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Title: Bye Law Two	Standing Orders

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Section One: Definition and Purpose

- 1.1 Standing Orders are rules which govern the procedure and conduct of all UUSU meetings and meetings of the Student Council, except where otherwise provided for in the Articles of Association.
- 1.2 The standing orders contained within this Bye-law are the rules which should normally apply to UUSU Student Council.
- 1.3 All other Committees shall be held according to their terms of reference.
- 1.4 Changes to the terms of reference shall be made with the support of 50% + 1 of the membership of the committee.
- 1.5 The scope of the committee will be limited to the responsibilities set out in the Articles of Association and the Bye-laws.

Section Two: Procedure for Calling Student Council

- 2.1 The number and dates of meetings should normally be set by the Clerk of Student Council; there will normally be two meetings in both the autumn and spring semesters and will take into account the academic calendar and election dates.
- 2.2 The Chair of Student Council shall have the power to call an Emergency Student Council when deemed necessary, and to consider such business as required.



Section Three: Passing Policy at Student Council

- 3.1 Any member of UUSU can attend Student Council and present policy to be passed, however only Council members may cast a vote. The Student Executive will act as the proposer and seconder of policy proposed by an ordinary member.
- 3.2 Papers for consideration at Student Council should normally be received ten days in advance of the set meeting date. When this date falls on a Saturday, papers will need to be submitted by the following Monday morning.
- 3.3 Papers for consideration at Student Council should normally be emailed to the Clerk of Student Council in accordance with the set deadlines.
- 3.4 Papers should normally be displayed online for all members of UUSU five days in advance of the set meeting date.
- 3.5 Policy should be submitted using the UUSU Policy Template as outlined in Appendix 2.
- 3.6 Policy submitted must be in line with the process outlined in Appendix 3 and the Clerk will be the final arbiter as to policy process.
- 3.7 Policy will require a majority of 50% + 1 of members present to pass.
- 3.8 Student Council has the power to return the policy to the original proposer with suggested amendments for resubmission to next Student Council.
- 3.9 Policy passed at Student Council will be relevant for two years, the Clerk of Council will keep a schedule of policy, of those complete or that need reapproval in advance of the expiry date as per the review process as outlined in Appendix 3.
- 3.10 Policy that has failed to pass at Student Council may not be resubmitted to Student Council in its original form without substantive change for at least two calendar years from date of submission.
- 3.11 Students may hold a referendum on a policy which has failed to pass at Student Council, subject to the regulations as set out in this Bye-law and Bye-law six on Referenda.

Section Four: The Chair

- 4.1 The role of the Chairperson:
 - 4.1.1 The Chairperson shall be responsible for adherence to these Standing Orders and may make rulings on their interpretation, in consultation with the Clerk of Student Council if required;
 - 4.1.2 Such a ruling on the Standing Orders may be subject to challenge in accordance with Clause 4.3 of this Bye-law;
 - 4.1.3 The Chairperson is responsible for ensuring that discussion is conducted in an orderly fashion and that speakers are not interrupted except in accordance with these Standing Order
 - 4.1.4 The Chairperson shall decide the order of speaking and ensure, whenever practicable, that speakers for and against a Motion under discussion speak alternately; Except as in Clause 4.3.3 the Chairperson shall not participate in any debate.
- 4.2 The Chairperson may address the meeting from the Chair in order to explain or administer these Standing Orders or to answer a question directed to the Chair on a Point of Information, however they shall not take part in debate, except as stated in clause 4.3.
- 4.3 The Chairperson shall relinquish the Chair to a Deputy if:



- 4.3.1 A motion of “No Confidence” in the Chair has been put to the meeting;
- 4.3.2 Their ruling has been challenged;
- 4.3.3 The Chair wishes to speak on a Motion or is implicated in any item under discussion;
- 4.3.4 In the instance of 4.3.1 and 4.3.2 the Chair shall have the right to reply.
- 4.3.5 In the absence of a deputy, the Clerk of Council may assume the chair temporarily until the end of the specific item of business.

Section Five: Procedures at Meetings

5.1 Business at meetings shall normally comprise of:

- Quorum count;
- Minutes of previous meeting;
- President’s communications;
- Notice of elections (if any);
- Reports;
- Amendments to Bye-laws;
- Motions;
- Tabled questions which must be submitted to the Clerk 24 hours before the start of meeting;
- Questions and answers allow free questioning of all. In case of difficulty the Chair shall decide if it is reasonable for the Student Officers to provide an answer, whether orally at the meeting or within a specified period in writing.

