

# **Meetings Regulations**

**(Schedule 3)**

## **Students' Union Meetings Regulations**

*Meetings Regulations shall apply in full to all official Students' Union general meetings (AGMs, Emergency Meetings) and meetings of the Student Parliament.*

### **1. Membership**

- 1.1 Any Full Member or Trustee of the Students' Union may (unless otherwise specified in the Constitution) attend any general meeting of the Students' Union or meeting of the Student Parliament in accordance with the Constitution. Any individuals who are not Full Members who wish to attend must receive the permission of the Chair (please note No Platform Policy – Appendix B).
- 1.2 Any Full Member or Trustee of the Students' Union may speak at any general meeting of the Students' Union or meeting of the Student Parliament.
- 1.3 Any Full Member or Trustee of the Students' Union may propose a motion in accordance with the motions procedure at any general meeting of the Students' Union or meeting of the Student Parliament (Schedule 3, Point 5).
- 1.4 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

### **2. Agenda, Papers**

- 2.1 All items for discussion and decision shall be submitted to the meeting's Chairperson five (5) days before the meeting.
- 2.2 Amendments to the Constitution and Schedules must be submitted seven (7) days before the meeting.
- 2.3 The meetings Chairperson shall be responsible for the publication of details of all meetings ten (10) days before the meeting, on Students' Union notice boards and in available Students' Union publications.
- 2.4 Details of motions and all papers shall be published three (3) days before the start of the meeting.
- 2.5 In calculating the number of days, the day of the meeting and the day that the item or paper is submitted / published shall not be counted.]

### **3. Responsibilities of the Chair**

- 3.1 Meetings shall be called by their designated Chairperson. The chairperson shall also be responsible for:

- 3.1.1 Drawing up the agenda, publicising the meeting to attract the highest and most informed level of participation.
- 3.1.2 Chairing the meeting and ensuring that the meeting runs smoothly.
- 3.1.3 Ensuring the minutes of the meeting are distributed according to the Constitution to all interested parties.

#### **4. Conduct in Meetings**

- 4.1 Discussion and debate at all Students' Union meetings shall be directed through the Chair.
- 4.2 No alcohol shall be consumed during any Students' Union meeting.
- 4.3 All mobile phones must be switched off for the duration of any Students' Union meeting.

#### **5. Emergency Meeting**

- 5.1 An emergency meeting may be called by:
  - 5.1.1 A resolution of the Student Parliament, AGM or the Student President.
  - 5.1.2 A petition signed by one third of attendees of a previous meeting.
- 5.2 Only items noted on the agenda for an Emergency Meeting may be discussed at that meeting.

#### **6. Motions**

- 6.1 Substantive Motion
  - Motion rules shall apply in full to all general meetings and meetings of the Student Parliament.
  - 6.1.1 All Motions must be submitted in full five (5) days prior to the scheduled meeting.
  - 6.1.2 Every Motion shall have a proposer and seconder. The Motion shall be the property of the proposer and they shall have the right to speak in the first instance. He/she may waive that right to a named individual or to the floor.
  - 6.1.3 Only one Motion shall be open for discussion at a time.

6.1.4 The Chair shall invite and balance the number of speeches for and against the motion as far as is possible.

6.1.5 For any motion (except procedural motions and other motions concerning the conduct of the meeting), the debate shall be conducted as follows:-

Proposing Speech; no more than five (5) minutes  
Discussion of amendments (as detailed below)  
A Speech against; no more than five (5) minutes  
Seconding Speech; no more than three (3) minutes  
A Speech against; no more than three (3) minutes  
Notification of Parts  
Proposer's summation; no more than two (2) minutes  
Followed by a Vote.

6.1.6 Clarification may be sought by any member from the Chair or the meeting upon any matter at any time except during a speech.

6.1.7 Voting shall take place by a show of hands unless ten (10) percent of attendees request a secret ballot..

6.1.8 A motion shall be deemed as passed by a simple majority vote of those members present and voting.

## 6.2 Amendments

6.2.1 Any amendments to a motion must be submitted three (3) days prior to the scheduled meeting.

6.2.2 The amendments shall be proposed and seconded and shall remain the property of the proposer, who shall have the right to speak for the amendment to the motion in the first instance.

