



# STANDING ORDERS

CONSTITUTION APPENDIX A

**PASSED BY UNION COUNCIL 18<sup>TH</sup> FEBRUARY 2008**

## **ARTICLE 1: General Standing Orders**

- 1.1 These Standing Orders shall apply to every meeting of the Students' Union.
- 1.2 These Standing Orders may only be amended by a proposal to a normal Union Council meeting and requires a two-thirds majority.
- 1.3 Any amendments to these Standing Orders passed at a Union Council meeting shall apply immediately.
- 1.4 Any specified Standing Order may be suspended for a stated reason and duration of time, by a two-thirds majority of Union Council.

## **ARTICLE 2: Annual General Meeting Procedures**

- 2.1.1 The Union Chairperson must call an Annual General Meeting (AGM) in the final semester of the academic year and advertise it appropriately.
- 2.1.2 The Union Chairperson must give at least 14 days notice that they are ready to receive proposals for the AGM.
- 2.1.3 Proposals for the agenda must be received by the Union Chair 14 days prior to the AGM.
- 2.1.4 All items on the agenda must be published throughout the University by the Steering Committee 8 days prior to the AGM.
- 2.1.5 Amendments to items on the agenda must be received by the Union Chairperson 6 days prior to the AGM.
- 2.1.6 All amendments to items on the agenda must be published throughout the University by the Steering Committee 4 days prior to the AGM.
- 2.1.7 Should there be two or more motions related to the same subject matter, the Steering Committee shall meet with the proposers no later than 9 days prior to the meeting, in order to form one composite motion.
- 2.1.8 The composite motion will be published 8 days prior to the AGM.

### **2.2 PROPOSAL RIGHTS**

- 2.2.1 Any Committee of the Students' Union or full member of the Students' Union are entitled to propose or second a motion.
- 2.2.2 A motion put forward by a committee shall assume its Chairperson as the proposer, and the committee as its seconders.
- 2.2.3 A motion proposed by a member requires 4 seconders.

**2.3 ATTENDANCE:** All full members of the Students' Union may attend, speak and vote.

### **2.4 QUORUM**

- 2.4.1 The quorum for the AGM shall be the number equivalent to one fifth of the membership or 100, whichever is the lower.

- 2.4.2 If the quorum is not achieved within 15 minutes of the advertised time of commencement, the chair has the power to ask those present for an extension of 15 minutes to the time required to reach quorum. A simple majority is needed.
- 2.4.3 If tellers are required to establish quorum, two shall be selected by the chair, from the Steering Committee.
- 2.4.4 Once quorum is reached the meeting will continue unless someone challenges quorum. This may only occur at the end of each item on the agenda. If challenged successfully and the meeting is no longer quorate, all remaining business is not official.

## **2.5 CHAIRPERSON**

- 2.5.1 Meetings shall be chaired by the Union Chairperson and if they are absent or have to relinquish the chair, it shall be taken by the Vice Chairperson who shall be elected at the Handover Union Council of the Academic Year. This shall not be an Executive Officer.
- 2.5.2 The Chair may only concern themselves with the procedure of the meeting, shall not partake in any debatable material, and thus shall not vote.
- 2.5.3 Whenever the Chair speaks, they shall be heard in silence and any other member shall cease from speaking at once.
- 2.5.4 All debate should be addressed through the Chair.
- 2.5.5 The Chair shall decide who shall speak.
- 2.5.6 The Chair shall limit each speaker to 4 minutes, or longer at the discretion of the meeting.
- 2.5.7 The Chair shall confine each speaker to discuss the motion at hand, and refrain each speaker from unnecessary or defamatory remarks.

## **2.6 MINUTES**

- 2.6.1 The Union Administrator shall minute the meeting and shall be responsible for presenting the Union Chairperson with a copy no later than two days after the meeting.
- 2.6.2 The Union Chairperson must publish the minutes within 4 days after the meeting.
- 2.6.3 Any dispute to the minutes must be raised as a proposal to the next AGM.

