



STANDING ORDERS

of the

STUDENTS ASSOCIATION

1. MEETINGS

1.1. Regular Meetings

1.1.1. The Councils shall hold regular meetings every fourteen days in term time, excluding pre-session and revision weeks.

1.1.2. The Chair shall announce a schedule of regular meetings of the Council at the commencement of each semester and after the March elections diet; such announcement shall constitute notice of the meetings.

1.2. Special Meetings

1.2.1. The Chair shall provide at least 24-hours' notice of special meetings and shall clearly post notice of any such special meeting on the front doors of the Union, in the Union General Office, online, and in other appropriate fora as the Students' Association Executive Committee may from time to time determine no less than 12 hours before the meeting convenes; whenever practical, such notice shall contain the business to be discussed at that meeting.

1.3. Joint Meetings

1.3.1. When the Councils are convened jointly, the quorum and voting on substantive motions shall be considered as if the Councils were convened separately.

1.3.2. When the Councils are convened jointly, voting on procedural motions shall be determined as if the Councils formed a single body.

1.4. Call to Order

1.4.1. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.

1.4.2. If a quorum is not present within half an hour of the time fixed for the start of a meeting, the Chair shall deem the meeting to have failed to have been duly constituted and within 48 hours give notice of a special meeting to conduct the business listed on the agenda for the meeting.

1.5. *In Camera* Proceedings

1.5.1. The Councils may, with the assent of two-thirds of members present and voting, adjourn *in camera* for the discussion of any extraordinary business that may require secrecy.

1.5.2. The adoption of a motion to adjourn *ex camera* shall require the support of more than one-third of members present and voting.

1.5.3. If the Councils adjourn *in camera*, the Chair shall direct the galleries to be cleared; and during the discussion of such motion the doors shall remain closed.

1.5.4. The entire proceedings of an *in camera* session are secret; a Member may subsequently comment on the nature of subjects discussed, but these comments may in no way refer to what was transacted in the closed session unless the Councils, with the assent of two-thirds of members present and voting, release the injunction on secrecy in these proceedings.

1.5.5. Minutes shall be maintained in an *in camera* proceeding, but these minutes shall not be circulated except to members of the relevant Council and the Administrator.

1.6. Recesses

1.6.1. All meetings, after sitting for two continuous hours, shall recess for a period of 10 minutes, unless otherwise ordered by the Councils.

1.6.2. The Councils may recess for a period of up to 30 minutes at any time.

1.7. Cancellation

1.7.1. The Chair may cancel a meeting and provide notice of the same if any of the following conditions are met:

1.7.1.1. A sufficient number of members submit apologies to the Chair to preclude a quorum from assembling.

1.7.1.2. There is no business (including reports required by these Standing Orders) for the agenda.

1.7.1.3. The cancellation is issued concurrently with notice of a joint meeting of the Council that was scheduled to meet and the other Council.

2. QUORUM

2.1. Quorum

2.1.1. Three-fifths of directly elected members shall constitute a quorum to do business in each of the Councils.

2.1.2. A principal exercising a proxy is not to be counted in determining whether a quorum is present.

2.2. Quorum Calls

2.2.1. If, at any time during a legislative proceeding of the Councils, a question shall be raised by any Member as to the presence of a quorum, the Chair shall forthwith call the roll and shall announce the result.

2.2.2. If a Member present in the chamber in which the Councils have convened fails to respond to a quorum call, the Chair may visually ascertain his presence and record said Member as present.

2.2.3. If the presence of a quorum is ascertained in a quorum call, no Member may request a consecutive quorum call unless some business has intervened.

2.3. Business in the Absence of a Quorum

2.3.1. If, at any time during a legislative proceeding of the Councils, a quorum call ascertains that a quorum is not present, no motion shall be in order except a motion to fix the time to which to adjourn, a motion to adjourn, and a motion to recess.

3. ATTENDANCE

3.1. Register of Attendees

3.1.1. The names of all Members present, all persons in attendance, all Members absent with valid apologies, and all Members absent without valid apologies shall be recorded in the minutes.

