

## **STANDING ORDERS**

*A Regulation of Swinburne Student Union Council (approved at Council meeting on 13/2/2015)*

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## **PREAMBLE**

**1. Standing Orders reflect, and expand on, the requirements of the Swinburne Student Union (SSU) *Constitution*.**

**2. Application of Standing Orders.**

- These Standing Orders shall be applicable to all SSU Council, General Meetings and Standing Committee meetings and, as far as appropriate, to meetings of sub-committees and collectives.
- The SSU provides for equal opportunity of all Members in meetings. Necessary adjustments will be made to these Standing Orders to accommodate Members of meetings with special needs, at the discretion of the Chair.

**3. The day-to-day responsibility for implementation of Standing Orders rests with the SSU Secretary/Treasurer and Chair of the committee**

**4. Removed**

**5. Standing Orders are augmented by the included *Operational Advice Notes*.**

**6. Any matters pertaining to Standing Orders not dealt with in the SSU *Constitution*, *Standing Orders*, and the *Operational Advice Notes* shall be governed by the principles set out in the latest edition of *Guide for Meetings and Organisations: Volume 2* by N E Renton.**

## **GUIDING PRINCIPLES**

**7. Members of committees shall not make improper use of their position, or of information obtained in their position; and exercise reasonable care and diligence as officers and Members of committees.**

**8. Members of committees act honestly and in *good faith* complying with the *Principles* of the SSU to advance the *Vision, Mission* and *Constitutional Purposes* of the SSU.**

**9. Any decision made by a validly-constituted meeting shall not be void by reason only of departure from these Standing Orders or the Constitution which was not detected till after the decision has been made.**

## **GENERAL STANDING ORDERS**

### **10. Procedure at first meeting of a new committee, portfolio appointment**

- The Chair welcomes all Members of the committee and provides a short explanation of the Standing Orders, as well as an explanation of further support available for Members to assist them in learning about meeting procedure.
- The *Constitution, Representative's Handbook, Standing Orders* are distributed to all new Members.
- Congruent with the Constitution, Members are appointed to portfolio positions as appropriate (however this can occur at a later meeting at the discretion of the Chair).

### **11.1. Procedure at the beginning of all committee meetings (contemplation)**

- Before proceeding with committee business all Members (and any others in attendance) observe one minute of silence.

### **11.2. Acknowledgement of traditional owners**

- Before proceeding with committee business the chair will acknowledge the traditional owners of the land where the meeting takes place.

### **11.3. Introduction of Members**

- Before proceeding with committee business the chair will call for all members to state their preferred name, position, and pronouns to the committee when there is a new member present, or upon request.

## **12. Quorum**

- Congruent with the SSU Constitution, the quorum for committee meetings will be one half of the Members eligible to vote.
- Congruent with the SSU Constitution, 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 the business of the Agenda is disposed of (all meetings of the SSU shall be no longer than 3 hours in duration).

## **13. Adjournments of committee**

- If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed and subject to the Constitution, the Secretary/Treasurer shall set the time of the next meeting. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
- Once a meeting is in session a Member may move: "That the debate [or meeting] be now adjourned". Discussion shall be put in order, but only amendments as to time and/or place may be permitted. The motion shall take precedence over other business before the Chair, except for points of order.

## **14. Proceedings to be held in public and Member involvement in decision making**

- All SSU Members, Associate Members, Honorary Life Members, the Patron of the SSU, and Members of the University can observe committee meetings, unless held *in camera*.
- Congruent with the Constitution, Council must hold a referendum if requested by at least 200 students.
- Congruent with the Constitution, the Council must convene a Special General Meeting if requested by at least 100 students.
- Members of the SSU who are not eligible to vote in a committee meeting may submit

motions or proposals to that committee not later than 12pm on the academic day preceding the meeting through any voting Member of the committee who will inform the Secretary/Treasurer in a timely manner. The Secretary/Treasurer will place these items in Other Business. These non-voting Members will be invited by the Chair to speak to their motions or proposals at the absolute discretion of the Chair.

### **15. The Chair Person, Speaking and Formal Debate**

- Congruent with the Constitution, the Chair will preside at committee meetings.
- When the Chair rises to speak any Member standing shall sit down.
- Any Member desiring to speak at meetings shall raise his or her hand and when called upon by the Chair shall address the Chair. If two or more Members raise their hands simultaneously, the Chair shall call upon the Member who first caught the eye of the Chair.
- Except when Standing Orders are suspended, no Member shall speak more than once to any question, except that the mover of a motion (but not an amendment) shall have right of reply, which shall close debate. An amendment shall constitute a second question from the original motion and from any other amendment.
- A Member moving or seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
- The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no Member wishing to argue the opposite view, or, in the case of a motion to move an amendment, the motion or amendment shall, subject to the mover's right of reply, be put without further debate.

