



# University of St Andrews Students' Association Students' Representative Council Student Services Council

## MINUTES

Tuesday 2 April 2013 - Venue 2, 7.30pm

### **Present**

Maxwell Baldi	Association Chair
Jules Findlay	Association Director of Events and Services
Meg Platt	Director of Student Development and Activities
Daniel Palmer	Association Director-elect of Events and Services (Ents Convenor)
Amanda Litherland	Association Director of Representation
Teddy Woodhouse	Association Director-Elect of Representation
Kelsey Gold	Association Director-Elect of Student Development and Activities
Dominyka Urbonaite	Association Environment and Ethics Officer
David Norris	Association LGBT Officer
Freddie fforde	Association President
Chloe Hill	Association President-Elect (Rector's Assessor)
Scott Taylor	SRC Accommodation Officer
Ondrej Hajda	SRC Education Officer
Callum Bryce	SRC External Campaigns Officer
Soraya Walli	SRC Member for Ethnic Minorities
Joshua Carlton	SRC Member for First Years
Ali West	SRC Member for Gender Equality
Caroline Rhoads	SRC Member for International Students
Ruth Cunningham	SRC Member for Private Accommodation
Anna Kennedy-O'Brien	SRC Member for University Accommodation
Ben Anderson	SRC Member for Widening Access
Joseph Tantillo	SSC Charitable Development Convenor
George Parker	SSC Charities Officer
William Lord	SSC Debates Officer
Stephanie Ekanayaka	SSC Design Team Convener
Maia Krall-Fry	SSC Film Production Officer
Robert Dixon	SSC Member for Societies Elections
Emily Dick	SSC Member for Societies Grants
Keith Cordrey	SSC Member without Portfolio (Partial Attendance, arrived 20.05)
Anna Merryfield	SSC Music Officer
David Patterson	SSC Performing Arts Officer
Courtney Lewis	SSC Societies Officer
Shelley Talbot	SSC Volunteering Officer

### **In Attendance**

Jess Walker	Athletic Union President-Elect
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Scott Schorr	Association Postgraduate President-Elect
Richard Browne	<i>The Saint</i>
Desre' Hancocks	Coalition for a Conflict Free St Andrews
Anna Orban	Coalition for a Conflict Free St Andrews
Mark Hamid	Former SSC Societies Officer
Gareth Munro	Former SSC Member for Societies Grants
Radim Dragomaca	

## 1. Adoption of the Agenda

Ms Hill put forward a proposal to swap items 5.1 and 4.1 in order to allow members of the SSC to leave the meeting after their business had been covered. No objections to this proposal were put forward and so the order of business was changed as such.

The agenda as amended was adopted without dissent.

## 2. Apologies for Absence

Peter DaBell	Science/Medicine Senate Representative
Oscar Swedrup	SSC Broadcasting Officer
Hibak Yusuf-Mohamad	SRC Equal Opportunities and Welfare Officer

The apologies were accepted without dissent.

## 3. New General Joint Business

### 3.1. J. 1 – A Motion to Reform the Standing Orders

#### ***THIS SRC AND SSC NOTE:***

- 1. The Councils are not continuous bodies and are not bound by the current Standing Orders of the Association unless they acquiesce to them, and;*
- 2. That the current Standing Orders of the Association were last reformed in October 2012, but further note that many of the provisions date back as far as 1983.*

#### ***THIS SRC AND SSC BELIEVE:***

- 1. That the current Standing Orders of the Association proscribe a baroque procedure, unsuited for the Association;*
- 2. That the Standing Orders of the Association should more clearly set out the procedures of the Association for the sake of clarity and ease of use;*
- 3. That the Councils should be more accessible to the Members of the Association; and,*
- 4. That the Councils should not be permitted to conduct their business in secret except in extraordinary circumstances and with the consent of a supermajority on Members.*

#### ***THIS SRC AND SSC RESOLVE:***

*To amend the Standing Orders of the Association by striking all existing text and inserting as follows:*

### **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 duly constitute 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, releases the injunction on secrecy in these proceedings.*

1.5.5. *Minutes shall be maintained on 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.*

## 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 may address the Councils for up to two minutes.*
  - 6.3.2. *The Chair shall enable matriculated students 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 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.*

*8.3.5. 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. *No 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 a vote may 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 criticized 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.*

**PROPOSED: Mr Baldi**

**SECONDED: Mr fforde**

Mr Baldi put forward the following friendly amendments:

1.4.2. Add 'B'

1.5.1. Italicise in camera

6.3. Insert 'and members of the Association' following each instance of 'matriculated students'.

13.4.2 – 'a vote **may not** be...'

