



# Standing Orders

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## 1. Definitions:

'meeting' – means an official meeting of Student Council

'Student Council' is the governing body of the Association;

'Official Visitor' means a person who has notified the General Secretary of their attendance to the meeting prior to the meeting or a person who has been invited to attend the meeting.

'Visitor' means a person who is not a member of student council or an official visitor in attendance at a student council meeting

## 2. Application

2.1. Subject to Clause 15 of these regulations, these regulations apply:

- (a) To all official meetings of the Student Council; and
- (b) To all persons present at a meeting of the Student Council

## 3. Expulsion

- 3.1. The Chair may expel any person from the meeting, including Student Council members, for behaviour disruptive to the conduct of business.
- 3.2. A Student Council member may only be expelled after being named twice
- 3.3. The Chair may revoke an expulsion from the meeting for disruptive behaviour if they are satisfied that the disruptive behaviour has ceased and will continue to be ceased
- 3.4. A person expelled from a meeting of the Student Council is not barred from attending subsequent meetings of the Student Council

## 4. Priority Motions

4.1. The following motions are considered priority motions:

- (a) "Call for Quorum"
  - (i) If a Student Council member believes that quorum has not been met, the Student Council member must "Call for Quorum".
  - (ii) If a "Call for Quorum" is made, business is suspended until the Chair has shown that quorum has been met.



- (b) “Point of Order”
  - (i) If a breach of these Standing Orders occurs, a Student Council member may immediately raise a "Point of Order" regarding that breach with the Chair
  - (ii) The Chair must make a ruling as to whether the Standing Orders are or are not being followed. If it is ruled that the Standing Orders are not being followed then the Chair must ensure that Standing Orders are followed.
  - (iii) The chair must allow Student Council members to briefly speak on a "Point of Order".
- (c) “Point of Clarification”
  - (i) If a member of Student Council wishes to seek further clarification regarding the procedure of current motions or application of Standing Orders they may raise a “point of clarification”.
  - (ii) Where a “point of clarification” concerns a motion, the mover of the motion must attempt to clarify the issue raised.
  - (iii) Where a “point of clarification” concerns discussion, the speaker must attempt to clarify the issue raised.
  - (iv) Where a “point of clarification” concerns the application standing orders, the Chair must attempt to clarify the issue raised.
  - (v) A ‘point of clarification’ cannot be used as a debating point
- (d) “Overturn a ruling”
  - (i) Student Council may overturn any ruling of the chair in relation to the running of the meeting by requesting the matter go to a vote
  - (ii) Overturning a ruling of the chair does not require ‘dissent in the chair motion’
  - (iii) Overturning a ruling does not exclude a ‘dissent in the chair’ motion from occurring



- 4.2. All priority motions must be heard immediately and take precedence over all other business.
- 4.3. Priority motions are not required to be seconded or voted upon.
- 4.4. Unless otherwise specified, priority motions are not debated.

## 5. Procedural Motions

5.1. The following motions are considered procedural motions:

- (a) “That the motion be put” or “Go straight to a vote”
  - (i) It may be motioned by a member of Student Council that “the motion be put”. If carried, the motion has the effect of suspending discussion on the current motion and proceeding to a vote on the motion.
  - (ii) this motion must be passed by a two thirds majority to pass
- (b) “That the speaker no longer be heard”
  - (i) It may be motioned by a member of Student Council that the current speaker no longer be heard. If carried, the motion has the effect of denying the speaker’s right to speak further on the tabled item.
  - (ii) this motion must be passed by a two thirds majority to pass
- (c) “That the motion lie” or “That the motion lay on the table”
  - (i) It may be motioned by a member of Student Council that the current motion lays. If the motion is carried then the current motion is temporarily suspended until the motion is raised or all other business is completed.
  - (ii) A motion to lay on the table may not be used to suspend a motion indefinitely or with the intention of preventing a motion from being considered.
  - (iii) A motion to lay on the table may only be used to delay a motion where the mover considers another motion to be of greater import and urgency.
  - (iv) Clarification may be sort from the mover as to their intent.



- (v) A motion can lay on the table until the next Student Council meeting where it must be discussed or be motioned to lay on the table at that meeting
- (d) “That the motion be raised”
  - (i) It may be motioned by a member of Student Council that the motion be raised. If the motion is carried then a motion which was previously suspended under regulation 4.1(c) is resumed.
- (e) “Dissent in the Chair”
  - (i) A voting member of Student Council may move a motion of dissent in any ruling of the Chair regarding the conduct of a meeting.
  - (ii) While the Student Council considers a motion moved pursuant to Clause 3.1, the chair must be vacated and passed to another Student Council member in accordance with the Constitution
  - (iii) Only the mover and the Student Council Member in which dissent is called may speak on a Dissent Motion for a maximum of 2 minutes.
  - (iv) If a motion of “Dissent in the Chair” is carried, the Chair is required to vacate the chair.