### **16. Motions**

- All decisions of committee meetings shall be in the form of motions.
- No Member shall speak to a motion or amendment after it has been put to the vote. A motion that is carried can only be rescinded at a subsequent meeting.
- Except when Standing Orders are suspended or a meeting is inquorate, no Member other than the proposer of motion or an amendment, shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
- A motion or amendment before the Chair shall not be withdrawn except by its mover and by the consent of the seconder. No motion shall be withdrawn while any amendment is under discussion, or after any amendment has been adopted.
- The proposer of any motion or amendment shall submit it in writing, except by leave of the Chair.
- The mover, subject to the consent of the seconder, may re-word a motion or amendment before the Chair.
- If two or more motions deal with a particular issue and are contradictory, they may be debated together. Motions are voted on in the order they were moved, until either a motion is carried, in which case the remaining motions lapse, or until all motions are defeated.

- The Chair may, at any point during the debate of a motion, call for a non-binding straw poll (show of hands) to determine the support or lack thereof for a motion. Debate and amendments may then continue as though the straw poll were not conducted.
- Unless otherwise required, motions shall be carried by a simple majority vote.

## **17. Points of Order and Other Procedural Motions**

- The Chair may rule only to accept procedural motions in writing. Procedural motions are immediately put to the vote without discussion, with the exception of the right of reply of the mover of the motion.
- Any Member may raise a point of order, which shall take precedence over all other business. The point of order must be raised at the time the alleged irregularity occurred.
- Any Member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
- On an equality of voting, the Chair of the meeting has a deliberative vote, but does not have a casting vote.
- A Member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the motion now be put", which, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also, without returning a motion, put the motion if the Chair feels that adequate discussion has taken place. In either case, the mover of a motion shall retain the right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.
- A Member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for further limited time only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.

## **18. Amendments**

- When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
- If an amendment is acceptable to the mover and seconder it may be incorporated into the motion without debate.

## **19. Time Limits**

- All meetings of the SSU shall be no longer than 3 hours in duration.
- Reports will be discussed for no longer than 10 minutes.

## **20. Reports**

- All student representatives belonging to an SSU committee shall provide a report, which outlines details of liaison with members of the Swinburne student community and status of current projects.
- A report will be discussed for no longer than 10 minutes.
- A Chair of any committee will provide a report to that committee on the activities of their committee in relation to the student body, if not already covered in matters arising.
- All written reports are provided to the Secretary/Treasurer in time to be distributed with committee papers.

## **21. Petitions**

- Congruent with the Constitution, Council must hold a referendum if requested by at least 200 students.

### **Management of committee business**

- The President, Education Vice-President, Secretary/Treasurer and Access and Equity Officer shall meet weekly to delegate issues to appropriate SSU decision making bodies to avoid overlap of committee business.

## **GOOD ORDER**

### **22. Order in committees**

- The Chair must be heard in silence, without interruption, and may name any person for behaviour disruptive to the conduct of the meeting.
- Any person named three times during one meeting may no longer participate in the meeting.

### **23. Visitors to committees**

- The Chair welcomes any invited visitors and allows the invited visitor to speak before committee business.

### **24. Use of electronic devices**

- No electronic devices shall be utilised in committee meetings unless authorised by the meeting.
- Mobile phones, or like devices, are switched off in committee meetings, as authorised by the Chair.

### **25. Speaking in committee meetings**

- Committee Members shall always speak through the Chair.
- Committee Members shall refrain from use of bad language and will not make derogatory personal implications (such as racist or sexist comments) about another Member, as ruled by the Chair.

### **Member Interests**

- Congruent with the Constitution each Member of a committee (including officers) with a personal or financial interest (whether direct or indirect) in a matter that is to be considered at a meeting of the committee must not be present while the matter is being considered; and must not vote on the matter.

## **OTHER ORDERS**

### **26. Records of committees**

- Congruent with the Constitution, the Secretary/Treasurer is responsible for records of committees.

### **27. Suspension of Standing Orders**

- Standing Orders may be suspended by a majority of those present.
- In the event that Standing Orders are suspended, the meeting shall employ a progressive speaking list.
- When Standing Orders are suspended, decisions are made by consensus. If, after a reasonable period of time, disagreement persists, the meeting shall revert to utilisation of the Standing Orders at the absolute discretion of the Chair.
- All meetings of the SSU shall be no longer than 3 hours in duration.