## **2.7 ORDER**

- 2.7.1 The order of speeches on a motion must be as follows:
- i) Proposal speech;
  - ii) Speech against motion;
  - iii) Speech for the motion;
  - iv) Speech against ;
  - v) ...Continue speeches for and against until no-one wishes to speak or procedural motion is passed;
  - vi) The right of reply, followed by the vote.
- 2.7.2 Before any proposal is voted on, the proposer is entitled to the final speech - the 'right of reply'. Such a reply shall not include any new subject matter.
- 2.7.3 The order of speeches on a motion, to which amendments have been proposed, must be as follows:
- i) Proposal speech for main motion;

- ii) Proposal speech for the amendment;
- iii) Speech against amendment;
- iv) Speech for amendment ... continuing speeches, for and against the amendment until no-one wishes to speak or procedural motion is passed.
- v) The right of reply from the proposer of the amendment, followed by a vote on the amendment.
- vi) Any other amendments are duly treated in turn as in ii), iii), iv) and v) above.
- vii) Proposal speech for the substantive - that left after amendments have been considered.
- viii) Speech against the substantive.
- ix) Continuing speeches for and against the substantive until no one wishes to speak or procedural motion is passed.
- x) Right of reply by proposer of substantive followed by the vote.

2.7.4 In a debate considering a motion with amendment(s), the proposal for the substantive and the right of reply for the substantive, shall first fall to the proposer of the main motion. This right may be relinquished to the proposer of any of the amendments. Both these speeches must be used in favour of the motion.

## 2.8 PROCEDURAL MOTIONS

2.8.1 The following procedural motions may be proposed at the AGM thereby affecting the procedure of the meeting provided the proposer is seconded by 4 members.

2.8.2 The motion is tabled.

2.8.2.1 After proposing the procedural motion and gaining 4 seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply followed by the vote.

2.8.2.2 **If passed:** the motion under debate is dropped.  
**If defeated:** the debate continues from where it was interrupted.

2.8.3 The motion be put to a vote.

2.8.3.1 After proposing this procedural motion and gaining four seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply followed by the vote.

2.8.3.2 **If passed:** the proposer of the motion under debate shall have the right of reply followed by the vote.  
**If defeated:** the debate continues from where it was interrupted.

2.8.4 A challenge to the Chairperson's ruling.

2.8.4.1 This can only be proposed after a point of order has been raised.

2.8.4.2 After proposing this procedural motion and gaining 4 seconders, the Chair shall be relinquished to an Executive Member of the Steering Committee. The proposer must then speak to inform the meeting what the Chairperson's ruling should have been. The defending Chairperson may then speak against the procedural motion. The proposer then has a right of reply followed by the vote.

2.8.4.3 **If passed:** The defending Chairperson shall retake the Chair and accept the meeting's ruling.  
**If defeated:** The defending Chairperson shall retake the Chair and their ruling shall stand.