5.2 The quoracy for Student Council shall be 40% + 1 members to the nearest whole number. If the quoracy has not been met within 30 minutes, business may proceed however decisions are not binding.

5.3 If a situation as described in 5.2(a) occurs, the meeting may be called again within two university weeks, providing:

- 5.3.1 The Clerk notifies Student Council members of revised date for the meeting within two university days of the Student Council meeting;
- 5.3.2 The agenda is not changed in any way;
- 5.3.3 If this second meeting is inquorate, business will be passed to the Student Executive for a decision to be taken;
- 5.3.4 The Student Executive meeting in this instance will be conferred the full power of a quorate Student Council meeting;
- 5.3.5 If during the course of a meeting the quorum is challenged and the meeting is found to be inquorate, the meeting shall close after the completion of the item being considered. Any vote taken at this point will not be binding, however votes and decisions taken up until this point will stand.

Section Six: Amendments to Bye-laws

- 6.1 The Governance and Policy Coordinator will review these bye-laws annually, to ensure they are current and reflective of UUSU's aims and objectives and governance requirements. They may make recommendations to make changes to these bye-laws on that basis and any changes would be subject to a ratification vote in line with this bye-law from the Student Council with joint approval being sought from the Trustee Board;
- 6.2 Student Council has the power to make changes to the Bye-laws, with the joint approval being sought from the Trustee Board;
- 6.3 If a Student Councillor wishes to make a change to the Bye-laws, they must follow the procedures set forth for bringing a substantive motion forwards to Student Council. This includes, but is not limited to, having a proposer and a student or Student Officer to second the amendment;
- 6.5 The amendment must be made using the appropriate UUSU template, and the proposer must demonstrate the reasoning behind the change and why it is being sought;
- 6.6 If an amendment to the Bye-laws is passed, it does not expire as a substantive motion would. The amendment would stand until it is changed again through the appropriate process.
- 6.7 No amendment can be passed and brought into effect that is in contradiction to the Articles of Association.

Section Seven: Motions

- 7.1 There shall be four types of Motions:

- a) Substantive: A substantive motion is a motion that has been placed on the agenda and if carried becomes a resolution. A substantive motion must be submitted in line with the policy template and policy process (Appendix 2 & 3) and accepted by the Clerk of Council, and it shall thereafter be open for discussion in accordance with these Standing Orders; b) Emergency (Section 8);
- c) Amendments (Section 9);
- d) Procedural Motions (Section 10).

- 7.2 Motions shall require the support of 50% +1 of members present except where otherwise specified.
- 7.3 The proposer of any motion shall have the right to sum up immediately before a vote is taken.
- 7.4 No new information may be introduced, asked of, or given to the speaker during summation.
- 7.5 No member may speak more than twice to the same motion, in line with this Bye-law.
- 7.6 In the absence of any discussion, the Chairperson shall ask if there are any further speeches against the motion and if not will put the motion to a vote.
- 7.7 All motions and amendments shall be submitted in writing to the Clerk of the relevant Committee in accordance with the rules laid out in this Bye-law.
- 7.8 The Chair shall have the right to refer back to the Student Executive for advice any motion submitted which may be deemed to conflict with the stated aims and objectives of UUSU or a negative of a previous motion and a motion which is not compatible with the terms of Clause 8.1. of this Bye-law.



- 7.9 Policy submitted and approved by members is subject to due diligence by UUSU or UU where appropriate under relevant legislation and practice.

Section Eight: Emergency Motions

- 8.1 Emergency motions shall only be acceptable if:
- a) Their subject matter relates solely to events occurring after the final date for the submission of Motions;
 - b) The matter is of such urgency that the running of UUSU may be impaired if no action is taken;
 - c) Failure to implement the instructions in the motion before the next meeting would impede the welfare of the members of UUSU.
- 8.2 Emergency motions shall be submitted in writing to the Clerk of the relevant Committee, in accordance with 3.2 of this Bye-law and shall bear the signature of the proposer and one further supporter.
- 8.3 An Emergency Motion shall only be discussed if 50% + 1 of those present vote in favour of placing it on the agenda.

