

# 8004

## STANDING ORDER GOVERNING UNION GENERAL MEETINGS

### CONVENING OF MEETINGS

1. Union General Meetings shall be convened by the President. (See Constitution).

### ORDER OF BUSINESS

2. Business coming before a Union General Meeting shall be dealt with in the following order of precedence:
  - a. In the absence of the Chairperson and/or Deputy Chairperson of Council, the meeting shall elect a Chairperson and/or Deputy Chairperson (paragraph 5)
  - b. Acceptance of the minutes of previous Union General Meetings.
  - c. Matters arising from the minutes of previous meetings.
  - d. Questions to the Executive (paragraph 15 - 17).
  - e. Policy rescission  
  
See Constitution
  - f. See Constitution  
Motions tabled by the Council
  - g. Motions tabled by any full member of Union
  - h. Any Other Business, Statutory Union Meetings only (paragraph 24).
3. Motions under i. shall appear on the Agenda in the order in which they were submitted to the Union Office, unless prioritised by Procedural Committee.

### THE CHAIRPERSON

4. The Chair shall be taken by the Chairperson of Council, or in his/her absence (or at his/her request), by the Deputy Chairperson of Council.

5. In the absence of either the Chairperson and/or Deputy Chairperson, election by simple majority shall take place as follows:
  - a. In the absence of the Deputy Chairperson, Union shall elect a Deputy Chairperson for the duration of the meeting from amongst its number, who shall not be a member of the Executive.
  - b. In the absence of both the Chairperson and the Deputy Chairperson, the meeting shall elect a Chairperson from amongst its number, who shall not be a member of the Executive. The election shall be conducted by a member of the Executive and the members elected shall be regarded as the Chairperson for the duration of the meeting. The Chairperson shall then conduct an election for the Deputy Chairperson as described in 5 a. above.
6. The Chairperson, when in the Chair, shall not participate in any debate, and shall stand down when involved directly or indirectly in any motion.
7. Whenever the Chairperson speaks he/she shall be heard in silence and any other member shall cease speaking.
8. If 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.
9. Every speaker shall address himself/herself solely to the Chairperson.
10. The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Constitution, Bye-Laws and Standing Orders. Except as provided for in paragraph 11, his/her rulings on points of order, on the admissibility of motions and amendments, and on any matter relating to the conduct of the meeting, shall be final and binding on the meeting.
11. If at any time, a chairperson's ruling is given, and such ruling is challenged, it shall require in addition to the challenger, four supporters who shall be full members of Union, to discuss the challenge. In this event, the Chairperson shall
  - a. vacate the Chair
  - b. state his/her reasons for making the ruling.

The challenger shall be called upon to state his/her case, and one other member may support the chairperson's ruling. The Chairperson's ruling shall then be put to the vote shall be upheld unless over-ruled by two thirds of those present and eligible to vote. Where the Chairperson makes a ruling on a matter which he/she considers to be ultra vires and therefore out of order, that ruling cannot be challenged.

12. The Chairperson may exercise discretion to extend a speakers time limit if he/she is being interrupted or otherwise prevented from making a speech in the normal manner.
13. The Chairperson shall have authority to adjourn or close the meeting for unruly conduct and on this point his/her authority shall not be challenged.
14. The Chairperson shall ask the meeting after one and a half hours, if the meeting wishes to continue.

### QUESTIONS TO THE EXECUTIVE

15. Questions shall only be asked of the Executive 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 item to the notice of Union.
16. Written questions may be submitted for inclusion on the agenda or amendments sheet, 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.
17. At the discretion of the Chair, supplementary questions to either oral or written questions shall not exceed two, and shall be limited to one minute.

### SUBMISSION OF MOTIONS AND AMENDMENTS

18. Annual General Meeting:  
These shall be carried out as described in the Constitution.
19. Ordinary Union General Meetings:  
These shall be carried out as described in the Constitution.
20. Only the business published shall be transacted at any meeting of the Union, provided that this shall not preclude the amendment of any motion. For a Statutory UGM only. 'Any Other Business', not having previously appeared on the agenda may be taken if:
  - a. in the opinion of the Chairperson, it would not have been possible for the business to have been published on the agenda, and
  - b. that it is a matter of extreme urgency which cannot reasonably be left until the next Statutory UGM or meeting of the Union Council.