2.8.5 A vote of no confidence in the Chairperson.

- 2.8.5.1 This can only be proposed after a point of order has been raised.
- 2.8.5.2 After proposing this procedural motion and gaining 4 seconders, the Chair shall be relinquished to an Executive member of the Steering Committee. The proposer must then speak to inform the meeting why they should have no confidence in the Chairperson. The defending Chairperson may then speak against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote.
- 2.8.5.3 **If passed:** The defending Chairperson shall not take the Chair at the meeting again, and the new Chairperson shall continue the debate from where it was interrupted.  
**If defeated:** The defending Chairperson shall retake the Chair and continue the debate from where it was interrupted.
- 2.8.6 The motion be remitted to a named committee.
  - 2.8.6.1 After proposing this procedural motion and gaining 4 seconders, the proposer must speak for the procedural motion, a speech against the procedural motion may be heard, the proposer of the procedural motion then has the right of reply, followed by the vote.
  - 2.8.6.2 **If passed:** The motion is remitted to the named committee at the first opportunity, who shall in turn inform Union Council of its decision. The meeting will continue with the next item on the Agenda.  
**If defeated:** The debate continues from where it was interrupted.
- 2.8.7 Named Standing Order(s) is (are) suspended for a said time.
  - 2.8.7.1 All suspensions must terminate. End of the meeting
  - 2.8.7.3 After proposing this procedural motion and gaining 4 seconders the proposer must speak for the procedural motion stating: what should be suspended, for how long, and for what reason. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote, where a two-thirds majority is required.
  - 2.8.7.4 **If passed:** The meeting shall continue from where it was interrupted, taking into account the suspended Standing Order(s). The Chairperson should notify the meeting of when a suspension has terminated.  
**If defeated:** The meeting shall continue as normal from where it was interrupted.
- 2.8.8 The motion, or the amendment under debate, is taken to the vote in parts.
  - 2.8.8.1 A motion or amendment may only be taken in parts once.
  - 2.8.8.2 After proposing this procedural motion and gaining 4 seconders, the proposer must speak for the procedural motion, defining the parts and stating the reasons for this action. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply followed by each vote.
  - 2.8.8.3 **If passed:** Each part shall be voted upon, after a speech for, a speech against and a right of reply has been heard.  
**If defeated:** The debate shall continue from where it was interrupted.
- 2.8.9 The motion be taken to secret ballot.
  - 2.8.9.1 After proposing this procedural motion and gaining 4 seconders, the proposer must speak for the procedural motion, stating the reason for this action. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply followed by a vote.

- 2.8.9.2 **If passed:** The secret ballot will be undertaken.  
**If defeated:** Reversion to normal voting procedure.

2.8.10 Procedural motions may not be proposed while a member is speaking, or during the act of voting.

- 2.8.10.1 Only one Procedural Motion may be considered at one time.

## **2.9 ASKING QUESTIONS**

2.9.1 Only two types of questions may be asked;

2.9.1.2 A Point of Order: If a member feels that the Chairperson is not conducting the meeting correctly, the member may interrupt any part of the meeting by shouting 'ORDER!'. On gaining the Chairperson's attention, the member should ask the Chair: - "Is it in order that..."

2.9.1.3 A Point of Information: If a member wishes to ask a speaker a question the member should raise their hand, gaining the attention of the Chairperson and wait until the speaker finishes. Once this has occurred the member may ask one question at a time, and include no debate when asking.

## **2.10 VOTING**

2.10.1 At the conclusion of a debate for a motion, an amendment, a part of a motion or an amendment, or a procedural motion, the meeting shall resolve any dispute by taking a vote.

2.10.2 The outcome of a vote requires a simple majority unless otherwise stated in the Constitution.

2.10.3 Voting shall be by a show of CSU Membership Cards.

2.10.4 The outcome of the vote shall be determined by the Chair counting the appropriate majority, after asking to see 'those for', 'those against' and any abstentions.

2.10.5 In the event of a dispute over the Chair's determination of the outcome of a vote, the Chair shall appoint two tellers from the floor, who shall count 'those for', 'those against' and 'those abstaining' independently, and give the numbers to the Chairperson. Any objection to the appointed tellers should be brought to the attention of the meeting.

2.10.6 In the event that the number of members abstaining is greater than the sum of members voting for and against, the motion shall be tabled.

## **2.11 VOTE OF NO CONFIDENCE**

2.11.1 A motion proposing 'No Confidence' in a Students' Union Officer or Officers may be put to any normal Union Council Meeting.

2.11.2 A vote of "No Confidence" requires an absolute majority to be passed.

## **2.12 POLICY**

2.12.1 Any policy agreed by Union Council for an indefinite period of time shall have a policy lapse of 3 years. After 3 years, the Steering Committee shall bring the motion to a Union Council meeting, proposing whether the policy should lapse or not (as they feel appropriate).

2.12.2 All decisions taken at a Union Council Meeting shall be binding unless rescinded by another Union Council Meeting or AGM.

- 2.12.3 All decisions made at Union Council Meetings cannot be heard again for the duration of the term they were submitted.