The motion was then presented for discussion to the Body.

Mr Hamid asked if the ability of non-members to speak remained.

Mr Baldi confirmed that it did.

Mr Hamid - Asked whether the item regarding the rights of students to bring forward a motion to the Body through petition remained

Mr Baldi – confirmed that it did.

Ms Platt- asked about open forum

Mr Baldi explained that before a meeting begins, any student can come and speak for up to two minutes, and can take any questions that Members may pose. The addition of the open forum aims to open up the meetings, creating an opportunity for students to engage, to make the meetings more accessible.

Ms Cunningham- asked about removal of electronic voting, and how this related to voting by proxy.

Mr Baldi explained that proxy voting is covered under 13.1. meaning that others can give instructions or can generally ask others to vote if they cannot make it to the meetings. Whereas the removal of electronic voting takes away ability to vote by email.

Ms Hill asked why we are keeping proxy vote if we said we were getting rid of voting when not here

Mr Baldi explained that keeping the option of proxy voting retains full debate, while electronic voting does not. Electronic voting does not allow a proper deliberative forum. The distinction between proxy and electronic is that it allows members to fully debate matters.

Mr Patterson asked if the rules concerning voting within the standing orders applies to sub committees.

Mr Bald explained that voting is carved out for subcommittees. The relevant provisions apply but those that are SSC/SRC specific don't.

Mr Patterson asked, having not worked under the previous standing orders, what are the biggest changes?

Mr Baldi stated that he had sent out an email stating the major changes. The old rules were inefficient and rarely used. The principal changes from the email were read out by Mr Baldi

Mr fforde clarified that the changes largely consisted of Mr Baldi 'clearing things up'. The changes are not radical and could always be changed in the future.

Mr Hamid asked whether the Chair thought it necessary to include an explanatory footnote for terms such as 'avoiding personality'.

Mr Baldi explained the meaning of the term and suggested that this phrase is broad enough to allow us to do our business without making a 'discourse dive'.

Ms Hill asked whether it would be possible to get the wording changed between not having email votes, but allowing proxy votes, to clear up any confusion with regards to this for future members.

Ms Gold suggested the following friendly amendment, to : Add to beginning of 13.4.1 'not withstanding any other provision' this was accepted as friendly.

Ms Lewis asked if the Chair would be accepting friendly amendments after the meeting.

Mr Baldi explained that friendly amendments act as a matter of convenience but hamper democratic debate. The new rules ensure that the Councils are in control of a motion once it's put before them.

Ms Platt raised the fact that the exec has new powers- co-option of association officer needs to be co-opted, co-option is by election. Asked Mr Baldi to summarise this.

Mr Baldi explained that he wanted the exec to use its existing powers more often. The SSC decides whether a new member is co-opted. At the moment it could take a long time if both vote, allows for more efficient process.

Ms Hill asked for a summary of what the exec was.

Mr Baldi stated that the exec is a body constituted of sabbs, the chair, and 2 nominees of each committee. The exec resolve disputes between SSC and SRC, and acts as a steering committee. Handles things in joint remit of SSC/SRC. When and emergency meeting can't be convenes, exec can hold a meeting.

**Move to vote, no objections to the motion, the motion is passed.**

### **3.2. Election of an Association Councils Social Convenor**

The Body was encouraged to elect an association council social convenor to organise social events for the association.

Mr Cordrey was nominated; this was proposed by Mr Findlay, and seconded by Mr Woodhouse.

Mr Cordrey accepted this nomination

Mr Patterson was nominated. This was proposed by Ms West and seconded by Ms Litherland.

Mr Patterson accepted this nomination.

Mr Cordrey withdrew his nomination

No other nominations were received.

Mr Patterson made a statement expressing thanks for nominations and promising fun.

Ms Hill asked Mr Patterson's views on paintballing and Laserquest

Mr Patterson stated that he would be open to these ideas

Mr Woodhouse asked about the incorporation of teetotaler members in social events.

Mr Patterson accepted that teetotaler members would be included.

