

# 8003

## **STANDING ORDERS** **GOVERNING COUNCIL MEETINGS**

### **INTRODUCTION**

1. Interpretation These Standing Orders shall at all times be subject to the provisions of the H.U.U. Constitution and Bye Laws and shall be read in conjunction therewith.
2. Amendment: These Standing Orders shall be amended from time to time by the Union Executive Committee
3. Implementation of Decisions Decisions of Council shall become effective on completion of the meeting concerned.

### **ADMINISTRATIVE ARRANGEMENTS FOR A MEETING**

4. Convening a Meeting: Meetings of the Council shall be convened by the Chair Campaigns & Democracy at the request of the Union Executive Committee or at least 10 members of Council (Bye Laws). Ordinary meetings of Council shall be notified in the H.U.U. Calendar; notice of extraordinary meetings shall be displayed on the Official Notifications Notice Board.
5. Submissions of Motions and Reports: Motions, minutes and reports for inclusion with the agenda (or publication on the Union's Webpage, as Council directs from time to time) shall be lodged with the Chair Campaigns & Democracy or Reception (for the attention of the Union Administrative Co-ordinator) at least four clear working days (4.30 pm on Monday of previous week) preceding the meeting. Reports of University Committee meetings shall be submitted as written reports. Motions require a proposer and a seconder.
6. Agenda: The agenda, together with minutes of the previous meeting, shall be displayed on the Official Notifications Notice Board, the Union's official website and circulated to members via E-mail at least two clear days in advance (Bye Laws).
7. Submission of Amendments: Amendments which may be contrary to the spirit of the main motion require a proposer and seconder; such amendment shall be submitted to Reception before 11 am on the day of the meeting.
8. Submission of Drafting Amendments: A written drafting amendment to a motion or an amendment may be handed to the Chairperson after 11 am on the day of the meeting. The drafting amendment shall only 'delete parts' or make minor alterations, which do not alter the spirit of the motion or

amendment. Such changes shall only be made by the proposer of the original motion or amendment, or with his/her consent. The admissibility of a drafting amendment shall be at the discretion of the Chairperson. If accepted, the Chairperson shall read the drafting amendment to the meeting before the motion is proposed.

9. Attendance: Members attending a meeting are to register with the Chair Campaigns & Democracy or in his/her absence the Deputy Secretary of Council. In order to complete registration, a member must join the meeting not later than 1 hour after the published time of commencement. Unless apologies have been received prior to the start of the meeting (Bye Laws), any voting member not so registered shall be deemed to be absent.
10. Council shall elect the Deputy Secretary of Council at the first meeting of Semester 1. Members of UEC, Chair and Deputy Chairperson Council and ex-officio members of Council shall be ineligible to stand for the position of Deputy Secretary of Council. This position may be held in addition to other positions held.
11. Order of Business Subject to a Procedural Motion to the contrary, the order of business shall be as detailed at Annex A.
12. Business Carried Forward to the Next Meeting Any item of business on the agenda which is not discussed during the meeting, shall only be carried forward upon receipt of a written request from the proposer, and lodged with the Chair Campaigns & Democracy at the end of the meeting.
13. No Smoking No smoking shall be allowed during meetings of Council.

## **THE CHAIRPERSON**

14. Election The election of the Chairperson and Deputy Chairperson or any temporary election for these posts shall be conducted in accordance with the Bye Laws
15. Responsibilities The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Constitution, Bye Laws and these Standing Orders. The ruling of a Chairperson on points of order, admissibility of motions and amendments and on any matter relating to the conduct of the meeting shall be final and binding, subject to a successful challenge to the Chair (see paragraph 17 below). The Chairperson shall be heard in silence at all times.
16. Involvement The Chairperson shall not participate nor vote in any debate, except for a casting vote as authorised in the Bye Laws
17. Challenge to the Chair A Procedural Motion challenging a ruling of the Chairperson may be raised as a 'point of order' by any member of Council. If supported by five voting members the Deputy Chairperson shall take the chair and request:

- a. the Chairperson to state his/her reasons for making the ruling;
- b. the challenger to state his/her case;
- c. one other member to support the ruling of the Chairperson.

There shall be no questions and immediately thereafter the challenge shall be put to the vote, which shall only be upheld if carried by two-thirds of those present and eligible to vote.