## **ARTICLE 3: Procedures Relating To All Other Committee Meetings**

- 3.1 These Standing Orders shall apply to all meetings of Union Council, its Sub Committees and Standing Committees.

### **3.2 NOTICE**

- 3.2.1 The date and time of the next meeting should be decided at the end of each meeting.
- 3.2.2 Emergency meetings may only be called by the appropriate Chairperson - giving 24 hours notice.

### **3.3. THE CHAIR**

- 3.3.1 Only the appropriate Chairperson or their representative may chair the meeting.
- 3.3.2 If the Chair or their representative is not available, only the President or Vice President(s) may take the Chair.
- 3.3.3 A proposal from the Chair does not need to be seconded.
- 3.3.4 The Chair shall only have a casting vote.
- 3.3.5 The Chair shall, at all times, chair the meeting impartially. Should the Chair feel unable to do so then they must relinquish the Chair until the item under discussion has finished. The meeting may nominate a new Chair for the duration of this period.

- 3.4 MEMBERSHIP:** If an Executive Officer post is vacant, another Executive Officer may be nominated by the Executive Committee to meet the vacant officer's committee commitments.

### **3.5 ATTENDANCE**

- 3.5.1 A quorum of a simple majority is required for all committees.
- 3.5.2 Elected members of a committee should attend all meetings.
- 3.5.3 A member who is unable to attend should send apologies to the Chairperson before the meeting commences.
- 3.5.4 A member who is absent three times consecutively without adequate apologies, shall be reported to Union Council by the Chairperson. Union Council are then at liberty to remove that member from office.
- 3.5.5 A guest may observe committee meetings with the Chairperson's permission beforehand, who may wish to leave the decision to the discretion of the committee.
- 3.5.6 The committee may co-opt full-time or part-time members of the Students' Union at their discretion, but co-opted members shall not vote or be counted in the quorum.
- 3.5.7 If the President or Vice President attends meetings where they are not committee members, their status shall be observers with speaking rights.

### **3.6 PROPOSALS AND VOTING**

- 3.6.1 Any member of a committee may make a proposal to the committee; the proposal requires a seconder to stand, unless it is made by the Chairperson.
- 3.6.2 Any differences shall be resolved by a vote, each member having one vote, except Chairperson, who only has a casting vote if they so wish.
- 3.6.3 All votes for, against and abstentions shall be recorded.

### **3.7 MINUTES**

- 3.7.1 Minutes of all business should be taken at every meeting.
- 3.7.2 The minutes of the last meeting shall be checked, proposed and seconded as a true record, at every meeting.
- 3.7.3 The minutes of all committee meetings must be made available to the Committee Secretary no longer than 2 days after the meeting.
- 3.7.4 The minutes of all Students' Union Committees must be presented to Union Council at the first opportunity.
- 3.7.5 The normal Agenda for meetings shall be:
  - Attendance
  - Apologies
  - Minutes of Last meeting
  - Matters Arising from Last meetings Minutes
  - Agenda Items
  - Any Other Business
  - Time and Date of Next Meeting

### **3.8 FINANCE**

- 3.8.1 Any funds kept in the name of the committee shall be spent at the discretion of the committee, if approved by Finance Committee.
- 3.8.2 The Finance Committee will ensure that Ultra Vires regulations are not contravened.

**3.9 UNION COUNCIL:** It is within the power of Union Council to either refer matters back to a committee, or overrule a decision of a committee.

## **ARTICLE 4: Elections Standing Orders**

### **4.1 GENERAL**

- 4.1.1 These Standing Orders shall apply to every Election of the Students' Union.
- 4.1.2 The Returning Officer (or the Deputy) shall be responsible for the proper running of all Students' Union elections. The Returning Officer must not propose or second the candidates.

### **4.2 PROCEDURE PRIOR TO AN ELECTION**

- 4.2.1 At least 14 days before polling day nominations must be invited. Notices inviting nominations must list the nature of the posts, the number to be elected, time and date nominations close, place nominations can be received, date and time of polling. Also the date and time of Question Time, where applicable.

