

BYE LAW 11: CODE OF CONDUCT AT MEMBERS' MEETINGS

66. Statement of Intent

66.1 This Bye-Law shall set down the procedures governing the organisation and conduct of sessions of the Union Council, Annual General Meeting and such other Union Meetings as resolve to adopt these Standing Orders.

66.2 This Bye-Law shall ensure that the procedure for making resolutions of the Union Council and Annual General Meeting is fair and democratic, and facilitates open and participative discussion prior to those resolutions.

67. Terms of Reference

67.1 Standing Orders shall apply to all sessions of the Union Council and all General Meetings, and to any other Union meetings which resolve by a majority of those present and eligible to vote to adopt the Standing Orders for a stated duration.

68. Chairing & Conduct of Meetings

68.1 The Chair of Union Council shall be elected during the Union elections. This person will also Chair General Meetings of the Union.

68.2 In the absence of the Chair of Council, the President (Finance & Governance) or an Executive Officer shall arrange for a temporary Chair to be elected by and from the meeting.

68.3 The President (Finance & Governance) or their nominee shall act as Chair's Aide, advising the Chair on Constitutional matters and matters relating to the operation of the meeting. The Chair's aid should be a member of Council. The Chair's Aide shall hold no further authority than any other Member of the Council, and shall not deputise for the Chair unless elected as temporary Chair.

68.4 The Chair shall:

- (a) be impartial and not participate in any debate;
- (b) ensure the debate is orderly and conducted in accordance with these Standing Orders;
- (c) rule on any matter relating to the conduct of the meeting in accordance with these standing Orders;
- (d) advise the meeting, where necessary, of the protocol regarding Union personnel and disciplinary matters;
- (e) vacate the Chair if they wish to participate in any debate, or when a Chair's ruling has been challenged or a vote of no confidence or censure in the Chair has been proposed;
- (f) have a casting vote only, which may only be cast in favour of the status quo
- (g) suspend any meeting while it is disorderly until such time as the meeting comes back into order;
- (i) ensure that all items on the agenda are debated within the time allotted to that meeting.
- (j) ensure the meeting is quorate throughout the duration of the meeting.

- (k) give rulings and interpretations.
- (l) rule on allowing the meeting to be adjourned for comfort breaks.

69. Attendance at Union Meetings

69.1 All Full Members of the Union shall be entitled to attend all Union meetings except that:

- (a) only the Membership of that meeting may vote;
- (b) only the Membership of that meeting may speak, except with the approval of the Chair;
- (c) any meeting may be moved 'in camera' by a resolution of the majority of those present and eligible to vote;
- (d) all meetings discussing Employment or Disciplinary matters shall be held 'incamera'.

69.2 Such persons as are not Full Members of the Union may be admitted to Union meetings at the discretion of the Chair.

69.3 Any person whose presence or conduct prejudices the order or good conduct of a meeting may be ordered to withdraw by the Chair.

70. Publicity

70.1 All Union meetings open to all Full Members shall be publicised at least 5 working days in advance to students via the Union website

71. Opening Meetings

71.1 The start of any meeting may be delayed up to a maximum of fifteen minutes at the discretion of the Chair.

71.2 At the start of the meeting, the Chair shall call for a quorum count. If the meeting is found to be inquorate, business may be discussed but reports and motions may not be passed or approved.

71.3 At the start of a quorate Meeting, the Chair shall present the agenda for the approval of the meeting.

71.4 The order of the paper, once accepted by the meeting, shall not be further amended.

72. Speaking at Meetings

72.1 Debates on motions

72.1.1 The order of speeches on a motion shall be:

- (a) proposing speech
- (b) speech against
- (c) debate
- (d) summation in favour

72.1.2 The Proposer of any motion shall have the right to propose and summate, or may waive to another Member of the meeting or to a free speech. If the motion contradicts any part of an existing motion, the proposer must inform Council of this during their proposing speech, and that that part or motion will become void and will be removed if the motion is passed.

72.1.3 Proposing speeches and speeches against shall last no more than 2 minutes. The debate may last as long as the Chair deems necessary, but Council members may only raise new points.