3.2. Attendance of Non-Members

3.2.1. It shall be in order for any matriculated student who has not exercised their right to opt out of the Students' Association to attend a meeting of the Association. Except as otherwise provided, they shall be allowed to speak only at the discretion of the Chair.

3.2.2. Notwithstanding the provisions of Section 3.2.1, the Chair may limit the number of matriculated students in attendance of a meeting if, in his judgement, the legal capacity of the room in which the meeting has convened has been reached.

3.2.3. Members of the Association in attendance of a meeting shall sit in an area designated by the Chair and in no case sit at the table where the Members have convened.

4. AGENDA

4.1. Circulation of Agenda

4.1.1. The Chair shall ensure that the Agenda appears and is circulated at least two days in advance of each regular meeting.

4.1.2. The Agenda must be posted in public fora at least 24 hours in advance of the meeting.

4.2. Discretion to Determine Order of Motions

4.2.1. The Chair shall, at his discretion or on the direction of the the Students' Association Executive Committee, determine the order of consideration of duly submitted motions at a meeting within the confines of Section 5, subject to appeal and motions to postpone consideration thereof.

4.2.2. The Students' Association Executive Committee may act as a steering Committee for the Councils.

5. ORDER OF BUSINESS

5.1. Regular Meetings

5.1.1. The order of business for regular meetings of the Councils shall be:

5.1.1.1. Adoption of the Agenda

5.1.1.2. Apologies for Absence

5.1.1.3. Adoption of the Minutes of the Previous Meeting

5.1.1.4. Matters Arising from the Minutes of the Previous Meeting

5.1.1.5. Open Forum

5.1.1.6. Reports of Sabbatical Officers

5.1.1.7. Reports of Officers

5.1.1.8. Unfinished General Business

5.1.1.9. New General Business

5.1.1.10. Any Other Competent Business

5.2. Special Meetings

5.2.1. The order of business for special meetings of the Councils shall be:

5.2.1.1. Adoption of the Agenda

- 5.2.1.2. Apologies for Absence
- 5.2.1.3. Unfinished General Business
- 5.2.1.4. New General Business
- 5.2.1.5. Any Other Competent Business

6. ITEMS OF BUSINESS

6.1. Notice of Substantive Motions

- 6.1.1. Except as provided in Section 6.2, all substantive motions shall be submitted to the Chair no later than 72 hours prior to the time specified for a Regular Meeting of a Council.

6.2. Notice of Emergency Substantive Motions

- 6.2.1. At the discretion of the Chair, a substantive motion may be introduced without notice if it refers to matters arising in the course of the meeting, it refers to matters arising in the previous 72 hours, or it is of overwhelming importance.

6.3. Open Forum

- 6.3.1. At each regular meeting of the Councils, there shall be an Open Forum period at which matriculated students or Members of the Association may address the Councils for up to two minutes.
- 6.3.2. The Chair shall enable matriculated students or Members of the Association to register to speak during a period to begin no more than fifteen minutes prior to the scheduled commencement of the meeting and to end no later than the actual commencement of the meeting.
- 6.3.3. The Chair shall recognise matriculated students or Members of the Association to speak in the order of their registration.

6.4. Motions Submitted by Petition

- 6.4.1. Upon the submission to the Chair of a petition to consider a motion signed by 25 Members of the Association, the Chair shall place said motion on the agenda of the next regular meeting of the relevant Council.
- 6.4.2. For the purposes of the consideration of the motion, the first signatory of the petition shall be deemed the proposer of the motion and shall have full speaking rights to debate the motion.

7. MINUTES

7.1. Minute Secretary

- 7.1.1. Minutes of the meeting shall be taken by the Minute Secretary or in their absence, by a nominee of the Chair; upon approval, the minutes will be signed by the Chair and the President.