Ms Litherland asked if Mr Patterson could get 'Bucky'.

Ms Cunningham asked how Mr Patterson would feel about others organising events.

Mr Patterson stated that he would be happy for others to do this.

**No objections. Mr Patterson elected social convener.**

#### **4. New General SRC Business**

##### **4.1. R. 1 – A Motion to Provide Funding for an Art Exhibition Organised by the Coalition for Conflict Free St Andrews**

**Proposed by Ms Platt, seconded by Mr fforde.**

Ms Platt introduced the motion as such: Conflict Free St Andrews (CFSA henceforth) is a coalition of societies. They are looking to include an art exhibition during their Moving Forward in the Eastern Democratic Republic of Congo Conference consisting of projected images and film and physical photographs documenting the situation in the Democratic Republic of Congo. CFSA have already been granted money for this event. Representatives from the group present at the meeting were given the opportunity to speak about this more fully.

Ms Hancocks explained that the conference is looking to include an exhibition element to its programme. The exhibition will be made up of photographs, testimonies and poetry. One of the contributors to this exhibition is an award winning director, who will be showing her work at the conference, pending permissions. CFSA are currently in discussion about getting the pieces up in the conference. No formal costing has established yet as the group are waiting on hearing back from people. The vision for the conference is a keynote address and discussion, followed by an exhibition. The aim of the inclusion of the exhibition is to bring in a personal factor into the conference, making it about people, not just abstract concepts. Want people to understand who we are talking about. Want people to be able to interact with images/poetry/testimony. Ms Hancocks handed over to Ms Orban.

Ms Orban explained that a similar organisation based in London, had recently put on an exhibition, which used footage from women in the Democratic Republic of Congo. This was made up of a collection of images, with testimonies from women in the area. Each woman's photo was accompanied in presentation by what her dreams are. There will be no costs for this part. The London group put together booklets, which bring up part of an exhibition which would not be possible to incorporate. For around £200, CFSA would be able to give out booklets to all members.

Ms Hancock explained that CFSA were looking into other avenues for hiring projectors etc to make it cheaper and were hoping to have costing by end of week.

Mr Woodhouse- asked whether member/non-member prices will apply

Ms Hancock- confirmed that coalition members will get concessions.

Mr fforde wished to record the 'heroic efforts' of CFSA for organising the conference as well as the exhibition. He expressed interested in hearing whether it would be helpful to increase the figure. He suggested that the figure would be increased 650-700.

Ms Hancock stated that will potentially be insurance issues, so potentially the extra money may be useful.

Mr fforde suggested that the group could use money to subsidise ticket costs. As not able to present complete budget, may be useful to include extra money.

Ms Hancock stated that thus far, ticket sales have been slow, and that it would be good to be able to get word out about the event. Lowering ticket prices may help.

**Mr fforde proposed an amendment to grant CFSA 700 pounds. Ms Cunningham seconded.**

Ms Hill suggested that it is risky for us to start talking about something different, in terms of subsidising ticket costs, when we should be talking about cost of exhibition. Should be cautious about what the money is being used for.

Ms Gold echoed this sentiment

Ms Cunningham stated that she backed increase of budget, in terms of having the money for insurance, speaking from experience of organising previous events.

Ms Lewis agreed, stating that the SSC Societies Committee has given the coalition money previously, if anything were to change as per ticket prices, would have to change entire budget. The SSC Societies Committee is looking at covering wine, supplies etc. Clarified that this money would be designated for things like insurance, not ticket subsidisation.

Ms Hill stressed that she fully support increasing budget, but for the exhibition.

Mr Hamid asked whether the need for money came from the extension of the exhibition in terms of extending hours or securing a separate venue.

Ms Hancock stated that when originally setting up, CFSA had looked into the costs of insurance, security guard etc for making the exhibition a separate event, but costs were too great.

Mr Munroe asked whether would it be appropriate for members of SRC to be briefed on discretionary fund

Mr Baldi explained that the discretionary fund is available for projects that don't have dedicated budgets. Roughly £2500 remaining in the budget.

Mr Findlay asked if the association crest would be displayed on marketing

Ms Hancock- confirmed that it would.

**Ms Hill put forward an amendment to Mr fforde's previous amendment to increase to £1000, seconded by Mr Anderson.**

Ms Gold asked Ms Hancock and Ms Orban whether they felt that they would be able to spend this money

Ms Hancock stated that she could not say at the time without formal costing confirmations, but that it would be useful for covering.

