

# UMSU Incorporated Standing Orders

Adopted TBC

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## **1. STATUS**

- 1.1 All meetings of the Students' Council or body thereof must be conducted in accordance with these Standing Orders, which must be construed as regulations made pursuant to C19.
- 1.2 The provisions laid out in these Standing Orders apply to meetings of the Committees, with the following amendments:
  - (a) the word "Committee" will be substituted for the words "Students' Council";
  - (b) the words "Committee member" or "voting representative" will be substituted for the words "Officer or Voting Council Representative" wherever appropriate;
  - (c) the words "Officer(s)" will be substituted for the word "General Secretary" if the General Secretary is not present at the meeting of the Committee;
  - (d) three voting representatives of a Committee may request the calling of a meeting of that Committee;
  - (e) the reporting schedule of R10 includes a written report from the Officer(s) responsible to that Committee only;
  - (f) R2.2 applies only to meetings of Committees; and
  - (g) R2.1 and 2.5 applies only to meetings of Students' Council.
- 1.3 The provisions laid out in these Standing Orders apply to meetings of the Operations Sub-Committee, with the following amendments:
  - (a) if the General Secretary receives a requisition signed by two voting Representatives of the Operations Sub-Committee stating the business proposed for a meeting, the General Secretary must give notice of a meeting of the Operations Sub-Committee to be held within a week of receiving the requisition;
  - (b) the quorum for the Operations Sub-Committee is three voting representatives; and
  - (c) the reporting schedule of R10 is suspended.
  - (d) Rules 2.1 and 2.5 applies only to meetings of Students' Council.

## **2. ATTENDANCE**

- 2.1 A person ceases to be an Officer or Voting Council Representative if the person, without leave granted by resolution of Students' Council, fails to attend at or within thirty minutes after the time specified for the commencement of a meeting (other than a Special Meeting) of the Students' Council:
  - (a) on two consecutive occasions; or
  - (b) on five occasions within a single academic year.

- 2.2 A person ceases to be a Committee member if the person, without leave granted by the Committee of which they are a member, fails to attend at or within thirty minutes after the time specified for the commencement of a meeting (other than a Special Meeting) of the Committee on three consecutive occasions.
- 2.3 A meeting that fails to reach quorum will be considered a meeting for the purpose of this rule.
- 2.4 A leave of absence does not disrupt a consecutive attendance requirement.
- 2.5 Officers and Voting Council Representatives must attend meetings of Students' Council in person, unless the individual has been granted permission to attend via video link by the General Secretary. Permission to attend via video link may only be granted for access and inclusion reasons and subject to R2.7. This restriction does not apply to Committees.
- 2.6 An Officer or Voting Council Representative who sends a proxy holder to a meeting will be considered to have failed to attend for the purpose of this rule.
- 2.7 The General Secretary is responsible for ensuring meetings are accessible for individuals with a disability, including (where required) granting permission for attendance by video link.
- 2.8 Where attendance is permitted via video link,
  - (a) the attendee must have their camera on at all times; and
  - (b) during *in camera* items, the attendee must ensure that no other person is in the room or on the call with them.
- 2.9 Where the conditions referred to in R2.8(a) are not possible for reasons outside the control of the attendee, the General Secretary may accept alternative evidence of the identity of the attendee.
- 2.10 If the General Secretary determines that an Officer or Voting Council Representative is in breach of R2.8 any permission to attend via video link will be automatically revoked.

### **3. REGULAR MEETINGS**

- 3.1 Meetings must, subject to the presence of a quorum, start at the time set out on the notice, and will, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
- 3.2 The Students' Council must meet at least once each calendar month and must meet at least once every two weeks during each academic semester.
- 3.3 The General Secretary must call a Students' Council meeting if:
  - (a) the Students' Council directs that one be held (either as part of the regular program or as a special meeting); or
  - (b) at least four of the Voting Council Representatives request in writing or by email that a special meeting be held.