## **AGENDA**

### **28. Starred items**

- The Secretary/Treasurer „stars“ [\*] Agenda items that are not to be discussed at a meeting.
- Items may be „un-starred“ by any Member of a committee when the Agenda is being considered by the committee meeting.

### **29. Other Business**

- Members who wish to raise an item under „Other Business“ shall notify the SSU Secretary/Treasurer of the item no later than 12pm on the academic day preceding the meeting.

## **MINUTES**

- Minutes record all motions and procedural movement as well as comments in the meeting that Members request to be recorded in that meeting.

## **References**

- Guide for Meetings and Organisations: Volume 2 by N E Renton
- The Standing Orders of the Northern Ireland Assembly
- Swinburne University Secretariat Procedures Manual
- Discussion paper: *Each Swinburne student shall be heard? SSU standing orders for professional, responsible and informed decision-making*  
- A J McMullen, SRO TAFE

## **APPENDIX**

### **OPERATIONAL ADVICE NOTES**

Boards, Committee Servicing and Other Meeting Arrangements – *Guidance* for  
Secretary/Treasurer and support staff

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## **DUTIES OF THE SECRETARY/TREASURER**

### **Procedure for servicing Standing Committees board meetings**

#### **Summary of Tasks**

#### **Introduction**

The Secretary/Treasurer (or Secretary of the Committee) services the Council, Standing Committees and Boards of the SSU and a number of its Sub-Committees and Collectives. This section details the procedures relevant to this role, including organisation of meetings, provision of the Agenda and papers, recording of the Minutes, records management and undertaking follow-up tasks.

The following procedures for servicing meetings of the SSUs Standing Committees Boards and their standing committees are divided into three sections:

- Pre-Meeting Arrangements;
- Conduct of the Meeting; and
- Post-Meeting Responsibilities and Tasks.

#### **Pre - Meeting Arrangements**

The Secretary/Treasurer will read incoming documentation to ensure the quality of presentation including format and contents and ensures that any required amendments are effected.

At least six working days before the mailout of Agenda papers, the Secretary/Treasurer will:

- confirm the venue booking,
- confirm tea and coffee booking
- confirm the printing deadline,
- arrange transport (if the meeting is located at another campus),
- prepare a draft Agenda using the Minutes and Agenda from the previous meetings (to ensure that items are carried over and actions are included).

The draft Agenda must be referred to the Chair for consideration. The Secretary/Treasurer and the Chair of the Committee will discuss the Agenda by telephone or email and may include additional items or delete items as appropriate.

Four working days before the mailout of Agenda papers the Secretary/Treasurer will:

- forward the draft Agenda to the Chair for final approval. Amendments as notified by

email or telephone, are inserted;

- ensure that all Agenda papers have been received (as either hard or electronic copy);
- complete the preparation of any policies or discussion papers for Members' consideration, covering memos inviting action and/or briefing notes.

The draft Agenda papers are circulated to the President, Education Vice-President, Secretary/Treasurer and Access and Equity Officer who will meet two working days before the Agenda papers are sent out. The Agenda is amended after this meeting and the mailout process commences.

Three working days before the mailout of Agenda papers, the Secretary/Treasurer will:

- prepare document number labels (in the event that documents are received electronically, these will not be required - in such a case, headers/text boxes will be used);

The President, with assistance from the Secretary/Treasurer, issues an verbal/email invitation to any staff who are required to present papers to the Members and/or to address matters before the board/committee to ensure that they are aware of the arrangements and expectations.

Correct nomenclature must be used when referring to the SSU:

- "Swinburne Student Union" or "SSU"

Before sending to print and/or final electronic distribution, the Secretary/Treasurer must ensure that document numbers are in order, and that all papers have been received.

The Agenda papers should be mailed five working days prior to the meeting. Occasionally a paper is labelled on the Agenda as "to follow" and is either not distributed until later in the week or at the meeting.

The Secretary/Treasurer ensures a copy of the Agenda papers is forwarded to appropriate SSU staff for filing.

Spare sets of Agenda and papers (hard copy) are retained by the Secretary/Treasurer.

On the day the papers are mailed the Secretary/Treasurer will send an email notice confirming the meeting date, venue and time and requesting Members to notify the Secretary/Treasurer (CC President) of any delay in receipt of papers.

During the week preceding the meeting, the Secretary/Treasurer organises a briefing session with the Chair to discuss the Agenda papers and the conduct of the meeting in general.

The Secretary/Treasurer will meet with the Chair immediately prior to the meeting.

