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## Regulation 5 – Conduct of Union Meetings

### 1 Responsibilities of the Chair and Deputy Chair

- 1.1 The Chair or Deputy Chair of Council are responsible for chairing both the All Student Meeting, with the purpose of debating and discussing all business going to an SU Referendum, and Student Council Meetings.
- 1.2 In the absence of the Chair or Deputy Chair of Student Council members present can select one of their number to be Chair of that meeting.
- 1.3 The Chair is responsible for keeping order and may reprimand or exclude any member who disrupts the order of meetings
- 1.4 The Chair or Deputy Chair must not speak for or against any motion, unless they surrender their position until the matter is dealt with.
- 1.5 The Chair may at any time and for any reason take a break from Chairing the meeting and hand over to the Deputy Chair for the duration of that break.
- 1.6 The Chair and Deputy Chair will be impartial at all times when representing their position.
- 1.7 The Chair may close a meeting without appeal if a grave disorder arises which is beyond control.

### 2 Conduct of People in Attendance

- 2.1 Those present at the meeting must respect and abide by the Chair's authority.
- 2.2 Personal attacks will not be made on other members.
- 2.3 Heckling, applauding, booing, cheering etc. though not forbidden should be used with restraint and in line with guidance from the Chair.
- 2.4 During speeches, others present must keep the noise down, showing respect for everyone's right of free speech and opinion.
- 2.5 Those present must abide by the Union's By-Laws, Regulations, paying particular attention to the Members Code of Conduct and Equal Opportunities policy.

### 3 Points of Order

- 3.1 Points of Order will have precedence over all other business and may be used by any full member in attendance, except during a speech.
- 3.2 There will be the following Points of Order (in order of precedence):

- a) Demand for a quorum count
- b) Request a secret ballot
- c) Demand a count
- d) Request a recount
- e) Request a ruling from the Chair
- f) Request relevant factual information from an Officer
- g) Request an extension of the speaker's time

3.3 Request for secret ballots, recounts and extensions of the speaker's time will be granted at the Chair's discretion.

#### 4 Procedural Motions

4.1 Any full member, of the Union, in attendance may propose a procedural motion except during a speech, count or vote.

4.2 Procedural motions will be debated in the same way as a motion, but will have only one speech for and one speech against.

4.3 If in an event of a procedural motion being called at the same time as another or during another procedural motion, the one with the higher precedence will be taken first followed by the next.

4.4 The procedural motions, in order of precedence, are as follows:

- 1) No Confidence in the Chair.
  - A call for the removal of the Chair for the remainder of the meeting.
- 2) Call for a Temporary Chair.
  - A request for a specified person to take over the Chair for a specified amount of time.
- 3) Overturn Chair's ruling.
  - Reverse a decision just made by the Chair.
- 4) Allow a non-full member to speak.
  - Allow a person who isn't a full member of the Union to speak at the meeting.
- 5) Vote in specified parts.
  - Take a motion and split it into two or more specified parts, which are then discussed and voted on as separate entities. Those parts that are passed are then reunited as a single entity and (if necessary) go into the policy file as one motion.
- 6) Vote with summing up speeches.
  - Vote on an item after a summing up speech for and against.
- 7) Vote immediately.
  - Vote on an item with not further discussion.
- 8) Postpone this matter to a later meeting.
  - Send the whole item to a later specified meeting, this cannot be done for procedural motions or amendments.
- 9) Refer this matter to a specified body to do a specified thing to it.
  - Send a specified matter away to a specified body to do a specified thing to it.
- 10) Prioritise an emergency item.
  - Move a specified emergency item to the top of the agenda, this cannot be done in the middle of another motion or matter.

- 11) Adjourn the meeting.
  - Call for a postponement in the meeting until a specified time on the same day. At that time the meeting will resume where it left off.
- 12) Close the meeting.
  - End the meeting immediately.

## **5 Questions to Officers**

- 5.1 Any full member of the Union may ask a question
- 5.2 The Chair has the right to rule any question out of order
- 5.3 Any question must be relevant to the person's elected Union Officer role.
- 5.4 An Officer may decline to answer a question, though reasons for refusal will be given

## **6 Speeches**

- 6.1 The proposer and seconder have the right to first and second speeches in favour of the motion. The registered campaign against has the first right to the first and second speeches against the motion.
- 6.2 There must be equal opportunity, given, to speak both for and against the motion.
- 6.3 Speeches must be relevant and clear.
- 6.4 The Chair has the right to withdraw speaking rights, after fair warning, as well as impose time restrictions on speakers, so long as done fairly.
- 6.5 To indicate a wish to speak, members should raise their voting card.
- 6.6 The proposer has the right to the summing up speech in favour of the motion.

## **7 Email Voting**

- 7.1 In the event of Student Council being unable to take a vote of business due to lack of quorum, time-sensitivity or in other extraordinary circumstances, at the discretion of the Chair, the business may be voted upon by email vote.
- 7.2 All members of Student Council will be given fair chance consider the business being voted upon.
- 7.3 The voting period will be open for a minimum of 24 hours.
- 7.4 All voting will be verified by the Returning Officer and Deputy Returning Officer.