

Standing Orders

Regulation of Formal Committee Meetings

Amendment History

Sam Roberts	Council	19/11/2018
Sam Roberts	Council	18/01/2018
Lee Taube	Council	13/02/2015

PART 1 – GENERAL PRINCIPALS

1. These Standing Orders shall be applicable to all SSU Council, Secretariat, Services Management Board, Education Board, General Meetings and Standing Committee meetings, and where deemed appropriate, by notice of the chair, to meetings of sub-committees and collectives.
2. The SSU is dedicated to equal opportunity for all members in meetings. Necessary adjustments may be made to these Standing Orders to accommodate access to, and participation in meetings, for members with special needs at the discretion of the chair.
3. Any decision made by a validly-constituted meeting shall not be void by reason only of departure of these Standing Orders or the Constitution which was not detected until after the decision was made.

PART 2 – GENERAL STANDING ORDERS

4. Procedure at the first meeting of a new committee:
 - a. The chair provides a short explanation of the standing orders, as well as an explanation of further support available for members to assist them in understanding meeting procedure.
 - b. All committee members are provided with access to the Constitution and Standing Orders.
 - c. The chair will call for all members to state their preferred name, their position, and pronouns to the committee.
5. Procedure at the beginning of all committee meetings:
 - a. All members observe one minute of silence.
 - b. The chair will acknowledge the traditional custodians of the land where the meeting takes place.
6. If quorum is not present within 30 minutes of the time of which notice has been given, the meeting shall not proceed.

7. Meetings shall run for no longer than 3 hours in duration from the opening of that meeting.
8. When the chair is speaking, all other members of the meeting shall remain quiet.
9. The Chair may name any person for behaviour disruptive to the meeting.
10. Any person named three time may no longer participate in the meeting.
11. Any member wishing to speak at meetings shall raise their hand and when called upon shall address the chair.
12. Except when standing orders are suspended, no member other than mover, or proposer of a motion shall speak to it until it has been seconded.
13. 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. Each amendment constitutes a separate question.
14. A member moving or seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
15. The chair shall as far as practical, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover.
16. If two consecutive speakers have argued for or against, and there is no speaker wishing to argue the opposite view, or move an amendment, then the motion shall be put to a vote, subject to the mover's right of reply.
17. The chair may place a time limit on speakers for a particular motion or amendment, however the same time limit must apply to all speakers on that question.
18. The chair may at any point during debate call for a non-binding straw poll by show of hands to determine the support or lack thereof for a motion. Debate may then continue as though the straw poll were not conducted.
19. No member shall speak to a motion after it has been put to a vote.
20. No electronic devices may be used during a committee meeting unless authorised by the chair.

PART 3 – MOTIONS and AMENDMENTS

21. All decisions of meeting shall be in the form of motions.
22. Motions by members of the committee shall be submitted to the secretary of the committee by the due date for that meeting as directed by the secretary.
23. Motions may be submitted by members of the committee during the meeting in writing, subject to a procedural motion, to the chair of that meeting.
24. Any Member of the Union may submit a motion to a committee of the Union by submitting it to a member of that committee at least one business day before that meeting. That committee member will notify the secretary of the committee promptly.

25. A member of the Union submitting a motion to a committee will be invited to speak on that motion during the committee meeting in which the motion is discussed.
26. A motion or amendment before the chair may only be withdrawn by the mover and by the consent of the seconder, and not after any amendment to it has been adopted.
27. A motion or amendment may be reworded by the mover subject to the consent of the seconder.
28. A motion that lapses due to the lack of a seconder shall not be recorded in the minutes.
29. If two or more motions deal with one issue and are contradictory, then they may be debated together at the discretion of the chair. Motions are voted on in the order they were moved, until either a motion is carried, and subsequent motions lapse, or until all motions are defeated.
30. When an amendment is put to the chair, discussion shall be confined to the amendment. No further amendments shall be moved, nor discussion on the motion occur, until the amendment accepted or disposed of.
31. If an amendment is acceptable to the mover and seconder it may be incorporated into the motion without debate or vote.

PART 4 – EMAIL MOTIONS

32. Email motions shall only be used in special circumstances as required.
33. The procedure for using email motions to pass resolutions shall be as follows:
 - a. An email motion must be passed by a unanimous vote of the members of the committee voting.
 - b. If the email motion is successful, the next meeting of the committee which voted on it must ratify the email motion at the beginning of regular business.

PART 5 – PROCEDURAL MOTIONS

34. Procedural motions may be put forward vocally upon acknowledgement of the chair.
35. Procedural motions are immediately put to vote without discussion, with the exception of right of reply to the mover of a motion.
36. Members may not abstain from procedural motions and must vote for or against.
37. 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 breach of regulations occurred.
38. Any member disagreeing with the chair's ruling on a point of order may move dissent.
39. Upon dissent the motion shall be put to a vote without debate.

40. A procedural motion to limit or end speaking may only be put forward by a member of the committee who has not yet spoken on the current motion.

PART 6 – DUTIES OF THE SECRETARY

41. During the meeting the secretary will record accurate minutes including:

- a. The attendance of the meeting,
- b. The absence of all committee members,
- c. All apologies received prior to the meeting,
- d. All amendments,
- e. Votes for, against, and abstentions on all motions, unless carried unanimously,
- f. All procedural motions, and
- g. Any change of the chair.

42. Following the meeting the secretary will:

- a. Complete a draft of the unconfirmed meeting minutes.
- b. Prepare a list of action items arising from the meeting.
- c. Initiate action items or notify the relevant staff/representatives with the help of the committee chair.
- d. Distribute the draft meeting minutes to the committee members and relevant staff, and upload the meeting minutes to any relevant file storage locations.