The Secretary/Treasurer maintains an Attendance Record Sheet to note apologies, proxies and visitors. This is maintained until the day of the meeting and provided to the President on the day.

## **Conduct of the Meeting**

Terms of Reference and Composition of Committees:

- Refer to the *Constitution* and *Standing Orders* for relevant terms of reference and composition.

The role of the Secretary/Treasurer and the President:

- The Secretary/Treasurer, with assistance from the President, ensures that the venue is prepared, records the Minutes, and provides any verbal reports and/or advice as required or requested by the committee.

## **Post Meeting Responsibilities and Tasks**

(a) Immediately after the meeting, the Secretary/Treasurer, with assistance from the President, will:

- prepare a prioritised list of action items;
- initiate actions and/or notify the responsible officer accordingly. Promulgation of urgent decisions and notifications of urgent outcomes are addressed immediately;
- commence drafting the Minutes. It is preferable that a draft set of Minutes is prepared within two (2) working days of the meeting;

(b) Draft Minutes for the Standing Committees Boards are forwarded to the Secretary/Treasurer for editing and then forwarded to the Chair for approval.

(c) After receipt of amendments and approval of the draft Minutes from the Chair, the Secretary/Treasurer will:

- insert any amendments and prepare the covering memorandum (Standing Committees Boards);
- organise the printing and the mailout of the hard copy of the Minutes,
- dispatch electronic versions and dispatch the Minutes to the Media Office Coordinator
- prepare the Executive Summary; number any additional papers that were tabled at the meeting and attach them to the Minutes;
- forward a copy of the Minutes to the staff Member responsible for records management, for filing;
- forward the Executive Summary, Minutes and relevant attachments to the Secretary/Treasurer (with a copy to the President) for inclusion with the Agenda papers.

(e) Follow up actions required on individual items may include:

- the promulgation of decisions;
- the notification of outcomes;
- the preparation of additional advice;
- the coordination of responses;
- the drafting of papers for consideration, e.g. policies, procedures, proposals etc.;
- the organisation of debriefing meetings;

- the servicing of working parties as required;
- ensuring the links between the committee and other groups are initiated and/or maintained; this includes preparing executive summaries for items that are being referred from the committee to its parent Board or from the Board to Council.

## **Annual commitments related to the servicing of the SSU's Boards and committees.**

### **Annual Meeting Schedule**

#### **Preamble**

There are at least six SSU Council meetings per year. The other Boards and committees of the SSU hold at least six meetings a year, designed to feed into Council's annual meeting cycle. Similarly, the meeting dates for the standing committees are designed to feed into the respective Boards' Agenda deadlines. Each meeting schedule takes into account the academic calendar and public and University holidays. In respect of venues and the meeting times for the boards/committees refer to the Committee Meeting Dates, which is posted on the SSU web page, for details.

All Minutes of confirmed or unconfirmed status should be uploaded to a centralised area on the SSU website (e.g. [www.ssu.swin.edu.au/docs/index.html](http://www.ssu.swin.edu.au/docs/index.html)) with a view to setting up the SSU Online Document Library. This Library includes: The Constitution, Regulations, Standing Orders; the schedule of meeting dates; copies of meeting Notices and Agenda; and Confirmed Minutes of committee meetings (e.g. Council, Secretariat, Services Management Board, and Education Board).

Generally, once a set of Minutes reaches unconfirmed status, it should be uploaded to the library. When the appropriate committee confirms them, the confirmed version should be uploaded to replace the relevant unconfirmed version.

#### **Procedures**

#### **Membership List, Distribution List, Attendance Record and Labels**

Prior to the first meeting for the year the Secretary/Treasurer with assistance from the President reviews Membership details and amends any lists accordingly. This review may include contacting the appropriate Division or the Returning Officer to confirm nominees' details, clarify terms of office etc.

The Secretary/Treasurer, with assistance from the President, updates the Membership list, the distribution list, the attendance record and the labels for mailouts in readiness for distribution in the Agenda papers for the first meeting of the year. The Secretary/Treasurer makes adjustments progressively with assistance from the President in light of any changes to the composition of the committee.

#### **Monitoring Attendance at Meetings - Standing Committees Boards**

Attendance at each meeting is noted on the yearly attendance sheet. The Secretary/Treasurer monitors attendances and writes to each Member if the record indicates a Member has not attended three consecutive meetings in a row without an accepted apology, which automatically invalidates them from office.

### **Standing Committees Boards - Member Information**

The President prepares an Information Package for distribution to all Standing Committees Board Members at their first meeting after election/nomination (generally the first meeting of the academic year). This includes the terms of reference, Membership list and contact details, meeting schedule and other relevant material (the *Constitution*, *Standing Orders* and *The Representative's Handbook*).