5.2. Procedural motions take precedence over the all business except priority motions.

5.3. All procedural motions require a mover and a seconder.

5.4. Unless otherwise specified, procedural motions are not debated.

## 6. Agenda Items

6.1. All Matters for Decision must:

- (a) be submitted in writing to the General Secretary prior to the deadline for submission of Agenda items; and
- (b) be accompanied by a written Motion as well as a description and any applicable documents; or



- (c) be deemed by the President, General Secretary or 3 other Student Council Members to be of enough urgency that it cannot wait until the next meeting

6.2. All Matters for Discussion must;

- (a) be submitted in writing to the General Secretary in writing and be forwarded to the General Secretary to be placed in the Agenda prior to the deadline for the Agenda; and
- (b) be accompanied by a written description of the proposed discussion
- (c) be deemed by the President, General Secretary or 3 other Student Council Members to be of enough urgency that it cannot wait until the next meeting

## 7. Starring and Classification

- 7.1. Items on the agenda for meetings shall be classified either as Starred Items, Unstarred Items, or Confidential Items, as determined by the General Secretary or the President.
- 7.2. A copy of the agenda for each Student Council Meeting must be tabled at the beginning of each meeting with the General Secretary's or President's classifications of items clearly noted on it.
- 7.3. Any Student Council Member or any two Students may request at the commencement of a meeting for an item classified as unstarred to be starred
- 7.4. A Student Council member may put a motion "that all unstarred items are approved". If such a motion is carried, all Matters for Decision that were unstarred, will be deemed to have been considered, put to the vote as provided in Clause 11 of these regulations, and passed.
- 7.5. Recommendations contained in Reports, however, will not be adopted by the Student Council unless a specific motion on the subject matter of the recommendation has been carried under Matters for Decision.

## 8. Commencement of the Meeting / Quorum

- 8.1. Meetings shall, subject to the presence of a quorum, start at the time set in the notice



- 8.2. It is the chairs responsibility to ensure at all times that Quorum is present.
- 8.3. If no quorum is present within 30 minutes of the starting time set in the notice, the meeting lapses.
  - (a) If a meeting lapses, then all business on the agenda of the lapsed meeting must be included on the agenda of the next meeting and must take precedence over any new business

## 9. Visitors

- 9.1. Official Visitors and Visitors to meetings may be afforded speaking rights by the Chair or by a motion of Student Council.

## 10. Motions and Amendments

- 10.1. Motions must be moved and seconded to be considered. The mover of a substantive motion may, however, speak for one minute before a seconder is required.
- 10.2. The Chair may rule out any motion:
  - (a) Disrespectfully worded
  - (b) Inconsistent with the Constitution or the standing orders; or
  - (c) Otherwise out of order
- 10.3. Amendments must relate to the tabled motion
- 10.4. Amendments must be considered in the order which they are received by the Chair.
- 10.5. Where an amendment is before the Chair, only discussion relevant to that particular amendment will be allowed
- 10.6. Amendments must be dealt with by the Student Council when moved. An amendment to a motion, however, shall not be considered by Student Council until the mover of that motion has exercised their right to introduce it.
- 10.7. A motion may be amended either by resolution of the Student Council, or by the mover with the consent of the seconder.
- 10.8. An amended motion will be treated as the original motion.
- 10.9. The Chair may rule out any amendment:



- (a) Disrespectfully worded
- (b) Irrelevant to the motion; or
- (c) Otherwise out of order

10.10. If the chair rules any motion or amendment out of order, they must give a reason for being ruled out of order and give the mover an opportunity to make the relevant changes to make sure it is no longer out of order.

## **11. Apologies**

11.1. When a written apology is accepted by the General Secretary or the President, either before or during a meeting, that person is automatically granted a leave of absence for the duration of that meeting.

## **12. Foreshadowed Motions**

12.1. Where a motion is moved that is contradictory in meaning or intent to the motion tabled, it must be dealt with as a 'foreshadowed motion.'

12.2. For the purposes of this Clause the first tabled motion will be called the substantive motion.

12.3. The substantive motion and the foreshadowed motion must be debated together.

12.4. The substantive motion and the foreshadowed motion must be put to the vote at the conclusion of the debate.

12.5. The mover of the foreshadowed motion may exercise their right of reply in the order in which the Foreshadowed motion was moved.

