

Councils Rules: The Basics

There exists a document entitled the St Andrews Students' Association Standing Orders which outlines the special rules and regulations for meetings of the SRC and SSC. This document will provide you with the most basic version of those rules with a brief explanation of the most frequently used motions in parliamentary procedure.

1. The Councils must meet at least once every two weeks, hence the alternating weekly SSC and SRC meetings.
2. Any motion that you want on the Agenda you must get to the Chair 72 hours before the meeting at the latest.
3. The agenda must be provided by the Chair to the members two days before the meeting and made public one day before.
4. If you have an emergency motion, the Chair decides whether or not to include it on the Agenda.
5. Everyone in attendance and everyone who is absent will be noted for official record.
6. Meetings must be quorate meaning at least 3/5 of directly elected members must be present in order to conduct any business, if a meeting isn't quorate within 30 minutes of the start of the meeting, then the meeting will be rescheduled.
7. Meetings run in this order: Agenda, Apologies, Minutes from Last Meeting, Matters Arising, Open Forum, Sabb Reports, Officer Reports, Unfinished General Business, New General Business, All Other Business.
8. After two hours there will be a 10 minute break.
9. During the Open Forum any member of the Students' Association is allowed to speak for up to two minutes.

10. The minutes may be approved by email, the Chair will send out the minutes and you have 24 hours to make major objections, otherwise they will be approved and be made public. Changes to the minutes must be approved at the following Councils meeting.
11. If the Chair is not present, the Senior Officer will chair the meeting, if they are not present then the Deputy Senior Officer will chair. If they are all three absent the council will elect a temporary chair from the present members.
12. The Chair is in charge of controlling behavior and in charge of disciplining out of order members.
13. During debate keep your comments relevant to the topic.
14. Every member is allowed to speak up to two times on each motion, but may speak more if permitted by the Chair.
15. Wait for permission from the Chair to speak, do not interrupt other people while they are talking without permission.
16. Personal attacks during discussion will not be tolerated.
17. If your comments are irrelevant, rude, or negative you may be asked to stop talking or in serious cases to leave the room.
18. All motions may be amended, and all amendments may be amended, however you may not amend an amendment to an amendment, this is also known as an amendment in the third degree.
19. All amendments must be presented to the Chair in writing so that they may be officially filed into the record.
20. There are certain motions which will be considered before others for example a motion to adjourn, or end the meeting, would override a motion to recess, or take a break, and must be considered first. For the full list and order see standing orders 12.1.
21. A motion to order the previous question is the motion which allows you to end debate and order a vote; more simply it's the motion to move to a vote, which you can also ask

for. If everyone has spoken twice then the vote must happen after this has been requested, but those who have not spoken twice may object in which case debate continues until the vote is asked for again.

22. If you feel that a member has made a motion that is out of order, but you are unsure you may ask for a point of order, if you have a question about a motion or about procedure you may ask for a point of information, if you feel you have been insulted by another member you may ask for a point of privilege.
23. All Procedural motions, which are working motions that help the processing of substantive motions (the main motion, or amendments to it) through the meeting. They have fixed wording and are subject to strict conditions about who can move them and when. They are used to facilitate the business of the meeting, need a second. So motions like asking for the vote require a second person to ask for it as well, and these motions cannot be debated with the exception of a motion to refer to a subcommittee.
24. All votes are done by recorded voice vote, votes may not be submitted by the phone or internet, and proxy votes must be submitted to the Chair ahead of the vote. On any vote you may vote Yes, No, or Abstain.
25. The Councils can decide whether to co-opt a new member into empty positions or hold an election.
26. The rules may be suspended by a vote of 2/3 of the members. However some portions of the standing orders may not be suspended at any time. See the Standing Orders section 16 for details.
27. These rules apply to the SSC, SRC, and all Association Subcommittees. Some provisions withstanding, see SO section 17 for details.
28. 7 days' notice is needed for any motion to change the Standing Orders.
29. At any point you may request a copy of the Standing Orders from the Chair.