- 3.4 At the first meeting in each Semester, a meeting schedule must be set.
- 3.5 All Officers and Voting Council Representatives attending any meeting must sign the attendance sheet.
- 3.6 Meetings must be held on University grounds at locations generally accessible to Students.
- 3.7 A meeting of the Students' Council cannot be held at or adjourned on the same day to a place other than that given in the notice of meeting.
- 3.8 Any adjournment of a meeting to a different day must be notified to all the Officers and Voting Council Representatives.
- 3.9 The Order of Business:
  - (a) must be the order in which it appears in the Agenda, followed by such business as may be proposed at the meeting; and
  - (b) may be departed from by a simple majority vote of the meeting.
- 3.10 All meetings, after a duration of two hours of continuous sitting, must adjourn for a period of 10 minutes, unless otherwise resolved by the meeting.
- 3.11 Once three male Officers and Voting Council Representatives have spoken in a row, the Chair must give priority to any woman who wishes to speak, provided she has not already spoken in that debate.

#### **4. NOTICE OF REGULAR MEETINGS**

- 4.1 The General Secretary is responsible for giving notice of meetings.
- 4.2 The General Secretary must issue the notice for a regular Students' Council or Committee meeting at least four Academic days before the meeting is to be held.
- 4.3 Notice of a Students' Council meeting must be given:
  - (a) to each Officer and Voting Council Representative by sending it to the email address provided by that individual to the General Secretary. If no email address has been provided by an Officer or Voting Council Representative, this obligation will not apply in relation to that individual; and
  - (b) by posting the notice on the UMSU website.

#### **5. SPECIAL MEETINGS**

- 5.1 Special meetings are meetings held outside of the regular programme of meetings set by the Students' Council at the commencement of each Semester.
- 5.2 A special meeting must be held:
  - (a) At the direction of the Students' Council; or
  - (b) if at least four of the Voting Council Representatives request in writing or by email to the General Secretary that a special meeting be held.

- 5.3 A request for a special meeting must include an item or items of business for the meeting.
- 5.4 A special meeting must be conducted as a regular meeting excepting that:
- (a) the usual reporting schedule of R10 will be suspended; and
  - (b) only the item(s) referred to in the request for the special meeting may be set on the agenda. No other item(s) may be considered at the special meeting.

## **6. NOTICE OF SPECIAL MEETINGS**

- 6.1 The General Secretary must issue the notice for a special Students' Council meeting no later than the end of the second day after the day on which the direction of the Students' Council or the necessary number of requests is received by the General Secretary, unless more than half of the Voting Council Representatives notify the General Secretary in writing or by email that they believe that a meeting should be held with less notice.
- 6.2 Notice must be given in the manner set out in R4.3.

## **7. QUORUM**

- 7.1 The quorum required for a Students' Council meeting is a majority of Voting Council Representatives then in office present in person.
- 7.2 A person exercising a proxy may be counted towards quorum, if:
- (a) they are not a Voting Council Representative or Officer; and
  - (b) if the Voting Council Representative has been elected by a Restricted Constituency, the person exercising the proxy is a member of the same Restricted Constituency.
- 7.3 If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting will lapse.
- 7.4 All business on the Agenda of the lapsed meeting must be included on the Agenda of the next meeting and must take precedence over new business.
- 7.5 If a meeting has commenced but loses quorum, the meeting may continue to consider business for up to 30 minutes, although any decisions made during this period must be ratified by a quorate meeting.
- 7.6 If a quorum is not again present within the 30 minutes the meeting lapses.

## **8. AGENDA**

- 8.1 The agenda is the responsibility of the General Secretary.
- 8.2 Each regular meeting of Students' Council must consider the items of business and follow the order of business set out in Appendix 1.
- 8.3 The agenda and all relevant documentation must be circulated at least two Academic Days before the meeting is to be held.

- 8.4 The agenda must include an acknowledgement of country, as set out in Appendix 1.