- 4.2.2 NOMINEE; Any FULL member of the Students' Union without any prior Students' Union disciplinary record may stand for a Students' Union post, pertaining appropriate categories. Once the nomination is accepted the nominee is a CANDIDATE.
- 4.2.3 Deferred Students may stand in the summer elections for the posts for the next academic year. This is providing they meet with the regulations in the Constitution.
- 4.2.4 PROPOSER; Any FULL member of the Students' Union may propose a nominee pertaining appropriate categories.
- 4.2.5 SECONDER; Any full-time or part-time member of the Students' Union may second a nominee pertaining, appropriate categories.
- 4.2.6 In any Students' Union election, a candidate, a proposer, or a seconder shall not be allowed to propose or second more candidates than there are posts in the same election.
- 4.2.7 Nominations must be on an official form prepared by the Returning Officer and are only valid with 1passport photograph of the candidate.
- 4.2.8 Any Nominee for a Union Council post must hand in a self-produced Manifesto of approximately 200 words with the Nomination Form. These Manifestos are to be photocopied and displayed in designated areas, to be decided by the Returning Officer, including the election box, on polling day.
- 4.2.9 On receipt of the Nomination Form, the Returning Officer must check to ensure the Nominee, Proposer and Secunder are eligible and that all other regulations are adhered to.
- 4.2.10 All nominations must be received by the date and time advertised, any nominations received after this time shall be considered null and void. This includes Manifestos where applicable.
- 4.2.11 On reaching the closing time for nominations, the Returning Officer shall publish the names of all candidates within 24 hours. This includes Manifestos where applicable.

### **4.3 QUESTION TIME/HUSTINGS**

- 4.3.1 Question Time shall be held for candidates nominated for all of the Executive Posts and NUS delegates to National Conference.
- 4.3.2 Question Time is a meeting giving Executive candidates an opportunity to speak and answer questions on their policies and suitability for the post.
- 4.3.3 Question Time shall be chaired by the Returning Officer, or Deputy, where applicable. If neither are available, any member of the Steering Committee who has not proposed or seconded any of the Candidates shall take chair.
- 4.3.4 When the Chairperson speaks they shall be heard in silence.
- 4.3.5 The Chairperson has the right to overrule any questions or comments they think are inappropriate.
- 4.3.6 The meeting shall proceed taking each part in turn and allowing each candidate 3 minutes to speak at the start of the meeting, at the discretion of the Chairperson.
- 4.3.7 Any written questions put to the candidates must not be directed towards any individual candidate. Questions must be directed in accordance with the election regs.
- 4.3.8 The candidates will take it in turn to answer questions first.

- 4.3.9 The first questions to be heard shall be those questions in written and received by the Returning Officer before Question Time commences.
- 4.3.10 Questions shall then be heard from the floor.
- 4.3.11 The candidates shall be allowed 1 minute each to answer questions, at the discretion of the Chairperson.
- 4.3.12 Question Time shall not be governed by the meeting Standing Orders contained in this constitution.

**4.5 CAMPAIGNING:** Campaigning shall not be defamatory and shall not take place in the immediate vicinity of the Ballot Box, nor shall it contravene the health and safety policy of the Union or College. It should also be carried out in the manner laid down by the Returning Officer with all rules and regulations of the time being adhered to.

#### **4.6 VOTING**

4.6.1 Voting times are at the discretion of the Steering Committee. Nomination Forms and Manifestos shall be placed on a notice board within eyesight of the elections desk on the day prior to the Election Day.

4.6.2 If the required percentage poll has not been achieved after the specified period of voting, the election shall be deemed null and void and nominations re-opened at the next appropriate time.

4.6.3 Voting shall be by secret ballot, using the appropriate voting system as set out in Election Regulations.

4.6.4 A Poll Clerk shall be a FULL member of the Students' Union who shall be ratified by Steering Committee to assist with the distribution and collection of ballot papers.

4.6.5 No candidate, proposer, or seconder in the election may be a Poll Clerk.

4.6.6 The ballot box and ballot papers must be situated in a central public place, and be controlled by at least two Poll Clerks.