18. Closing a Meeting No Council meeting held in the evening shall continue beyond 10.30 pm unless two-thirds of those present and eligible to vote express a desire for it to do so, with the provision that debate on any motion which is at that time under consideration shall continue until a vote has been taken. The Chairperson shall also have authority to adjourn or close the meeting for unruly conduct; on this point his/her authority shall not be challenged.

## **CONDUCT OF MEETING**

19. Section 1 - Election to the Chair Where necessary an election to the Chair shall take place in accordance with paragraph 14 above and 30 below.
20. Section 2 - Attendance Apologies and resignations shall normally be 'noted', unless on a 'point of order' the matter is put to the vote.
21. Section 3 - Minutes shall normally be noted and ratified by assent, subject to a Procedural Motion to refer a minute back. Questions under 'matters arising' shall be taken at the discretion of the Chairperson.
22. Section 4 - Reports by members of the Union Executive Committee shall be promulgated on the official HUU website, and reinforced by a verbal report at Council meetings which should not exceed ~~three-five~~ minutes for Sabbatical Officers and three minutes for Part-Time Chairs -and be so framed as to bring to the attention of Council matters of importance. Questions shall only be asked if:
  - a. it is a question to which a satisfactory answer cannot be obtained privately;
  - b. it is a question designed to bring an important matter to the notice of Council.

Written questions may also be submitted either for inclusion on the agenda or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute. Any supplementary questions either written or oral, shall not exceed two, and shall also be limited to one minute

duration. Reports shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote.

23. Section 5 - Administration Elections and ratifications shall take place in accordance with the Constitution, Bye Laws and Standing Orders. The method of voting in an election is detailed at paragraph 30 below. Ratifications, applications for membership and reciprocal agreements shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote. Policy rescissions shall be for noting.

24. Section 6 - Motions Only one motion or amendment shall be before the meeting at any one time. If at any time during the debate two or more members wish to speak at the same time, precedence shall be given to the member who first 'catches the eye' of the Chairperson. No member may speak more than once on the same motion or amendment, subject to the right to give the speech in summation. Once the proposer has spoken on a motion or an amendment, that motion shall not be withdrawn except with the consent of the meeting. Subject to the above, the Chairperson shall conduct the debate as detailed below:

a. Order of Debate Unless Council is 'in committee' (see paragraph 27e below) speeches on a motion or an amendment shall take the following form:

- (1) a speech in favour of the motion; in the first round of speeches the motion shall be proposed by the proposer or seconder, or by a nominee of the proposer, subject to such a nomination having been notified to the Chairperson in advance;
- (2) a speech against the motion;
- (3) a speech in abstention of the motion;
- (4) a speech in summation; such a speech shall not contain any new information.

Prior to the speech in summation, such other rounds of speeches as are felt necessary by the Chairperson may take place, subject to any Procedural Motion to the contrary.

b. Amendments It is open to the proposer of a main motion to accept an amendment, subject to a 'point of order' that 'it be not incorporated'. If such a proposal is carried, the main motion shall revert to its original form. Unless incorporated into the main motion, an amendment or amendments appearing on the agenda shall be debated after the speech in favour of the main motion. If such an amendment is carried, it becomes the main motion and shall be re-proposed as such, after which any remaining amendments, if any,

shall be debated. This procedure shall continue until only one motion remains; this shall be the main motion.

- c. Length of Speeches Speeches in favour, against or in abstention shall not exceed three minutes and a speech in summation not more than two minutes. The Chairperson may exercise his/her discretion to extend a speaker's time limit if he/she has been interrupted or otherwise prevented from making his/her speech in a normal manner.
  - d. Questions to the Speaker Any member of Union may put a question to a speaker, provided that he/she has signified to the Chairperson his/her intention of giving way, except after a speech in summation or in the event of a challenge to a ruling of the Chairperson (see paragraph 27a below). Questions, which shall not exceed one minute in duration, shall be framed as information offered to or asked of the speaker.
25. Section 7 - Any Other Business Only the business published on the agenda shall be transacted at a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business not having previously appeared on the agenda may be taken if, in the opinion of the Chair, it would not have been possible for the business to have been published on the agenda or that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council (See Bye Laws).