## **9. THE CHAIR**

- 9.1 At the commencement of each Students' Council meeting the General Secretary must open nominations for Chair, to be elected by simple majority by Voting Council Representatives present. In the event of a tie, the Chair must be chosen by lot.
- 9.2 The Chair is responsible for keeping the meeting in order.
- 9.3 The Chair must not otherwise take part in debate, to do so the Chair must relinquish their position prior to the start of the debate.
- 9.4 The Chair does not have a casting vote in addition to any deliberative vote.
- 9.5 The Chair will only have a deliberative vote if the chair is a Voting Council Representative.
- 9.6 When the Chair speaks all other Officers and Voting Council Representatives must be silent and may only be interrupted by a point of order.
- 9.7 At least every second Chair must be a woman, excepting if no woman is willing to chair the meeting.
- 9.8 The Chair may name any person who disrupts the meeting, which must be recorded in the minutes.
- 9.9 Any person named three times during a meeting by the Chair must not be recognised by the Chair and must immediately leave the meeting, subject to R9.10 and 9.11.
- 9.10 The Chair may withdraw a naming if satisfied that the person named will not disrupt the meeting again.
- 9.11 Any Voting Council Representative named three times may proxy their vote before leaving the meeting.
- 9.12 The Chair of the meeting may rule upon all matters of procedure which are not detailed in the Constitution or any Regulations..
- 9.13 The Chair of the meeting has authority, subject to appeal to the meeting in the manner set out in R15, to interpret these Standing Orders.

## **10. REPORTS**

- 10.1 Each of the following Officers must report in writing to every regular Students' Council meeting:
- (a) President;
  - (b) General Secretary;
  - (c) Activities Officer(s);
  - (d) Clubs and Societies Officer(s);

- (e) Creative Arts Officer(s);
- (f) Disabilities Officer(s);
- (g) Education (Academic Affairs) Officer(s);
- (h) Education (Public Affairs) Officer(s);
- (i) Environment Officer(s);
- (j) Indigenous Officer(s);
- (k) Media Officer(s);
- (l) People of Colour Officer(s);
- (m) Queer Officer(s);
- (n) Welfare Officer(s);
- (o) Women's Officer(s);
- (p) UMSU International President;
- (q) UMSU International Vice President;
- (r) Burnley Campus Co-ordinator; and
- (s) Southbank Campus Co-ordinator.

If more than one person holds an Office, each person must provide a separate report.

10.2 Written reports must also be given at each meeting from:

- (a) Operations Sub-Committee (which must be given by the General Secretary);
- (b) any sub-committee formed by Students' Council; and
- (c) any body or person that has received a delegation of power from the Students' Council.

10.3 There must be a written report from the Chief Executive Officer at each meeting.

10.4 All reports must be submitted in writing or they will not be considered.

10.5 Reports may be discussed by the Meeting only if they are presented to the General Secretary and made available to Officers and Voting Council Representatives at least two Academic Days prior to the commencement of the meeting.

10.6 Each report and any recommendations contained within may be discussed by way of reception, adoption, rejection or referral back of the report or any part thereof.