Ms Kelly asked what the money would be used for specifically

Ms Hancock stated that it would be about adding substance to the conference, and giving a face to the exhibition.

Mr Findlay asked how much money had been granted by the SSC Societies Committee

It was confirmed that £708 had been granted.

**The question was called on Ms Hill's amendment; an objection was noted.**

A roll call vote was held:

OFFICE	NAME	AYE	NO	ABS.
Arts/Divinity Senate Representative	Sophie Kelly	X		
Association Community Relations Officer	Sadie Hochfield			
Association Director of Events & Services	Julian Findlay		X	
Association Director of Representation	Amanda Litherland	X		
Association Director of Student Development & Activities	Meg Platt	X		
Association Environment & Ethics Officer	Dominyka Urbonaite	X		
Association LGBT Officer	David Norris	X		
Association Postgraduate President	Danielle Berrow			
Association President	Freddie fforde	X		
President of the Athletic Union	Emily Griffiths			
Science/Medicine Senate Representative	Peter DaBell			
SRC Accommodation Officer	Scott Taylor	X		
SRC Education Officer	Ondrej Hajda	X		
SRC Equal Opportunities & Welfare Officer	Hibak Yusuf Mohamud			
SRC External Campaigns Officer	Callum Bryce	X		



SRC Member for Ethnic Minorities	Soraya Walli	X		
SRC Member for First Year	Joshua Carlton	X		
SRC Member for Gender Equality	Ali West	X		
SRC Member for International Students	Caroline Rhoads	X		
SRC Member for Mature Students				
SRC Member for Private Accommodation	Ruth Cunningham	X		
SRC Member for Students with Disabilities	Fay Morrice			
SRC Member for University Accommodation	Anna Kennedy-O'Brien	X		
SRC Member for Widening Access	Ben Anderson	X		

**With 15 in the affirmative and 5 in the negative, the amendment was adopted.**

**The question was called on Mr fforde's amendment as amended; the amendment was adopted without dissent.**

**Ms Platt proposed an amendment to the motion, that The Body grant this for the totality of the conference, not just the exhibition.** With this amendment, in the event that the money is not needed for the exhibition, money could be used elsewhere. Proposed to strike 'art exhibition' and include 'conference'.

Mr Woodhouse raised forward a point of order that this amendment is not germane.

Mr Baldi stated that this was a grey area. The underlying motion is supporting goals of coalition. Because the amendment is covers the same subject matter as the underlying motion and shares the underlying motion's fundamental purpose, the amendment is germane.

The Body moved to debate this amendment:

Ms Lewis noted that the SSC Societies Committee is struggling to find ways to support the coalition under their standing orders/requirements for grants. Would highly suggest that the SRC support this. Stated that all on the SSC Societies Committee agree that this is a good cause. In the SRC supporting this; it would help the SSC Societies Committee help the coalition.

Mr Hamid argued that there was not entirely unanimous support for the coalition on the SSC Societies Committee.

Mr Findlay asked if there will be any accountability for the money handed over.

Mr Baldi stated that the Association would disperse funds for reasonable expenses. Would work in the same way that societies grants work.

Mr fforde asked if there a point at which Ms Hancocks has to ask whether the use of money is a reasonable use of the money, and whether Ms Hancocks and the team will be given instructions on how to use the money.

Ms Platt expressed that she would be happy to keep working with team and reporting to the SRC about purchases.

Ms Hancocks stressed that she fully appreciated the responsibility of dealing with money. The team have already cut the budget and tried to save costs. Not looking to be frivolous, want to provide a professional conference.

**The question was called on Ms Platt's amendment; the amendment was adopted without dissent.**

**Motion as amended: up to £1000 for reasonable expenses for the totality of the conference from the discretionary fund.**

**No other debate.**

**No objections**

**Motion adopted unanimously as amended.**

## **5. New General SSC Business**

### **5.1. Election of Nominees to the SSC Discipline Committee**

Mr Baldi explained that the disciplinary committee, which requires two nominees from the SSC to sit on it, is being reconvened.

Mr Findlay explained that the disciplinary committee meets as and when necessary to discuss staff and student discipline. This includes fighting, theft, and various charges against students. Stated that this is an interesting committee to sit on. Doesn't involve too much work. Good way to see the workings of a committee, and fun and interesting.