12.6. The mover of the substantive motion may exercise their right of reply only after the mover of the foreshadowed motion has exercised or waived their right of reply.

12.7. The Chair must only put the foreshadowed motion to the vote if the substantive motion is lost.

12.8. The Chair must put foreshadowed motions to the vote in the order in which they were moved.

## **13. Debate**

13.1. After the mover and seconder have spoken or waived their right to speak, a person is called to speak against the motion then another person is called to





speak for the motion. This repeats until no one wishes to speak, in which case the motion goes to a vote.

- 13.2. If the Chair rules any language objectionable, the speaker shall withdraw it and apologise
- 13.3. The Chair shall maintain order. If the meeting has become unduly disorderly, the meeting may be adjourned for such a period as the chair sees fit.
- 13.4. The following standing orders on debate only apply in the case that 'strict order debate' has been moved
- 13.5. Except by procedural resolution to the contrary, speakers must not speak for more than three minutes.
- 13.6. The mover of a motion or an amendment will introduce their motion or amendment.
- 13.7. A person wishing to speak will indicate that they wish to speak by raising their hand.
- 13.8. The Chair must take an exhaustive list of speakers after a motion or amendment has been introduced. The exhaustive list must be strictly adhered to.
- 13.9. No person may speak more than twice to any particular motion or amendment.
- 13.10. The mover has a right of reply.
- 13.11. Where two consecutive speakers have spoken either in favour or against a motion the Chair will invite the mover to exercise their right of reply, after which the Chair must put that motion or amendment to the vote. Where, in the opinion of the Chair, a motion is one of censure or no confidence the Chair must allow the person(s) against whom the motion is moved to speak after the mover's right of reply and before the vote is taken.
- 13.12. After the mover of a motion has exercised their right of reply the Chair shall put the motion to the vote.
- 13.13. If further discussion is required, a motion to suspend the Debate Standing Orders may be put, this motion has the effect of suspending all matters contained in Clause 11.



## 14. Withdrawal of Motions

- 14.1. The mover of a motion or amendment may withdraw his or her motion or amendment at any time before it is put to a vote. In this occurrence, the seconder of that motion or amendment will then have the first option of taking up moving of that motion or amendment.

## 15. The Vote

- 15.1. The Chair may accept motions to which there is no dissent as carried without putting them to a vote. If a Student Council Member expresses dissent, the motion must then be put to a vote.
- 15.2. The Chair must read the motion or amendment aloud before it is put to the vote.
- 15.3. Where there is a foreshadowed motion the Chair must also read the foreshadowed motion aloud before putting the substantive motion to the vote.
- 15.4. The Chair must separately call for:
  - (a) Those Student Council Members in favour of the motion;
  - (b) Those Student Council Members against the motion;
  - (c) Those Student Council Members abstaining from the vote
    - (i) The Chair must then declare the result of the vote.
- 15.5. A Student Council Member may request a recount upon the vote being declared. Student Council Members are not required to vote as they did on the previous count.
- 15.6. The Chair or any three Student Council members may call for a Poll before the vote on that motion or amendment is taken.
- 15.7. A Student Council Member may request that the nature of his or her vote on the motion or amendment be recorded in the Minutes immediately upon the declaration of the result.

## 16. Duration of Meetings

- 16.1.



- (a) Any Student Council meeting that has lasted more than three hours (not including any breaks) must take a twenty minute break and a subsequent twenty minute break for every hour beyond three hours.
- (b) The Student council can skip any break by a two thirds majority decision
- (c) at any time after three hours the student council can by simple majority decision close the meeting with any business remaining to be raised at a special student council meeting within 14 days where practical.

16.2. Absence at a Special Student Council Meeting held in accordance with 15.1 shall be not considered an absence for the purposes of Clause 15.1 e) of the Constitution.

### **17. Suspension of Standing Orders**

- 17.1. The effect of any of these Rules concerning the Standing Orders of Student Council may be suspended by a Resolution supported by at least two-thirds of those Student Council Members present and voting.
- 17.2. A Suspension of Standing Orders shall not affect the rights or duties of the Chair, the manner in which votes are determined or the right of any Student Council Member to move a priority or procedural motion.

### **18. Situations Not Considered**

- 18.1. Subject to Clause 16.2, if a situation arises which is not covered by these Standing Orders, the Chair must act as they see fit provided that they act fairly and their actions do not bring the conduct of the Meeting into disrepute.
- 18.2. A decision made in accordance with Clause 16.1 may be overturned by a majority vote of those Student Council Members present.