10.7 Any report which was not available at the required time must not be considered by the Meeting.

## **11. MOTIONS**

- 11.1 Motions submitted to the General Secretary by the deadline specified in the Notice of Students' Council Meeting will be deemed Motions on Notice and, subject to R11.10, will be set out in the agenda for that meeting.
- 11.2 Motions submitted after the deadline specified in the Notice of Students' Council Meeting will be deemed Motions without Notice.
- 11.3 Motions without Notice will be included in the agenda for that meeting only where the General Secretary determines that the motion pertains to an urgent matter which cannot be dealt with by Operations Sub-committee and cannot be deferred until the next Ordinary meeting of Students' Council.
- 11.4 Where a Motion without Notice does not meet the criteria specified in 11.3. they will be deferred to become Motions on Notice at the next Ordinary meeting of Students' Council.
- 11.5 All decisions of Students' Council must be in the form of motions.
- 11.6 Motions must be affirmative in nature.
- 11.7 All motions must be put in writing in the form set out in Appendix 2 and handed to the Chair before being spoken to.
- 11.8 The Chair may refuse to recognise unwritten motions.
- 11.9 All motions must have a mover and a seconder.
- 11.10 If the Chair chooses to move a motion, that motion will not require a seconder. However, the Chair cannot move financial motions or any motion that is deemed by any Officer or Voting Council Representative present to be contentious. The Chair cannot second any motion while they are presiding.
- 11.11 The General Secretary when preparing the Agenda, or the Chair when Council is sitting, may rule out any motion that they, acting reasonably, consider to be:
- (a) disrespectfully worded;
  - (b) substantially restating a resolution previously adopted;
  - (c) inconsistent with the Constitution, the Regulations or the Standing Orders; or
  - (d) otherwise out of order.
- 11.12 A mover or seconder of a motion may withdraw their moving or seconding at any stage before the motion is voted upon.
- 11.13 A motion may be withdrawn by the mover without the consent of the seconder but in such event, the seconder has a primary option to move the motion as originally proposed.

- 11.14 In the event of a motion being withdrawn by both mover and seconder, the Chair must ask whether any other Representative wishes to take up the moving/seconding.
- 11.15 The withdrawal of the moving and /or seconding must be recorded in the minutes.
- 11.16 Motions arising out of any debate may be foreshadowed at any time.
- 11.17 Foreshadowed motions will be considered, unless the meeting resolves otherwise, in the order in which they were foreshadowed, and at the conclusion of the debate during which they were foreshadowed.
- 11.18 The Chair may decline to accept any proposed motion that the Chair considers (in their sole discretion) to be ungrammatical, ambiguous, or otherwise not in the form set out in Appendix 2 until the mover rewords the motion accordingly.
- 11.19 Before putting any question, the Chair must read it or cause it to be read to the meeting.
- 11.20 The Chair must, when reasonably requested to do so by any Voting Council Representative, read or cause to be read the motion, amendment and/or foreshadowed amendments before the Chair. Such requests may not be made while any speaker has the floor.
- 11.21 The mover of a motion may accept an amendment, in which case it becomes part of the motion.

## **12.**

### **RESCISSION OF MOTIONS**

- 12.1 No motion for rescission of any resolution of the Students' Council may be carried unless the Voting Council Representatives present pass a rescission motion by the same majority needed to carry the original motion.
- 12.2 Any rescission motion must be recorded in the minutes.
- 12.3 If a rescission motion is lost, it may be moved again at a later meeting.

## **13. AMENDMENTS**

- 13.1 An amendment may be moved at any time prior to the mover of original motion exercising their right of reply by striking out certain words and/or adding certain words.
- 13.2 All amendments must be put in writing in the form set out in Appendix 2 and handed to the Chair before being spoken to, unless leave is given by the meeting.
- 13.3 The Chair may rule out any amendment:
- (a) disrespectfully worded;
  - (b) substantially restating a resolution previously adopted;
  - (c) inconsistent with the Constitution, the Regulations or the Standing Orders; or

(d) otherwise out of order.

13.4 When an amendment is before the Chair, discussion shall be confined to that amendment.

13.5 Foreshadowed amendments must be considered, unless the meeting resolves otherwise, in the order in which they were foreshadowed, and at the conclusion of the debate during which they were foreshadowed.

#### **14. PROCEDURAL MOTIONS**

14.1 A procedural motion is a motion that relates to the conduct of meetings, including but not limited to the rulings of the Chair, points of order, indicating discrepancies in meeting process, adding items to the agenda, or any other matter pertaining to meeting process.

14.2 A procedural motion may be moved at any time during a meeting by any member who has not previously spoken in the discussion or debate about the current agenda item.

14.3 A procedural motion requires only a mover and not a seconder.

14.4 Procedural motions must be put to a vote immediately after being moved, without amendment or debate.

14.5 Unless required elsewhere in these Standing Orders, procedural motions require a simple majority of Voting Council Representatives to be carried.

