. The Chair will vacate the Chair in the event they have submitted items to the agenda that are to be voted on for the that portion of the meeting to the Deputy Chair.
- 3.8. In the event a vote is tied, the Chair has a casting vote.
- 3.9. In the absence of a Chair, or if the Chair resigns, the Deputy Chair will assume the role until appropriate arrangements, which will be decided by the Student Leadership Team, are made to find a permanent replacement.
- 3.10. A vote of No Confidence in the Chair can be lodged at any time during a meeting, should any member have a legitimate concern about the Chair's conduct during the meeting. When this happens, the role of Chair will be handed over to the Deputy Chair. If the Deputy Chair is unavailable, another member of the meeting will be chosen to chair by a simple majority vote. The procedure will be as follows:
- 3.10.1. The committee member who proposed the Vote of No Confidence will explain why they did so, the person who has vacated the Chair will reply, and the matter will be put straight to a vote.
 - 3.10.2. If the committee votes in favour of the Vote of No Confidence in the Chair, the Deputy Chair will Chair the rest of the meeting, and a new Chair will be sought in line with Clause 3.8.

4. Attendance

- 4.1. . All Ordinary Members of the Students' Union have the right to attend meetings of the committees listed in the Representative Committees and Action Groups Schedule (Schedule 1) as observers. They will be allowed to speak but will not have a vote. Observers will be asked to leave during items of Reserved Business.

5. Speaking

- 5.1. Anyone who wishes to speak during a meeting should make this known to the Chair aware. The Chair is responsible for recognising speakers and deciding the order in which they are heard.
- 5.2. Once someone has been invited to speak, they must not be interrupted or prevented from doing so. The Chair may remove anyone who attempts to disrupt a speaker.
- 5.3. Union staff present at meetings to support the facilitation of them automatically have the right to speak at meetings to support the smooth running of the meeting and give advice on procedure. They may also be invited to speak more widely on matters of policy for information and clarification purposes.
- 5.4. All attendees must follow the Union's Equality, Diversity and Inclusion Policy, and must not use offensive or abusive language. The Chair may ask anyone to amend their language or, if necessary, remove them from the meeting. In serious cases, the Chair may refer the matter to the Disciplinary Committee as outlined in Schedule 6 of the Constitution.

6. Voting and Quoracy

- 6.1. Each committee member, as defined in the Constitution and Schedule 1, has one vote, excluding the Chair, who only has a casting vote.
- 6.2. Only votes taken at a quorate meeting are binding. If a meeting is inquorate, members may still vote on an issue "in principle," but the result will not take effect unless it is ratified at the next quorate meeting.
- 6.3. Voting at meetings shall take place by a show of hands, unless requested ahead of the vote by any member of the committee. In that case, voting can also take place either via an online vote or via paper ballot, organised by staff.

6.3.1. Voting on Proposed Ideas shall at shall consist of three options – yes, no, abstain. Votes (includes abstentions) and their proportions shall be counted on the basis of the members voting at the meeting, not the overall membership of the committee.

6.3.2. At Student Council, any Proposed Idea that gets less than 50% will be considered to have not passed. Any Proposed Idea that gets between 50% and 74% will be sent to an Online Ballot for decision by the student body. Any Proposed Idea that gets more shall be passed as Policy.

6.3.2.1. Student Council may decide that the Proposed Idea is sent to an Action Group, either new or existing, for further work. Any member of the committee can propose this. If a simple majority agrees, the formal vote on the Proposed Idea shall be skipped, and the Student Leadership Team shall be required to work with the student on next steps.

6.3.3. Voting at Student Council on changes to the Schedules, shall be held by a standard vote. Schedule changes require a 66% majority to pass, with no referral to Online Ballots. Otherwise, they shall be held in the same manner as other votes.

6.3.4. Voting on all other matters at Student Council or Executive requires a simple majority

6.4. Quoracy for meetings shall be 50% of the committee, based on the number of positions filled, not total possible positions. To be considered quorate, there must be at least three voting members at the meeting.