## **POINTS OF ORDER**

26. Raising a Point of Order A point of order relating to the conduct of the meeting or a proposal to accept a Procedural Motion can be tabled by a member at any time, except where a vote is being taken, and as such shall take precedence over all other business.
27. Procedural Motions Procedural Motions, as detailed below, may be proposed by any member of Council as a 'point of order'. Such motions require a proposer and seconder unless otherwise stated. Where two or more Procedural Motions are proposed, they shall be debated in accordance with the following order of precedence.
- a. A challenge to a ruling of the Chairperson (paragraph 17 above refers); such a challenge shall require a proposer plus the support of five voting members of Council.
  - b. A motion for a temporary suspension of the order of business.
  - c. A motion that the question be now put; this shall only be accepted at the discretion of the Chair. There shall be no discussion on this motion and if carried the meeting shall immediately proceed to vote, subject only to the right to give a speech in summation.

- d. A motion that the main motion or amendment under debate is voted on in parts.
- e. A motion that Council moves into Committee. If carried, no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council. The extent of the intended exclusion should be made clear in the procedural motion.
- f. A motion that Council moves out of committee; where such a motion is carried it shall be noted in the minutes.
- g. A motion that the matter lie on the table.
- h. A motion to adjourn or postpone the matter to a later specified meeting.
- i. A motion to refer the matter to a Select Committee (paragraph 31 below refers).
- j. A motion to refer the matter back to a Standing or Select Committee.
- k. A motion for the adjournment of Council; such an adjournment shall take place on completion of a specified item of business.

## **VOTING**

- 28. General Each voting member of Council shall exercise one vote in respect of any one matter put to the vote except as detailed at paragraph 30c (2) below.
- 29. Method of Voting Voting shall be by show of voting cards unless a secret ballot is proposed as a 'point of order' by any member of Council. Such a proposal shall be carried if supported by five voting members of Council.
- 30. Voting Procedure Voting may be by a simple majority, two thirds majority or an exhaustive or block vote system as detailed below.
  - a. Simple Majority All motions shall be carried by a simple majority of those present and eligible to vote unless otherwise prescribed.
  - b. Two Thirds Majority The motions details below shall only be carried by a two thirds majority of those present and eligible to vote:
    - (1) A Procedural Motion.
    - (2) Any motion or amendment that proposed or shall necessitate a change to Standing Orders, Bye Laws or the HUU Constitution.

- (3) Two or more delegates or observers to a conference (see SO 3.001).
  - (4) Affiliations.
- c. Exhaustive or block vote Voting in elections for Chair and Deputy Chair of Council, positions on Standing Committees (Bye Laws paragraph 22 refers) where either there was no nomination in the cross campus elections or as the result of a resignation (Bye Laws paragraphs 20c, 22c and 24c refer), positions on a Select Committee (see paragraph 32 below) or positions on University Committees shall be by method of exhaustive vote in the case of single appointments or block vote in the case of multiple appointments, as detailed below.
- (1) Single Appointment Voting for a single appointment shall be by show of voting cards. Where a result is not achieved in the first ballot, further ballots will be conducted excluding candidates who fail to equal or exceed the vote of the candidates next above, in combination or by themselves. If at any point there are two or more candidates with equal votes that under the above rules cannot be excluded, a separate ballot shall be held to determine who shall be excluded from the next stages.
  - (2) Multiple Appointments Voting for multiple appointments shall be by ballot with each voting member of Council having a number of votes equal to the number of appointments to be filled. The candidates with the highest number of votes shall be elected. In the event of a tie the Chairperson shall have the casting vote.

### **SELECT COMMITTEE**

31. Matters to be Referred The Chairperson shall at his/her discretion refer any motion of a controversial nature to a Select Committee. Notwithstanding the above, Council may refer any matter to a Select Committee subject to a Procedural Motion to that effect (see paragraph 27i&j above).
32. Membership: The membership of a Select Committee shall be an ex officio member of Council who shall act as Chairperson and four voting members; the membership shall be elected in accordance with paragraph 30c above. (See Byelaws)
33. Report Back The Chairperson shall report back to the next Council meeting but one. The report shall not be amended, except that sections may be accepted or rejected by Council or that sections may be referred back for further consideration (see paragraph 27j above). In such cases a further

report shall be made to the next Council meeting, unless an extension be granted.

Annex

A. Union Council - Order of Business

PT/JH

Passed at UEC: 1<sup>st</sup> December 2009

Passed at HUU Council: 14<sup>th</sup> December 2009