14.6 Members cannot abstain from voting on a procedural motion.

14.7 If a procedural motion is moved and not carried, the same procedural motion cannot be moved again during the discussion or debate for the remainder of the current agenda item.

14.8 The Chair may of their own volition impose a procedural motion without putting it to a vote.

14.9 Any Voting Council Representative may raise a point of order, which will take precedence over all other business. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction will not constitute a point of order.

14.10 Any member disagreeing with the Chair's ruling on a point of order may move dissent in the Chair, as per R15.

14.11 Example procedural motions are contained in Appendix 3.

#### **15. DISSENT MOTIONS**

15.1 Any ruling by the Chair may be challenged by the motion "That the meeting dissents from the Chair's ruling".

15.2 Upon this motion being moved the Chair must be vacated. The Chair of the debate on the motion of dissent (including the vote), will be as follows:

(a) if the General Secretary is not the Chair when a motion of dissent is

moved, the General Secretary;

- (b) if the General Secretary is the Chair when a motion of dissent is moved, the President; and
- (c) if the General Secretary is the Chair when a motion of dissent is moved, and the President is absent from the meeting, an Officer elected by a majority of Voting Council Representatives present and entitled to vote.

15.3 The mover must, in speaking to the motion, propose an alternative ruling.

15.4 The Chair whose ruling has been challenged may reply.

15.5 The motion must then be put to the vote with no further discussion.

15.6 If this motion is carried, the alternative ruling proposed takes effect.

15.7 If this motion is lost, the Chair's ruling stands.

15.8 The Chair whose ruling was challenged resumes the Chair as soon as the motion of dissent has been voted on.

## **16. NO CONFIDENCE MOTIONS**

16.1 At any stage of the meeting, a Voting Council Representative may move the motion "That the Chair does not possess the confidence of this meeting".

16.2 Upon this motion being moved the Chair must be vacated. The Chair of the debate on the motion of no confidence (including the vote), will be as follows:

- (a) if the General Secretary is not the Chair when a motion of no confidence is moved, the General Secretary;
- (b) if the General Secretary is the Chair when a motion of no confidence is moved, the President; and
- (c) if the General Secretary is the Chair when a motion of no confidence is moved, and the President is absent from the meeting, an Officer elected by a majority of Voting Council Representatives present and entitled to vote.

16.3 The mover of the motion of no confidence must speak to the motion, and the Chair in whom confidence is questioned, may reply. Debate may then take place.

16.4 If the motion is carried, the Chair of the debate on the motion of no confidence must conduct the election of a new Chair.

16.5 If the motion is lost, the Chair immediately prior to the motion of no confidence being moved may resume their responsibility for the meeting.

## **17. COMMITTEE DEBATE**

17.1 Meetings will be held in Committee Debate unless otherwise resolved by the meeting.

17.2 In Committee Debate:

- (a) discussions must be confined to specific agenda items, but need not be restricted to formal motions or amendments;
- (b) the Chair has general control of the meeting;
- (c) speakers must speak for no more than five minutes at a time;
- (d) speakers may speak more than once; and
- (e) there may be several propositions before a meeting.

17.3 Speakers must:

- (a) respect the authority of the Chair at all times;
- (b) address remarks to the Chair in restrained and courteous language;
- (c) speak relevantly to the matter under discussion;
- (d) not use offensive or objectionable language; and
- (e) not behave in a disorderly manner.

17.4 If the Chair (in their sole discretion) rules any language objectionable, the speaker must immediately withdraw the language and apologise.