6.5. Only committee members who are present at the meeting may vote. Proxy voting must be arranged in advance of the meeting by contacting the Chair.

7. Submission of Business and Ideas

7.1. Any Ordinary Member of the Union as defined in the Constitution, can submit items for the agenda.

7.2. Items must be submitted at least 7 University days before the start of a Student Council meeting.

7.3. Items must be submitted at least 3 University days before the start of a meeting of the Education, Societies, and Sports Executive.

- 7.4. Items submitted after these above dates shall only be added to the agenda at the discretion of the Chair, if they consider it essential.
- 7.5. All items should be submitted by electronically via the Students' Union website. Items submitted via email or other forms shall be accepted at the discretion of the Chair.
- 7.6. Items submitted to the Student Council that constitute a proposal that the Students' Union holds a particular policy (i.e. defines what the Students' Union believes and how it behaves) or to take a particular action (e.g. hold an event or run a campaign) shall be referred to as Proposed Ideas. Items outside of these areas shall be considered by the Chair on where best to send the item for discussion, in conversation with the member submitting the item.
- 7.7. Any item that is considered to impact on the Trustee's legal and financial responsibilities shall be referred to the Board for consideration and a final decision.

8. Policy Lapse

- 8.1. Items that are passed by Student Council or Online Ballots shall be Democratic Policy of the Students' Union for a maximum period of three years.
- 8.2. Once policy has been active for three years, it shall be reviewed by the Student Leadership Team and Student Council for review at the next relevant meeting.
- 8.3. Policy that is deemed to still be relevant and active shall be retained, whilst policy that is either out of date or in need of updating shall be submitted to Student Council for a vote on whether to retain it or not. The vote shall be taken on a majority vote.
- 8.4. The general rule shall be that policy in need of updating should be resubmitted as a new Item, rather than retained and amended.

- 8.5. In exceptional circumstances, Student Council can recommend that the issue is put to an Online Ballot.

9. Minutes

- 9.1. Minutes will be made of all Representative Committee Meetings. They will focus on decisions made and actions agreed, noting clearly who is responsible for each action.
- 9.2. Minutes will be circulated electronically for approval no more than 10 University days after the meeting. Members will have 5 University days to suggest any corrections. If no corrections are received, the minutes will be considered accurate and published on the Union's website. If corrections are submitted that the Chair is unable to approve, the minutes will be brought to the next meeting for ratification.

10. General Rules

- 10.1. Committee members can raise a 'Point of Order' during a meeting if they have a question or concern about how the meeting is being run. This should be framed as a question to the Chair. Points of Order allow committee members to ensure that the meeting is being conducted in line with these Standing Orders, and they should therefore take precedence over other items of business.
- 10.2. Points of Order cannot be raised during a speech by any member.
- 10.3. A Standing Order can be suspended if:
- 10.3.1. The meeting agrees by a two-thirds majority vote
 - 10.3.2. The request clearly states which part of the Standing Orders should be suspended, and
 - 10.3.3. The suspension only lasts for the duration of that specific item of business. The Standing Order comes automatically back into effect for subsequent items.
- 10.4. No discussions related to the performance or behaviour of staff members shall be allowed. Concerns about staff should be raised with the Chief Executive Officer directly.
- 10.5. Student Council may make changes to the Schedules. In line with the Constitution, changes will require a 66% majority to pass and

ratification by the Board.

- 10.6. If necessary, meetings can be held online using video conferencing, as long as all members can be seen and heard if needed. Voting members must make their identity clearly known when voting. Online meetings must still be held in line with the rules outlined in these Standing Orders.

11. Annual General Meetings

- 11.1. Annual General Meetings shall be held according to the Constitution. Where the Constitution does not make clear, they shall be run in the same manner as Student Council meetings, noting that the meetings have different responsibilities, remits, and powers and thus will necessitate slightly different approaches.