



# STANDING ORDERS

BY LAW of

**CHESTER STUDENTS' UNION**

Passed at Trustee Board on 30/10/17

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## **Introduction**

These standing orders detail the procedures for all general meetings of Chester Students' Union (CSU), Student Council, Sub Committees and policy duration.

### **1. General**

- 1.1 These Standing Orders shall apply to committee meetings of the Students' Union.
- 1.2 These Standing Orders may only be amended by The Trustee Board.
- 1.3 Any amendments to these Standing Orders passed by the Trustee Board shall apply immediately.

### **2. Annual General Meeting Procedures**

- 2.1 The Union shall hold an annual Members' meeting once in each Academic Year which shall be called and held in accordance with the By-Laws. The annual Members' meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Members to attend.
- 2.2 Any annual general meeting held under this Article shall not be a general meeting of the Union for the purposes of the Companies Acts.
- 2.3 **Location of Meetings** shall be in accordance with the Article 17 of CSU Articles of Association.
- 2.4 **Length of Notice** shall be in accordance with the Article 18 of CSU Articles of Association.
- 2.5 **Contents of Notice** shall be in accordance with the Article 19 of CSU Articles of Association.
- 2.6 **Service of Notice** shall be in accordance with the Article 21 of CSU Articles of Association.
- 2.7 **Quorum** shall be in accordance with the Article 22 of CSU Articles of Association.
- 2.8 **Attendance and speaking by Trustees and non-members** shall be in accordance with the Article 24 of CSU Articles of Association.
- 2.9 **Adjournment** shall be in accordance with the Article 25 of CSU Articles of Association.
- 2.10 **Content of proxy notices** shall be in accordance with the Article 28 of CSU Articles of Association, and in addition:
  - 2.10.1 Each student may only hold a maximum of 5 proxy votes,
  - 2.10.2 A Member appointing a proxy must complete the provided CSU proxy form,
  - 2.10.3 All proxy forms must be submitted to the Chairperson at least 3 working days before the meeting.

2.11 **Agenda Items** shall be in accordance with the Article 19 of CSU Articles of Association, and;

2.11.1 Additional proposals for the agenda must be received by the Chairperson 10 days prior to the AGM.

2.11.2 All items on the agenda must be clearly published 7 days prior to the AGM, and clearly published through Union media.

2.11.3 Amendments to items on the agenda must be received by the Chairperson 3 days prior to the AGM.

2.11.4 All amendments to items on the agenda will be clearly published through Union media.

## 2.12 **Proposal Rights**

2.12.1 Any Committee of the Students' Union or full member of the Students' Union are entitled to propose or second a motion.

2.12.2 A motion put forward by the Union shall assume its Chairperson as the proposer, and the relevant committee as its seconders.

2.12.3 A motion proposed by a member requires 4 seconders.

## 2.13 **Chairperson**

2.13.1 The chair of the Trustee Board or in his or her absence the Deputy Chair of the Trustee Board shall preside as chair of the meeting.

2.13.2 Whenever the Chair speaks, they shall be heard in silence and any other member shall cease from speaking at once.

2.13.3 All debate should be addressed through the Chair.

2.13.4 The Chair shall decide who shall speak.

2.13.5 The Chair shall limit each speaker to 4 minutes, or longer at the discretion of the meeting.

2.13.6 The Chair shall confine each speaker to discuss the motion at hand, and refrain each speaker from unnecessary or defamatory remarks.

## 2.14 **Minutes**

2.14.1 A Union staff member shall minute the meeting and shall be responsible for presenting the Chairperson with a copy no later than 5 days after the meeting.

2.14.2 The Chairperson must publish the minutes within 7 days after the meeting.

2.14.3 Any dispute to the minutes must be raised as a proposal to the next AGM.

**2.15 The order of speeches on a motion must be as follows:**

- 2.15.1 Proposal speech;
- 2.15.2 Speech against motion;
- 2.15.3 Speech for the motion;
- 2.15.4 Speech against ;
- 2.15.5 ...Continue speeches for and against until no-one wishes to speak or procedural motion is passed;
- 2.15.6 The right of reply, followed by the vote.
- 2.15.7 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.
- 2.15.8 The order of speeches on a motion, to which amendments have been proposed, must be as follows:
  - 2.15.8.1 Proposal speech for main motion;
  - 2.15.8.2 Proposal speech for the amendment;
  - 2.15.8.3 Speech against amendment;
  - 2.15.8.4 Speech for amendment
  - 2.15.8.5 ... continuing speeches, for and against the amendment until no-one wishes to speak or procedural motion is passed.
  - 2.15.8.6 The right of reply from the proposer of the amendment, followed by a vote on the amendment.
  - 2.15.8.7 Any other amendments are duly treated in turn as in ii), iii), iv) and v) above.
  - 2.15.8.8 Proposal speech for the substantive - that left after amendments have been considered.
  - 2.15.8.9 Speech against the substantive.
  - 2.15.8.10 Continuing speeches for and against the substantive until no one wishes to speak or procedural motion is passed.
  - 2.15.8.11 Right of reply by proposer of substantive followed by the vote.
- 2.15.9 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.

**2.16 A challenge to the Chairperson's ruling**

- 2.16.1 This can only be proposed after a point of order has been raised.
- 2.16.2 After proposing this procedural motion and gaining 4 seconders, the Chair shall be relinquished to a Trustee Board member. 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.

**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.

## 2.17 A vote of no confidence in the Chairperson

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

2.17.2 After proposing this procedural motion and gaining 4 seconders, the Chair shall be relinquished to a Trustee Board member. 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.

**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.

## 2.18 The motion be remitted to a named committee

2.18.1 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.

**If passed:** The motion is remitted to the named committee at the first opportunity. The meeting will continue with the next item on the Agenda.

**If defeated:** The debate continues from where it was interrupted.

## 2.19 The motion, or the amendment under debate, is taken to the vote in parts

2.19.1 A motion or amendment may only be taken in parts once.

2.19.2 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.

**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.

## 2.20 The motion be taken to secret ballot

2.20.1 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.

**If passed:** The secret ballot will be undertaken.

**If defeated:** Reversion to normal voting procedure

## 2.21 Asking Questions. Only two types of questions may be asked;

2.21.1 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..."

2.21.2 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.

## 2.22 Voting

2.22.1 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.

2.22.2 The outcome of a vote requires a simple majority unless otherwise stated in the Articles of Association.

2.22.3 Voting shall be by a show of hands.

2.22.4 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.

2.22.5 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.

2.22.6 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.

## 3. Policies

3.1 All Union policies shall be reviewed at least every 3 years, at which time it shall be taken to the appropriate committee for review or revision as appropriate.

#### **4. Student Council**

4.1 Student Council shall be in accordance with the Article 19 of CSU Articles of Association.

4.2 The Officer Trustees shall be full members of Students Council

4.3 Students Council will reflect the demographic variety of students. Students Council will determine annually those representatives to be included for the following year.

4.4 Students Council representatives will be elected through secret ballot.

#### **5. Sub Committees**

5.1 The Trustee Board or Student Council may form other sub committees as deemed appropriate. The frequency, chair and formalities of these meetings will be agreed by the Trustee Board and the sub committee.

5.2 The function of each Sub Committee is to act on behalf of the Student Council and Trustee Board in pursuing the aims of Chester Students' Union.

5.3 The chair or their nominee, of each sub committee will report back to the next Student Council.

5.4 Where appropriate, minutes shall be kept of all sub committee meetings.