72.1.4 The debate shall include any requests for clarification and responses and queries on a motion and responses to these queries. It shall also include any amendments, points in favour or points against the motion.

72.1.5 Summation speeches shall last no more than one minute and may not introduce any new points to the meeting.

72.2 Amendments

72.2.1 Only one amendment may be discussed at any one time, and must relate to the subject of the original motion.

72.2.2 Any amendment approved by the meeting shall become part of the motion. The motion and any amendments shall be referred to as the 'substantive motion'.

72.2.3 Where an amendment is accepted by the Proposer of the motion, the amendment shall be deemed approved and enter into the substantive motion.

72.2.4 Prior to debate on any amendment, the Chair shall rule how the amendment will alter the original if accepted.

72.2.5 Amendments must be submitted in writing to the Chair before the start of the meeting, except where an amendment is to remove part of the motion, in which case this can be raised during the debate.

72.3 Substantive Motions

72.3.1 A summation speech on the substantive motion shall take place immediately after the debate on the motion.

72.3.2 Where any amendments substantially change the effect or meaning of the motion, the right to summate on the substantive motion shall belong to the Proposer of the last amendment to make such a change.

72.3.3 Summation speeches shall last no more than one minute and may not introduce any new points to the meeting.

72.4 Presentation of Reports

72.4.1 There shall be an introductory speech from the Proposer of the Report which shall last no more than five minutes.

72.4.2 The Chair will invite questions from Members of the meeting after which the report will either be accepted or rejected

73. Voting at Meetings

73.1 Voting at General Meetings shall be by show of hands of Full Members of the Union.

73.2 Any motion or report approved by a General Meeting shall not become Policy of the Union, but shall be proposed by the President as a motion or report for discussion at the next meeting of the Union Council

73.3 Voting at Union Council shall be by show of hands by Members of the Council.

73.4 Any motion or report approved by a majority of those present and eligible to vote at a meeting of the Union Council shall become Policy of the Union at the close of that meeting, except that proposals to amend Bye-Laws must be approved by a two-thirds majority of those present and eligible to vote as outlined in Clause 7 of the Constitution.

73.5 Any person attempting to register a vote not entitled to do so under these Bye-Laws will be deemed to be in breach of these Bye-Laws and may be subject disciplinary action under Bye-Law 15: Disciplinary Procedures.

74. Points of Order

74.1 Points of Order shall take precedence over all other business, except that they may not be raised during a speech or vote, unless relating to the conduct of that vote.

74.2 Members may make a request for clarification.

75. Procedural Motions

75.1 Procedural Motions shall take precedence over all other business except Points of Order, except that they may not be raised during a speech or a vote, unless relating to the conduct of that vote.

75.2 Procedural Motions shall have priority in the following order:

- (a) that the Chair's ruling be overturned;
- (b) that the meeting be moved 'in camera' for a specified period;
- (c) that the meeting be closed;
- (d) that the question be decided by Secret Ballot;
- (e) that the question as specified be adjourned to a later meeting;
- (f) that the question as specified be remitted to another person or body;

75.3 All Procedural Motions shall be approved by a majority of those present and eligible to vote.

75.4 In all Procedural Motions, there shall be a speech in favour (30 seconds max) and a speech against (30 seconds max), followed immediately by a vote.

75.5 In the event of a Motion that the Chair's ruling be overturned the President or an Executive Officer shall take the Chair for the duration of discussion on that motion. The Chair shall have the right to speak against the Motion.

75.6 In the event that a Motion that the Meeting be closed is approved, no further business shall be discussed.

76. National and Regional Activity

76.1 An item on each Union Council Agenda must be reserved for Executive Officers to feed back to Union Council on current actions and developments in higher education. This must include the National Union of Students (NUS) campaigns and actions, when the Union is affiliated to NUS, regional activity and government developments on areas such as fees.

76.2 Any member of Council may raise regional and national campaigns and developments they have become aware of for discussion by Council.

76.3 Council may mandate any Council member to lead involvement with regional and national campaigns by a simple majority vote.

77. Closing Meetings

77.1 All Union meetings shall close no later than 9pm.