6.2.3 In the case of an amendment being notified the debate shall be conducted as follows;

Proposing speech; no more than three (3) minutes  
A Speech against; no more than three (3) minutes  
Seconding speech; no more than two (2) minutes  
A Speech against; no more than two (2) minutes  
Proposer's summation; no more than (one) 1 minute  
Followed by a vote.

6.2.4 Voting shall take place by a show of hands of all those members present unless a secret ballot is requested by at least 10% of the members present at the meeting in which case voting shall take place by means of a secret ballot.

6.2.5 An amendment shall be deemed as passed only after a simple majority vote of those members present and voting.

### 6.3 Emergency Motions

6.3.1 Emergency Motions may be moved only when they deal with matters that have arisen since the date for submission of Motions has passed.

6.3.2 Prior to the discussion of the Motion there must be a simple majority vote of those members present and voting in favour of hearing the Emergency Motion.

6.3.3 The Motion must be submitted in full and writing to the Chair at least half an hour prior to the commencement of the meeting.

### 6.4 Points of Order

6.4.1 A point of order may be raised at any time, except during a vote unless it relates to the way the vote is being conducted.

6.4.2 A point of order may include;

6.4.2.1 A request for a count to ensure the meeting is quorate

6.4.2.2 A request for a ruling from the Chair on the conduct of the meeting.

6.4.2.3 A request for a constitutional interpretation.

### 6.5 Procedural Motions

6.5.1 Subject to paragraph 6.5.2 below, a motion on how the meeting proceeds can be proposed by any member of the meeting at any time.

6.5.2 A motion of No-confidence in the Chair may only be proposed at an Emergency Meeting of the Students' Union called for that purpose (paragraph 11.1 of Schedule 7)

6.5.3 A procedural Motion may include but not be limited to;

A motion of No-Confidence in the Chair

A request for another round of speeches

Moving to a vote

Adjourning the meeting

A request for a recount

Referral of issues under discussion to another body.

A procedural motion shall be deemed passed after a

simple majority vote of those members present and voting at the meeting.

## **7 Officers' Committee Meetings**

- 7.1 Officers' Committee meetings shall be convened by the Student President or another officer appointed by the committee. Emergency meetings may be called as outlined in the Meeting Regulations Schedule above, or by the Student President.
- 7.2 Items for discussion must be received by the Student President at least four (4) days before the meeting at which the items may be discussed.
- 7.3 The Student President will ensure that the Officers' Committee is sent the meeting agenda at least three (3) days prior to the meeting.
- 7.4 The Student President or her/his nominee shall Chair the meetings of the Officers' Committee.
- 7.5 The agenda of Officers' Committee Meetings shall be structured as follows unless the meeting agrees otherwise:
  - Welcome
  - Apologies for absence
  - Minutes of the Last Meeting
  - Matters Arising from minutes of the last meeting
  - Officers' Committee members' reports
  - Reports from University Committees
  - Students' Union business
  - Any other business
- 7.6 Attendance at meetings of the Officers' Committee shall normally be limited to the Officers and the Students' Union General Manager.
- 7.7 All items discussed at Officers' Committee meetings shall be minuted and (subject to paragraph 7.8 below) the minutes made available to any person on request.
- 7.8 Where the Officers' Committee has discussed a matter which is confidential (for example, it relates to an employee of the Students' Union), the minutes relating to that matter will be kept confidential by the Student President or another individual as specified.
- 7.9 All Officers must sign a confidentiality agreement regarding items discussed at meetings of the Officers' Committee which the chair designates as confidential.

## **8 Absence from Committee or Sub-Committee Meetings**

- 8.1 An Elected Officer or Representative who is absent from 3 (three) consecutive meetings of a particular committee or sub-committee of which they are a member, without submitting apologies, the remaining members of that committee or sub-committee shall, by means of a simple majority vote of a quorate meeting of that committee or subcommittee, be entitled to remove that individual from membership of that committee or sub-committee.
- 8.2 Any Elected Officer or Representative deemed to have resigned might appeal in writing to Student Parliament whose decision shall be final.