## DISCUSSION OF MOTIONS AND AMENDMENTS

21. Only one motion or amendment shall be before the meeting at any one time. If an amendment is carried, the original motion incorporating the amendment shall become the substantive motion, which shall be the property of the amender.
22. The time limit for all speeches shall be 3 minutes, except for a summation, which shall be 2 minutes.
23. Speeches on a motion or amendment shall take the following form:
  - a. a speech in favour of the motion or amendment by the proposer or his/her nominee in the first round of speeches (paragraph 24).
  - b. a speech against the motion or amendment.
  - c. a speech in abstention on the motion or amendment.
  - d. such other rounds of speeches a. to c. as are felt necessary by the chair, subject to any procedural motion to the contrary.
  - e. a 'Summing Up' speech by the holder of the substantive motion or amendment. Such speeches shall not contain any new information.
24. Amendments appearing on the Amendment Sheet shall be discussed after the first proposing speech (paragraph 23a), has been made. The speech in favour of an amendment shall only be made by the proposer or one of the seconders. After the amendment (s) has/have been voted upon, the order of speeches shall resume at the point where it was left.
25. No member may speak more than once on the same motion or amendment save with the permission of the Chairperson, or in accordance with paragraph 23e.
26. Once a proposer has spoken on a motion or amendment, that motion or amendment shall not be withdrawn except with the consent of the meeting.
27. In the event of any amendment being accepted by the proposer of the motion, it shall be open to any full member of Union to propose that the amendment shall not be incorporated. If such a proposition is carried, the substantive motion shall revert to its original form.

## POINTS OF ORDER AND QUORUM

28. A Point of Order shall take precedence over all other business before the meeting, provided that no vote is being taken, and that the provision of paragraph 7 is not contravened.

29. A Point of Order must be framed as a question to the Chairperson and must relate solely to the conduct of the meeting.
30. Immediately before a vote is taken on a motion or amendment, the Chairperson shall announce 'We are now moving to a vote'. This shall be the only opportunity for a Point of Order to be raised challenging the quorum.

### POINT OF INFORMATION

31. Any member may raise a Point of Information, except during a summing-up speech, and provided that the speaker has signified to the Chairperson his/her intention of giving way. Such points shall consist of information offered to or asked of the speaker who has given way.
32. Points of Information and replies thereto, shall be of one minute maximum and must be framed as a question to the speaker.

### PROCEDURAL MOTIONS

33. The following procedural motions, in order of precedence, may be put to the meeting:
  - a. A challenge to the Chairperson's ruling (paragraph 11)
  - b. A motion for the temporary suspension of Order of Business (paragraph 2). The normal order is to be resumed after the business to be discussed out of order has been dealt with.
  - c. A motion 'that the question now be put'. This shall only be accepted at the discretion of the Chair and provided that at least one round of speeches has taken place or been offered. There shall be no discussion on this procedural motion and if carried, the meeting shall proceed to the vote, subject to the right of the holder of the motion to sum up in accordance with paragraph 23 e.
  - d. A motion 'that the motion or amendment is voted on in parts'.
  - e. A motion 'that the question be not put'.
  - f. A motion 'that the matter is laid on the table'.
  - g. A motion to adjourn or postpone the matter to a later specified meeting

34. All procedural motions except paragraph 33 above shall require a proposer and seconder. They may not be introduced whilst any member is speaking on a point of order or information.

### VOTING

35. Voting in a UGM shall be by show of hands or by any other means considered necessary by the chair to ensure accuracy, and by proxy votes.
36. Proxy votes shall be accepted from those full members of Union registered with their doctor as sick. All proxy votes shall be in the hands of the Chairperson (each to be accompanied by a valid Union Card) before the meeting starts.
37. The Chairperson may appoint tellers at his/her discretion.
38. In the event of an amendment becoming part of the substantive motion, proxy votes shall not be accepted.
39. Voting on any business shall be by simple majority, except procedural motions, which shall require a two thirds majority of those present and eligible to vote.

### AMENDMENTS

40. These Standing Orders shall not be amended until notice has been given upon the agenda of a Council meeting of the proposed amendment, and shall only be effective if approved by two thirds of those present and eligible to vote.

PWT/JH

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