### **Records Management and Minutes**

The SSU Secretariat will check all files for the boards/committees to ensure that all Agendas, papers and Minutes for the year are located in the hard copy file. A statement regarding the status of the file will be inserted at the front of each file before it is closed out.

*Note: The Operational Advice Notes are based on the Swinburne University Secretariat Procedures Manual.*

## **Key meeting terms**

### **Motion**

A motion, when successful, is a statement that the majority of members of a committee agree to. A person can „move“ a motion such as *“That the Council applauds Prime-Minister 's decision to appoint Archbishop Hollingworth as our new Governor-General and will send a letter of congratulations to be formulated by the President”*. This is the substantive (main) motion.

Someone „puts“ (says out aloud) the motion to the Chair. The Chair then asks for a „second“ (someone who agrees with the motion - or at least will second the motion because they believe the issue is worthy of debate). If there is not seconder, the motion is considered lapsed (will not be debated by the meeting).

If the motion is up for debate the Chair can ask for speakers for and against the motion. If this process is formal there are equal numbers for and against with the mover of the motion having a „right of reply“ (allowed to speak last by the Chair). Generally though, the Chair asks for a list of people that would like to speak and goes through this list in an orderly manner.

### **Amending a motion**

Someone may wish to amend a motion that is intended to partially, but not substantially, change a motion. It can be an addition e.g. *“The Secretary/Treasurer shall send a letter of congratulations”* - this changes the action, but not the broad intention of the motion remains the same. If this amendment is acceptable to the mover and seconder of the substantive motion then the amendment is incorporated automatically. If the amendment is not acceptable to the mover and / or the seconder then a vote needs to occur about the amendment. Of course the amendment is voted on before the main motion.

### **Foreshadowing a motion**

A foreshadowed motion substantially clashes with the „substantive“ (i.e. main motion). An example would be *“The Council condemns the Prime-Minister’s appointment of Peter Hollingworth as it blurs the line between church and state in Australia. The Working Party deems this action as unconstitutional. The President will send a letter to the Prime Minister outlining our concerns”*. The first (substantive) motion needs to be dealt with first. If this motion is unsuccessful the foreshadowed motion can then be voted on.

### **Procedural motion**

A procedural motion is a motion that suggests to the Chair a way of conducting the business of the meeting e.g., *“I put a procedural motion that each speaker be limited to speaking for no longer than two minutes”*. Another could be *“I call on the Chair to take a list of final speakers, and then the meeting should put the motion to the vote”*. *„Madam Chair, I request that this motion be split in two and each motion be voted on separately...”* A procedural motion does not need a seconder. Any member of the meeting can interrupt at any time with a procedural motion.

The Chair then agrees or disagrees with the procedural motion or puts it straight to the vote. Procedural motions are not debated in any way.

### **Splitting a motion**

This divides the motion into parts so that debate can be run in smoother way. This is a procedural motion.

The Substantive motion could be split like this:

*“That The Working Party applauds Prime-Minister John Howard's decision to appoint Archbishop Hollingworth as our new Governor-General”*

*“and will send a letter of congratulations to be formulated by the President”.*

Now there are two motions to be debated separately. This is so that a potentially less contentious part of the motion can be debated before the more contentious part.

### **Point of order**

A „point of order“ questions the procedure of the meeting, and is directed to the Chair. This question, like all procedural requests, can be put to the meeting at any time.

### **Disciplining a ‘bad’ chair**

If there is enough unrest about the conduct of the Chair a member of the committee can put a motion of no confidence in the chair – this is a procedural motion and is put straight to the vote. The committee can then appoint another chair from its number, usually by means of a simple vote by show of hands.

## **SAMPLE AGENDA**

A SSU Council Agenda normally includes the following items:

1. In Attendance - including any apologies received or observers to the meeting
  2. Consideration of the Agenda – the meeting may re-prioritise items
  3. Items to be discussed in Camera – If there are some items on the agenda that Council does want to be Minuted or observers to be present, a voting member of the meeting can ask that it be discussed in camera.
  4. Confirmation of the previous meetings Minutes
  5. Matters arising from the Minutes – normally items that had actions attached to them or required a follow-up from the person involved in the matter.
  6. Reports – In the case of Council, elected representatives are asked to report of what issues they have been working on for the past month. It is a form of accountability for other students present at the meeting.
  7. New Business
  8. Other Business
  9. Next Meeting – Time, date and place all to be included.
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