4.6.7 The voting procedure shall be as follows:

4.6.7.1 The voter shall present their NUS Card or any valid College ID to the Poll Clerk.

4.6.7.2 The Poll Clerk shall check off the voter's name from the nominal roll.

4.6.7.3 The Poll Clerk shall give an officially stamped ballot paper to the voter.

4.6.7.4 The voter should read the instructions on the ballot paper, vote, and place the ballot paper in the ballot box.

4.6.7.4 The Poll Clerk will mark the NUS Card, signifying a vote has been made.

4.6.8 If the voter spoils the ballot paper, they may obtain a replacement from the Poll Clerk in exchange for the spoilt ballot paper, which shall be destroyed.

4.6.9 A voter may only vote once for each post in an election.

4.6.10 A voter who will be absent on the Election Day is entitled to a Proxy Vote or postal vote.

4.6.11 The absentee may obtain a proxy vote from the Returning Officer by presenting their NUS Card or valid University ID and naming the person who will carry the proxy vote.

4.6.12 The proxy carrier must then present the proxy vote to the Poll Clerk at the Ballot Box, who can then follow the normal procedure for the absentee.

#### **4.7 COUNTING**

4.7.1 Counting shall take place at a location designated by the Returning Officer.

- 4.7.2 A teller shall be a FULL member of the Students' Union or Union staff member and shall be ratified by Steering Committee to assist the Returning Officer in counting the poll and the ballot papers. Any objections to the appointed teller should be brought to the attention of the Returning Officer.
- 4.7.3 No candidate, proposer, or seconder in the election may be a teller.
- 4.7.4 Those present at the count shall be the Returning Officer, the Steering Committee, the Tellers and any member who writes and informs the Returning Officer of their intention to observe, before the ballot box has opened.
- 4.7.5 The procedure of the count shall be as follows: -
- 4.7.5.1 The ballot box shall remain closed until it is established from the nominal roll that the required percentage poll has been achieved.
- 4.7.5.2 If the required percentage poll has been achieved, the ballot papers will be distributed amongst the tellers, who shall count the votes according to the Single Transferable Vote, under the supervision of the Returning Officer. Any ballot paper from which it is not clear a first preference can be ascertained, shall be deemed spoilt. This is at the discretion of the Returning Officer.
- 4.7.5.3 The overall percentage poll shall be calculated and recorded.
- 4.7.5.4 If Re-open Nomination gains the greatest number of votes in a particular election, then this shall be deemed a vote of 'No Confidence' in the candidate(s) and the election is declared void. A new election shall then be called at the next appropriate time.
- 4.7.5.5 To gain a vote of confidence a candidate must obtain a simple majority of the valid votes cast, when the members are asked to either abstain or vote for the candidate.
- 4.7.5.6 In the event of a tie or dead heat the discretion of the Returning Officer shall be observed. The decision of the Returning Officer (or Deputy) shall be final.
- 4.7.6 Ballot papers shall be kept secure for 14 days after the count, after which they should be destroyed.
- 4.7.7 Any candidate may request one recount at the count, and if still not satisfied must immediately state dissatisfaction and the intent to notify Union Council, through the President.
- 4.8 RETURNING THE RESULT**
- 4.8.1 Whenever possible the candidates should be notified of the result immediately, although they may be told this in confidence until the Returning Officer wishes it to be made public.
- 4.8.2 The basic results of all elections should be announced to the Students' Union members on the evening of the count day whenever possible.
- 4.8.3 The basic results of all elections should be publicised to the Students' Union members on the following weekday whenever possible.
- 4.9.4 The detailed results of all elections should be published to the Students' Union members, Vice Chancellor and University Head of Registry Services within one week of the result being known.
- 4.9.5 The plans for an election, the detailed results of an election, and a summary of the conduct of the election should all be reported to Union Council at the first opportunity.
- 4.9.6 A record of all nominations, with photographs and Manifestos where appropriate, shall be monitored by the Steering Committee for 3 years and shall be available to any member of the Students' Union.