7.2. Approval by Electronic Mail

- 7.2.1. The Minute Secretary shall submit minutes of the meeting to the Chair as soon as feasible following the adjournment of any meeting.
- 7.2.2. The Chair shall forthwith circulate the minutes to the members of the body in question; if the Chair does not receive an objection to the adoption of the minutes within 24 hours of circulation of the minutes, the minutes shall be deemed adopted and ordered published. If the Chair

receives objections to the adoption of the minutes, adoption shall be postponed until the next meeting of the body in question.

7.3. Filing Minutes

7.3.1. The Chair shall ensure that a set of fully amended minutes is placed on file and published electronically.

8. CHAIR

8.1. Selection of the Presiding Officer

8.1.1. Meetings of the Councils shall be chaired by the Association Chair, whom failing the Senior Officer, whom failing the Deputy Senior Officer, whom failing a temporary chair elected from the Council.

8.1.2. Joint meetings of the Councils shall be chaired by the Association Chair, whom failing one of the Senior Officers of the SRC and SSC, whom failing one of the Deputy Senior Officers of the SRC and SSC, whom failing a temporary chair elected from the Councils.

8.1.2.1. The order of precedence of the Senior Officers and Deputy Senior Officers of the SRC and SSC in assuming the Chair shall alternate with each Joint Meeting of the SRC and SSC.

8.1.2.2. The SRC officers shall have precedence in odd-numbered weeks and the SSC officers shall have precedence in even-numbered weeks.

8.2. Requirement to Maintain Order

8.2.1. The Chair shall maintain order and decorum in the chamber in which the Council convenes and if a disturbance in the gallery occurs may, on his own initiative or on instruction from the Council in the form of an adopted motion, order the same to be cleared.

8.3. Questions of Order and Appeals

8.3.1. The Chair shall decide all questions of order, subject to an appeal by any Member.

8.3.1.1. Notwithstanding the foregoing provision, the Chair may submit a question of order for the decision of the Council.

8.3.2. The Chair's ruling on any matter shall be final unless a duly seconded appeal is taken from the decision of the Chair.

8.3.3. When an appeal is taken from the decision of the Chair, the Chair shall briefly state the rationale for the decision challenged and full debate shall be allowed on the question 'Shall the decision of the Chair be sustained?'.
8.3.4. The Chair may not rule an appeal dilatory, unless the ruling in question arises from a known fact, evident truth, or an established rule or law.

8.3.4. The Chair may not rule an appeal dilatory, unless the ruling in question arises from a known fact, evident truth, or an established rule or law.

8.3.5. After having been sustained upon an appeal, the Chair need not entertain another appeal from the same Member if it is evident that the Member is trying to obstruct business.

8.4. Selection of Speakers

8.4.1. The Chair shall have sole discretion in the choice of speakers, subject to an appeal.

8.5. Participation in Debate from the Chair

8.5.1. The Chair may not participate in debate without vacating the Chair.

8.5.2. The Chair may of his/her own volition put a procedural motion before the Councils.

8.6. Broadcasting and Recording of Proceedings

8.6.1. The Chair or his designee may administer, direct, and control a system for the audio and/or visual broadcasting and/or recording of the proceedings of the Councils.

8.7. Extraordinary Recess Authority

8.7.1. To suspend the business of the Councils for a short time when no question is pending, the Chair may declare a recess subject to the call of the Chair.

8.7.2. To suspend the business of the Councils when notified of an imminent threat to its safety, the Chair may declare an emergency recess subject to the call of the Chair.

8.7.3. To suspend the business of the Councils when grave disorder occurs within the chamber, the Chair may declare an emergency recess or adjournment subject to the call of the Chair.

9. DEBATE

9.1. Requirement for Germaneness

9.1.1. Members shall confine their remarks to the matter under discussion.

9.2. Limits on Debate

9.2.1. No Member shall speak more than twice upon any one question in debate on the same legislative day without leave of the Chair.

9.2.2. The Member who proposes a motion may open and close debate thereon.

9.2.3. The Chair may determine the limits of debate for speeches on any question, provided that the same amount of time is accorded to each member and that limit is announced before debate commences on the question.

