

APPENDIX J THE ORGANISATION OF CUSU MEETINGS

The following shall be the Standing Orders for chair, debate and procedures that shall apply to all Union Meetings

a) General

- i) All Ordinary Members of CUSU may attend any Union Meeting unless specifically ordered from or excluded by the Chair of the meeting, and may participate in meetings subject to the provision of this Constitution
- ii) Associate Members may attend and participate in CUSU Meetings (with the approval of the meeting) but may not vote
- iii) Non-Members of CUSU may only attend CUSU Meetings with the agreement of the Chair but shall not speak unless invited to do so by the Chair
- iv) Appropriate alterations to these Standing Orders will be made for disabled members by the Chair
- v) Union policy will last for three years and will then lapse unless renewed by Council. Council will be notified of any policy due to lapse and a simple majority is needed to renew it

b) Rules of Meetings

- i) Quorum for all committee and council meetings shall be half of all filled voting positions plus one (rounding any fractions down)
- ii) All meetings shall normally commence with apologies received, minutes of the last meeting and matters arising
- iii) The Chair of the meeting (or his/her nominee) shall prepare the agenda
- iv) Agenda items shall be submitted to the secretary to the committee no less than five working days before the meeting and with Union General Meetings motions shall be submitted to the Vice President Communications
- v) Notice of the meeting and the agenda shall be given no less than four working days before the meeting
- vi) An amendment to a formal motion to Executive, Union Council or Union General Meeting, shall be submitted no less than 2 working days before the meeting

c) The Frequency of Meetings:

- i) Union Council shall be held at least twice per term and at other times as determined by the Chair of Union Council or his/her nominee
- ii) Executive Committee shall be held every two weeks during term time and at other times as determined by the President
- iii) The Annual General Meeting (AGM) shall be organised by the Vice President Communications and the Chair of Union Council, and held within 8 weeks of the start of the normal academic year
- iv) Union General Meetings (UGM) shall be called with 10 working days notice by not less than 30 ordinary members of CUSU or by resolution of Union Council

d) Emergency meetings called for matters of urgency as follows:

- i) Union Council by the Chair of Council or by written request of 15 members of Council, or Executive Committee within three working days
- ii) Executive Committee by the President or his/her nominee or by written request from three members of Executive Committee within 3 working days

- iii) A Union General Meeting (UGM) by a resolution of Union Council or 30 ordinary members of CUSU within 10 working days
- iv) Emergency motions for Union Council and AGM and UGMs may be submitted in writing to the Chair up to the start of the meeting and may be accepted for debate at the discretion of the Chair

e) CUSU Staff Attendance at Meetings and Closed Sessions

- i) CUSU staff and others may co-opted as non-voting members of sub committees and standing committees
- ii) CUSU staff may attend meetings at the discretion of the meeting
- iii) Closed session meetings may be held or a part thereof when matters relating to staff or disciplinary matters relating to members are discussed.

f) Chair and Debate

- i. The Chair of Union Council shall Chair all Union Council and Union General Meetings. If the Chair is absent or relinquishes the Chair, it shall be taken by another member nominated by the Chair
- ii. The Chair shall be the sole interpreter of Standing Orders and the Constitution subject to the right of any member to challenge his/her ruling as provided for in procedural motion h) iv, b
- iii. The Chair shall keep the meeting in order. The Chair shall not participate in the debate. When the Chair speaks, all other members will be silent
- iv. Those present must abide by all of the Union's rules and regulations, paying particular attention to the Union's Equal Opportunities Policy
- v. The Chair must relinquish the Chair in order to address the meeting on anything other than conduct of the meeting, the Constitution, or these Standing Orders
- vi. The Chair shall set time order the agenda and shall set a time limit for specific parts of the agenda and the meeting as a whole, which shall not be exceeded
- vii. No member of CUSU may disrupt a meeting. In the event of a person doing so, the Chair shall caution the member. If the member persists, he/she shall be excluded from the meeting by the Chair, and may face disciplinary action
- viii. Each motion shall require a proposer and a seconder. The proposer shall speak in favour of the motion. It shall then be open for discussion and may be withdrawn only with the consent of the meeting
- ix. Members wishing to speak shall do so by raising their hand and addressing the Chair stating name and position, or course and year
- x. The Chair shall, if possible, alternate between speeches in favour and against
- xi. Members may also ask a short factual question following any speech. The Chair may rule these out of order
- xii. The proposer of any motion shall have the right to sum up the debate immediately before the vote is taken. A summation shall not introduce any new subject matter. In motions of censure or no confidence, the Officer in question shall have the right to summation
- xiii. With the exception of the procedural motions there shall only be one motion or amendment to a motion before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed
- xiv. In the event of any amendment being carried which is not accepted by the proposer of the original motion, the mover of the amendment shall become the proposer of that substantive motion
- xv. When all amendments have been voted upon then the substantive motion shall be debated and voted upon

- xvi. The Chair shall have the power to rule motions or amendments as 'out of order' if they:
- are submitted late
 - do not have a valid proposer and seconder
 - conflict with legislation or would require CUSU to act in a way that would be considered ultra vires
 - conflict with the Constitution in any other way
- The Chair shall notify the meeting of motions ruled out of order but they will not be discussed. These rulings may not be overturned

g) Procedure

i. Points of Order

- a) Points of Order have precedence over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote
- b) Any member may raise a 'Point of Order' by raising his/her hand. The member shall then give the point of order they wish to make. (There shall be no discussion upon, and no vote on, the raising of a point of order, it shall be the Chair's decision)
- c) Points of Order shall have priority in the following order:
 - i. A call for a count of voting members present. (This may only be called for between agenda items)
 - ii. A call for a Chair's ruling for an interpretation
 - iii. A request for that a vote be formally counted or recounted

h) Procedural Motions

- i. Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote
- ii. Procedural motions do not require a seconder
- iii. All procedural motions require a simple majority of those voting members present at the meeting, there shall be no further discussion or vote on the matter
- iv. The following procedural motions may be put (in order of priority):
 - a) No confidence in the Chair
 - b) Challenge to the Chair's ruling
 - c) To re-order the agenda
 - d) That a vote be by secret ballot. (This shall apply to main motions only, not to amendments, procedural motions or points of order)
 - e) That the meeting be adjourned or closed
 - f) That the motion now be put to a vote
 - g) That the motion not be put to a vote
 - h) That the matter be referred to a specified later time, later meeting or Committee for a decision
 - i) That the motion be voted in parts. (The parts to be separated shall be identified by the mover of this procedural motion followed by speeches for and against). Only main motions and amendments may be voted in parts not procedural motions or points of order
 - j) To suspend one or more Standing Orders for the duration of the whole or part of a meeting
- v. If procedural motion a) or b) is put, the Chair shall hand the Chair to another member of Union Council. The proposer shall propose the motion, the person who has relinquished the Chair shall reply and the matter will be put straight to a vote. In the event of a) being passed, the Chair shall not resume the Chair during the meeting

- vi. If procedural motion c) to i) is put, there will be one speech for and one against. The meeting will then move straight to a vote

i) Voting

Voting shall be by electronic system or by show of hands, a simple majority shall be required in all cases, except where there is a motion of no confidence or a proposed amendment to the CUSU Constitution, and the Chair may, if he/she considers the result to be clear, declare the motion passed or failed without a specific count. A member may object to this through raising point of order c) iii

The Chair shall appoint tellers for a formal count at the start of the meeting

The Chair shall have the casting vote in the case where a vote is tied

j) Points of Information

'Points of Information' may be raised by any member holding up his/her hand. If the member holding the floor makes no indication of giving way, the member who raised the point of information must sit down immediately