Bye-Law 10: Student Policy and Meeting Arrangements

1   Chairing of Meetings

1.1   Chairs and Deputy Chairs of all Union Committee Meetings (except where stated elsewhere in the bye-laws) shall be elected annually at the first meeting of the committee.

1.2   Before the meeting the Chair shall:

(a)   Have an understanding of the powers of the meeting they are responsible for;
(b)   Be familiar with the policy associated with the committee;
(c)   Liaise with the President / Chief Executive or relevant Union staff member on the composition of the agenda to ensure the scheduling of any operational business requirements;
(d)   Meet with the contributors to the agenda and have knowledge of the topic under discussion.
(e)   Ensure they have a knowledge of any governance, legal or operational matters related to the topic under discussion;
(f)   Use judgement and consult where necessary to ensure the agenda is prioritised to allow time for more important business;
(g)   Ensure that enough time is allowed to complete the meeting within the time posted in the notice; and
(h)   Ensure that contributors whose business was not included in the agenda are given a full reason in writing as to why it has not been included.

1.3.   During the meeting the Chair shall:

(a)   Confirm the quoracy requirements of the meeting;
(b)   Be impartial and shall not participate in debate;
(c)   Ensure the meeting adheres to the time allowed;
(d)   Advise the meeting when required on the relevant law, the terms of reference for the meeting, the Memorandum of Association, bye-laws and regulations, Officer Staff protocols and procedural motions as required;
(e)   Ensure the meeting is orderly;
(f)   Ensure that equal opportunities policy and procedures are followed in all aspects of the servicing of the meeting;
(g)   Ensure that standing orders and the order of debate are followed;
(f)   Have the power to suspend a meeting for 5 minutes if its conduct becomes disorderly;
(h)   Shall ensure an equitable time allocation is given for arguments for and against a motion;
(i)   Shall ensure only one speaker is speaking at a time;
(j)   Shall encourage those who have not contributed to a meeting to participate, while maintaining impartiality in encouraging contributions from all sides;
(k)   Shall not permit more than one motion amendment or procedural motion to be placed before the meeting concurrently;
(l)   Shall move procedural motions along when there is no dissent;
(m)   Shall have the power in consultation with the meeting to introduce a time-limit on matters under discussion; and
(n)   Shall have the power to move the meeting to a vote.
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2 Order of Debate

2.1 When considering any policy motion or proposal, the order of speeches shall be:

(a) A speech for the proposal
(b) A speech against the proposal
(c) An equal number of speeches for and against the proposal;
(d) Speeches around the proposal
(e) A speech summating on the proposal

2.2 The Chair shall ensure that the debate is fair. The Union will produce further guidelines to support a balanced debate.

3 Procedural Motions

3.1 A procedural motion may be moved between speeches by one member.

3.2 Procedural motions shall have priority over all other business. No new procedural motion may be moved while a procedural motion is being considered.

3.3 Procedural motions should be may accompanied by a speech of not more than one minute, for and against the procedural motion followed by a vote.

3.4 The following procedural motions shall require a simple majority to be effected:

(a) That the meeting move immediately to the summation and the vote on the main motion or amendment.
(b) That specified points of an item or motion be debated and/or voted on in parts.
(c) That specified points of a report be rejected and/or referred back to be rewritten and resubmitted to the next meeting.
(d) That a meeting move into closed (not in camera) session, an instruction or non-committee members to leave the meeting.

4 Student Policy

4.1 The Union will produce a guide detailing how all policy should be submitted. Policy not submitted following this guide will not be accepted.

4.2 All policy must be proposed by at least one Student Member.

4.3 All policy must clearly set out what the policy is trying to achieve.

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