9.2.4. Notwithstanding the forgoing provisions, the Councils may extend or restrict the limits on debate.

9.3. Recognition

9.3.1. No Member shall address the Councils without first being recognised by the Chair.

9.3.2. No Member shall interrupt another Member in debate without his/her consent, and to obtain such consent he shall first address the Presiding Officer, except for a motion to extend the limits of debate, a point of order, a parliamentary inquiry, or raising a question of privilege.

10. DECORUM

10.1. Requirement to Avoid Personality

10.1.1. Remarks in debate shall be confined to the question under debate, avoiding personality.

10.1.2. No Member in debate shall, directly or indirectly, by any form of words impute to another Member any conduct or motive unworthy or unbecoming a Member, unless such a comment is germane to the matter under consideration.

10.2. Calling a Member to Order

10.2.1. If any Member, in speaking or otherwise, in the opinion of the Chair transgress these Standing Orders, the Chair shall, either on his own motion or at the request of any other Member, call him to order. When a Member shall be called to order he/she shall take his seat, and may not proceed without leave of the Council, which, if granted, shall be upon motion that he/she be allowed to proceed in order, which motion shall be determined without debate.

10.2.2. If a Member be called to order for words spoken in debate, upon the demand of the Member or of any other Member, the exceptionable words shall be taken down in writing, and read at the table for the information of the body in question.

10.3. Dilatory Speeches

10.3.1. The Chair after having called the attention of the Councils to the conduct of a Member who persists in irrelevance, or tedious repetition either of his own arguments or of the arguments used by other Member in debate, may direct him to discontinue his/her speech.

10.4. Naming Individuals

10.4.1. It shall be in order for the Chair to name a Member or matriculated student and thereafter to direct the named person to withdraw from the meeting, if his or her behaviour is disruptive.

10.5. Motions of Censure

10.5.1. There shall be a motion of censure, which shall apply to a limited matter or range of matters related to the official conduct of a Member.

10.5.2. A motion of censure shall be out of order if it poses a question of confidence in the relevant Member's ability to carry out the functions of his/her office.

10.5.3. A motion of censure shall have precedence over all other pending business including a substantive motion except a motion of no confidence.

10.5.4. A motion of censure introduced after the deadline for the submission of motions shall be deemed to be of overwhelming importance.

10.6. Motions of No Confidence

10.6.1. There shall be a motion of no confidence, which shall apply to the ability of a Member to carry out the functions of his/her office.

10.6.2. The support of two-thirds of the members present and voting shall be required to adopt a motion of no confidence.

10.6.3. A Member against whom a motion of no confidence is adopted shall have no voting or speaking rights in the Councils or any subcommittees thereof.

10.6.4. A motion of no confidence shall have precedence over all other pending business including a substantive motion.

10.6.5. A motion of no confidence introduced after the deadline for the submission of motions shall be deemed to be of overwhelming importance.

11. SUBSTANTIVE MOTIONS

11.1. Substantive Motions in General

11.1.1. Main motions and amendments shall be substantive motions.

11.2. Requirement for Second

11.2.1. All substantive motions shall require a second.

11.3. Withdrawing a Substantive Motion

11.3.1. Once a substantive motion is proposed and seconded and the Chair puts the question before the Councils, it may not be withdrawn without the leave of the Councils.

11.4. Precedence of Amendments

11.4.1. All procedural motions shall have precedence over amendments, except a motion to postpone indefinitely.

11.5. Requirement for Germaneness in Amendments

11.5.1. No motion or proposition on a subject different from that under consideration shall be admitted under colour of amendment.

11.6. Amendments in the Second Degree

11.6.1. Only one amendment shall be considered at a time. An amendment in the second degree shall be permissible; however, an amendment in the third degree shall be out of order.

11.7. Requirement to Reduce Amendments to Writing

11.7.1. An amendment shall be reduced to writing and read, and a copy shall be provided by the Member offering the amendment or instruction to the Chair.

11.8. Division of a Question

11.8.1. Any Member may call for a division of the question, which shall be divided if it contains propositions in substance so distinct that one being taken away a substantive proposition shall remain for the decision of the Councils.