Section Nine: Amendments to Submitted Motions

- 9.1 An amendment may be made to any substantive motion but cannot change the subject of the Motion.
- 9.2 All amendments to motions must be submitted in writing to the Clerk of Council in accordance with this Bye-law.
- 9.3 When an amendment has been read to the meeting the Chairperson shall ask if the proposer of the substantive motion accepts the amendment. If the proposer does, the amended motion becomes the substantive motion and the proposer of the amendment becomes the holder of the substantive motion.
- 9.4 If the proposer of the substantive motion does not accept the amendment, it shall be debated immediately after the substantive motion has been proposed and shall become part of the substantive motion if carried.
- 9.5 If the amendment is defeated, another amendment may be considered if submitted in accordance with these Standing Orders.
- 9.6 When all amendments have been voted upon the substantive motion shall be debated.
- 9.7 No business may appear as an amendment if it could have appeared on the agenda.

Section Ten: Procedural Motions

- 10.1 The following procedural motions may be moved and shall take preference in the order in which they are numbered:
- a) A challenge to the quorum;

- b) A vote of “No Confidence” in the Chairperson;
 - c) A challenge to the Chairperson’s ruling;
 - d) That the motion be voted on in specified parts;
 - e) That the motion now be put;
 - f) That the motion not be put;
 - g) That vote shall be by secret ballot;
 - h) That an item of business be prioritised on the Agenda;
 - i) That the matter be postponed or adjourned to a later specified date or meeting for a decision;
 - j) That the motion be referred back to a committee or a sub-committee for investigation or re-examination;
 - k) That the matter be referred for referendum;
 - l) That the meeting be closed;
 - m) A suspension of individual standing orders;
 - n) That a secret ballot should be held for the motion.
- 10.2 Procedural motions shall require a proposer and a seconder to be heard and, except for a motion under 10.1(a) of this Bye-law, no member may speak more than twice to the same motion.
- 10.3 A procedural motion shall not be moved during a speech or the act of voting.
- 10.4 For all procedural motions except 10.1(a) of this Bye-law, there shall be one speech for and one speech against.
- 10.5 In the case of a procedural motion 10.1(a) of this Bye-law a count will be held without discussion
- 10.6 The Chairperson may reject a procedural motion if one of a similar effect or related to the same subject, has been defeated in the previous fifteen minutes.
- 10.7 Procedural motions 10.1(b) and (d) of this Bye-law require a 50% + 1 of those present and voting to be passed.
- 10.8 Procedural motion 10.1 of this Bye-law, if affected, shall be for a maximum stipulated period of the duration of the matter under discussion.

Section Eleven: Points of Order

- 11.1 Points of Order shall take precedence over all other business, except the act of voting (unless they refer to the conduct of voting) and must be framed as a question to the Chairperson.
- 11.2 Points of Order shall relate to:

- a) The purpose of raising a procedural motion;
- b) Incorrect procedure;
- c) Irrelevancy;
- d) Offensive language;
- e) Rowdy or disruptive behaviour.

Section Twelve: Points of Information



- 12.1 Points of Information shall be a question to provide clarity, or to correct information which has been presented.
- 12.2 A member may ask the Chairperson to give or ask Points of Information of the Clerk, the Chair or another member of Student Council.
- 12.3 Points of Information will be addressed through the Chair, and may be directed at speakers, the Chair, the Clerk or another member of Student Council.

Section Thirteen: Duration of Speeches

13.1 The maximum duration of speeches shall normally be as follows:

- a) Proposer of motion - three minutes;
- b) Speakers on motions for or against - three minutes;
- c) Speakers on amendment - two minutes;
- d) Speakers to a procedural motion - one minute;
- e) Proposer of motion, summation - two minutes;

Section Fourteen: Voting

- 14.1 All full members of student council shall be entitled to vote.
- 14.2 A vote shall not be registered by proxy.
- 14.3 In the event of a tie, the Chairperson shall have a casting vote.
- 14.4 The Chair will ask for votes for, votes against and abstentions. Any member who does not vote shall be deemed to have abstained, as in the case of a member who votes in the affirmative and negative.
- 14.5 Voting may take place through electronic means, a show of hands or any other method as determined by the Chair and Clerk of Council.

Section Fifteen: Tabled Questions

- 15.1 The notice of a question shall bear the name and student registration number of the member submitting the question and must be submitted in writing to the Clerk of Council at least 24 hours before the meeting at which it is to be raised. The maximum number of questions that may be tabled for any Student Council meeting by member is two.
- 15.2 Supplementary questions may be put at the meeting to seek clarification. Any question not answered within the prescribed period shall be circulated to Student Councillors with appropriate answer not later than five clear university days after the meeting.
- 15.3 A question shall be addressed to any office bearer of UUSU.