Mr Baldi stated that the caveat of this is that if you are elected onto the disciplinary committee, and then decide that you would like to be a trustee of the senior committee, you will have to stand down from the disciplinary committee. The committee is made up of 2 nominees,- 2 from SSC; DoES, DoSDA, Ents and two others.

Mr Norris asked how much time is given in advance before a meeting.

Mr Findlay stated that there is usually 2 weeks' notice; the meetings are almost every 3<sup>rd</sup> Thursday afternoon, not much time commitment is required and before a meeting is arranged, it is made sure that all are free.

The floor was opened to nominees for the disciplinary committee.

Mr Lord was nominated; this was proposed by Mr Patterson and seconded by Ms Talbot. Mr Lord accepted this nomination.

Ms Krall-Fry was nominated; this was proposed by Ms Platt and seconded by Mr Woodhouse.

Mr Norris was nominated; this was proposed by Mr Findlay and seconded by Ms Parker.

Candidates were given 3 minutes for speeches and 3 minutes for voting.

Mr Lord and Mr Norris left the room.

Ms Krall-Fry- stated that she would be interested to sit on the board and voice opinion. She stated that she saw it as an important position would give a fair opinion to every matter and would be very reasonable on all parties' behalf.

The Body were invited to ask Ms Krall-Fry questions

Mr Hamid- asked "what's the worst thing you've ever done on association property"

Ms Krall-Fry stated that there was nothing.

Ms Platt asked about Ms Krall-Fry's experience

Ms Krall-fry stated that she had been film officer last year, which involved watching and listening to the committee. Been on lots of other committees in the university, including those that include disciplinary issues, including that involve film equipment.

Ms Cunningham asked if Ms Krall-Fry had or had known anyone who had been in contact with the disciplinary committee

Ms Krall-Fry stated that she had not

Mr Lord returned to the room and Ms Krall-Fry left.

Mr Lord stated that he was keen to understand how the union works, saw the position as a good way to give back. He expressed that he felt qualified because being involved in debates means understanding arguments, and that this may help when hearing different issues from different points of view.

The Body were invited to ask Mr Lord questions

Mr Hamid- asked "what's the worst thing you've ever done on association property"

Mr Lord stated that he had once brought in outside drink into the union.

Mr Munro- "what's the worst thing you've ever done?"

Mr Lord stated that he continued to collect Warhammer for too long after was acceptable.

Mr fforde questioned the responsibility of handing out Port to one individual each week.

Mr Lord argued that it is difficult to chug port.

Mr Lord left, Mr Norris entered.

Mr Norris would like to accept, the position as he believes that it would be interesting. He has had lots of experience of the disciplinary committee after the LGBT's involvement in the committee in the last couple of years. For this involvement, Mr Norris stated that he has had to read up on this for this. He stated that he felt that he would do the role justice.

The Body were invited to ask Mr Norris questions

Mr Hamid asked ""what's the worst thing you've ever done on association property"

Mr Norris stated 'not much'.

Mr Munro asked Mr Norris what the "craziest thing you have ever done."

Mr Norris stated that he had once downed a bottle of Jack Daniels and passed out at a party

Voting commenced.

Mr Palmer and Ms Gold acted as tellers.

Results

<b>Name</b>	<b>Number of votes</b>
Ms Krall-Fry	1
Mr Lord	7
Mr Norris	7

**Mr Norris and Mr Lord were elected.**

## **6. Any Other Competent Business**

### **S. 1 A Motion to Provide the Co-option of the SSC Volunteering Officer**

A Casual vacancy has arisen in the office for SVS officer. Ms Talbot has been awarded the R&A bursary and will be unable to accept the post.

Ms Litherland proposed that the Body advertise for co-opt, as only one person is predicted to run. The motion would be to direct that the vacancy be advertised and at the next meeting of the SSC, that any student can put themselves forward for this position.

Ms Platt seconded the motion.

Mr Baldi stated that as for the convener positions, advertisements for the position would be circulated in Wednesday memos, president's email and posters.

Ms Talbot has resigned with immediate effect.

**Motion adopted.**

The Body congratulated Ms Talbot and thanked her for her work.

## **Adjournment**

The meeting adjourned at 21:34.