12. PROCEDURAL MOTIONS

12.1. Motions in Order

12.1.1. When a question is under debate, only the following motions may be entertained, which shall have precedence in the following order:

12.1.1.1. To fix the time to which to adjourn;

12.1.1.2. To adjourn;

12.1.1.3. To recess;

12.1.1.4. To raise a question of privilege;

12.1.1.5. To call for the orders of the day;

12.1.1.6. To order the previous question;

12.1.1.7. To divide consideration of the pending question by section or paragraph;

12.1.1.8. To limit or extend the limits of debate;

12.1.1.9. To postpone to a date or time certain;

12.1.1.10. To commit or refer;

12.1.1.11. To discharge; and,

12.1.1.12. To postpone indefinitely.

12.2. Requirement for Second

12.2.1. All procedural motions shall require a second.

12.3. Debate on Procedural Motions

12.3.1. All procedural motions, except a motion to commit or refer, shall be decided without debate.

12.4. Questions of Privilege

12.4.1. Questions of privilege shall be those affecting the rights of the Councils collectively, its safety, dignity, and the integrity of its proceedings and those affecting the rights, reputation, and conduct of Members.

12.5. Motion to Order the Previous Question

12.5.1. The motion to order the previous question shall have the effect of cutting off debate and bringing the Councils to a direct vote on the pending question or on a series of pending questions. The motion to order the previous question shall not be in order unless each Member has spoken on the question or declined the opportunity to speak, except by unanimous consent.

12.5.2. Incidental questions of order arising during the pendency of a motion for the previous question shall be decided, whether on appeal or otherwise, without debate.

12.6. Motion to Discharge a Subcommittee

12.6.1. Any motion which has been committed or referred to any subcommittee and not subsequently reported may be recalled after a reasonable time by a duly adopted motion.

12.7. *Per Se* Dilatory Motions

12.7.1. A motion to postpone to a date or time certain, to commit or refer, or to postpone indefinitely, having been decided, may not be allowed again on the same legislative day at the same stage of the question.

13. VOTING

13.1. Method of Voting

13.1.1. Except as otherwise provided, voting on all substantive motions, votes shall be conducted by roll call unless the body orders a vote by secret ballot by adopting a duly proposed and seconded motion. The results of any roll call vote shall be published in the minutes.

13.1.2. On all procedural motions, voting shall be by show of hands unless one-fifth of the members of the Council demand a roll call vote or the Chair orders a roll call vote.

13.1.3. In the case of a substantive or procedural motion on which there is no dissent, the motion may be adopted by unanimous consent and without a roll call vote.

13.1.4. In the case of elections, votes of censure, or votes of no confidence, the vote shall be by secret ballot.

13.2. Interrupting a Vote

13.2.1. When a vote is being taken, the vote shall not be interrupted except for a point of order pertaining to the vote.

13.3. Proxy Votes

13.3.1. A Member may confer a proxy to vote, with or without instructions, on any other Member provided that the principal's written authorisation and any instructions binding the proxy are submitted to the Chair in advance of the vote.

13.4. Conduct of Telephonic and Electronic Votes

13.4.1. Notwithstanding any other provision, a vote may be conducted telephonically, electronically, or by any other means not requiring the physical presence of Members at the same location

13.4.2. Notwithstanding the foregoing provision, the vote may not be conducted telephonically, electronically, or by any other means not requiring the physical presence of Members at the same location except in exceptional circumstances when the physical convention of the Councils is impossible in the necessary timeframe provided that any such vote is held open for at least 48 hours.

14. RIGHT OF REPLY

14.1. Criticism of Members of the Association

- 14.1.1. Whenever a motion makes allegations of wrong doing, iniquity or incompetence or lays out a strong and damaging critique of a Members of the Association, the Members of the Association criticised shall be given a fair opportunity to respond to the allegations; the Chair shall rule whether a pending motion fulfils the criteria of this Section in all cases.
- 14.1.2. When the motion detailed in this Section is a regular motion, the Members of the Association criticized shall be given at least 24 hours notice of the consideration of the motion; such notice shall contain the full text of the motion as submitted
- 14.1.3. When the motion detailed in this Section is an emergency motion, the Members of the Association criticized shall be provided with notice of the motion within two hours of the adjournment of the meeting at which it was considered and shall be provided his/her opportunity to reply at the next regular meeting of the body.

15. CO-OPTIONS

15.1. Co-options of Members of Either Council

- 15.1.1. When a casual vacancy arises in a position that sits as an officer on either the SSC or SRC, the relevant Council shall determine whether the position shall be filled by co-option or by-election.

15.2. Co-options of Association Officers

- 15.2.1. When a casual vacancy arises in a position that sits as officer of the Association, the Students' Association Executive Committee shall determine whether the position shall be filled by co-option or by-election.
- 15.2.2. The Chair shall convene a Joint Meeting for the purposes of filling a position that sits as officer of the Association by co-option.

15.3. Co-options in General

- 15.3.1. Any position ordered to be filled by co-option shall be advertised to all matriculated students for at least seven days before the meeting at which the co-option is held.
- 15.3.2. Candidates for a position ordered to be filled by co-option may self-nominate and do not require a second.
- 15.3.3. The Senior Elections Officer or his/her nominee shall act as teller and returning officer for all co-options.
- 15.3.4. Balloting for co-option shall be conducted by single transferable vote

16. SUSPENSION OF THE RULES

16.1. Suspension in General

- 16.1.1. Except as otherwise provided, specified provisions of these rules may be suspended with the consent of two-thirds of the Members present and voting for a limited period of time not to exceed the duration of the meeting at which the provision is suspended.

16.2. Entrenchment

16.2.1. No motion to suspend the provisions of this Section or of Sections 1.5, 2, 8.3.4, 10.4, 10.5, 10.6, 13.1, 13.2, and 13.3 shall be in order, nor shall the Chair entertain any request to suspend such provisions by unanimous consent.

16.2.2. The Chair shall interpret the provisions of this Section as self-entrenched.

17. APPLICABILITY TO COMMITTEES

17.1. Applicability to SSC, SRC, and Association Subcommittees

17.1.1. These Standing Orders shall apply to SSC, SRC, and Association Subcommittees, except for Sections 1.1, 1.3, 2.1.1, 4, 5, 6, 7.1, 7.2, 8.1, 8.5, 9.2, 13.1, and 15.

17.1.2. A motion to censure a Member or a motion of no confidence in a Member, adopted in a Subcommittee shall be considered by the relevant Council as a motion reported from that Subcommittee.

17.2. Applicability to the Students' Association Executive Committee

17.2.1. These Standing Orders shall apply to the Students' Association Executive Committee, except for Sections 1.1, 1.3, 4.1, 5, 6, 8.1, 10.6, and 15.

18. GENERAL PROVISIONS

18.1. Amendments

18.1.1. At least seven-days' notice shall be given for any motion to amend these Standing Orders

18.1.1.1. The foregoing provision may be waived by the unanimous consent of the Councils.

18.1.2. Any motion to amend these standing orders shall be accompanied by a report comparing the existing order to the proposed amendment showing the proposed omissions and insertions by appropriate typographical devices.

18.2. Public Access of these Standing Orders

18.2.1. These standing orders shall be posted online and in the General Office.

18.2.2. Whenever a new member is elected, co-opted, or appointed to the Councils the Chair shall present him/her with a paper and electronic copy of these standing orders.

18.2.3. Within seven days of an alteration to these standing orders, the Chair shall present each member of the Councils with an updated paper and electronic copy of these standing orders and shall arrange for an updated copy of these standing orders to be posted online and in the General Office.

18.3. Interpretation

18.3.1. In determining the meaning of any of these Standing Orders, unless the context indicates otherwise: words importing the singular include and apply to several persons, parties, or things; words importing the plural include the singular; words importing the one gender include other genders as well; and words used in the present tense include the future as well as the present.

18.3.2. In determining the meaning of any of these Standing Orders, unless the context indicates otherwise: 'Member' refers to a Member of the Councils or a subcommittee thereof, as the case may be.