## 18. FORMAL DEBATE

18.1 The meeting may resolve "That the meeting move into Formal Debate".

18.2 In Formal Debate:

- (a) discussions must be confined to a motion or amendment duly moved and seconded;
- (b) every speaker desiring to speak must address themselves to the Chair and may only speak once called upon by the Chair;
- (c) the mover of a motion will have:
  - (i) six minutes to present argument in support of their motion; and
  - (ii) three minutes to reply once all other speakers have been heard;
- (d) The seconder of a motion and all subsequent speakers will be limited to three minutes in which to speak on the motion or amendment; and
- (e) Speakers may only speak once to any given motion or amendment (other than to move procedural motions), unless:
  - (i) by way of personal explanation;
  - (ii) with leave of the meeting; or

- (iii) to exercise their right of reply, which reply must close the debate.
- 18.3 When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be put until the amendment before the Chair has been disposed of.
- 18.4 Notwithstanding R18.5 speakers must speak alternately for or against the motion; no further speakers against a motion shall be heard if there are no further speakers for, and vice versa.
- 18.5 Speakers may, instead of speaking for or against the motion, request clarification from the mover or seconder of the motion in the form of a question.
- 18.6 In all other respects, Formal Debate must follow the rules laid out in rule 17.

## **19. VOTING**

- 19.1 All Voting Council Representatives shall have one vote.
- 19.2 The consent of a simple majority of the Voting Council Representatives present is necessary for decisions of meetings of the Students' Council, unless otherwise required by these Standing Orders, the Regulations or the Constitution.
- 19.3 The Chair may accept motions to which there is no dissent as carried without putting them to a vote. If a Voting Council Representative expresses dissent, the motion must then be put to a vote.
- 19.4 In the event of an equality of votes, the motion will be defeated and the status quo shall be maintained.
- 19.5 Voting shall be by show of hands, except where otherwise provided for in the Constitution, the Regulations or these Standing Orders.
- 19.6 The Chair shall determine the result by asking:
  - (a) for those in favour of the motion;
  - (b) for those against the motion; and
  - (c) for those abstaining.
- 19.7 The Chair may see that a motion is carried.
- 19.8 A recount must be held on request from a third of those voting. The result of a recount will be final.
- 19.9 During a recount access to the meeting place shall be closed. Only those participating in the original count may participate in the recount.
- 19.10 If any Voting Council Representative feels very strongly about a motion that has been carried despite their opposition, they are entitled to request that their dissent be recorded in the minutes. This request must be made immediately the result is declared.

19.11 At the request of two Voting Council Representatives, the Chair may direct that the vote be taken by secret ballot of those present, the returning officer for which will be the General Secretary.

## **20. PROXIES**

20.1 A Voting Council Representative may appoint another Voting Council Representative as their proxy for a single meeting, provided that the person they proxy to must not already hold another proxy (unless the proxy is the Chair, who may hold unlimited directed proxy votes).

20.2 A Voting Council Representative may specify directions or limitations to their proxy in the instrument of appointment.

20.3 A Voting Council Representative may only appoint a proxy for more than one meeting if the Voting Council Representative has been granted leave of absence by the Students' Council in respect of the meetings for which the Voting Council Representative proposes to appoint a proxy.

20.4 A Voting Council Representative may appoint up to four persons to hold their proxied vote, provided they specify an order of priority between those proxy holders.

20.5 If a Voting Council Representative represents a Restricted Constituency, the proxy holder must also be a member of that Restricted Constituency.

20.6 Notwithstanding R20.7, in order to be valid a proxy must be submitted in writing to the General Secretary at least one hour before the scheduled commencement of the meeting and contain the information as set out in Appendix 4.

20.7 A proxy submitted less than one hour before the scheduled commencement of a meeting can be accepted, but only by ordinary resolution of the Students' Council.

20.8 If a Voting Council Representative that needs to leave during a meeting, the Chair may accept a written proxy containing the same information as set in Appendix 4.

20.9 A proxy has the same rights as a Voting Council Representative, except that a proxy may not appoint a further proxy.

## **21. OBSERVERS**

21.1 Observers who are Students at the University have full speaking, moving and seconding rights at all meetings.

21.2 Observers who are part-time or full-time staff of UMSU or the University may be granted limited speaking rights at the discretion of the Chair or the Students' Council.

21.3 Other observers may be granted limited speaking rights at the discretion of the Chair.

## **22. SUB-COMMITTEES**

- 22.1 A meeting of Students' Council may form a sub-committee from Voting Council Representatives, by motion stating the sub-committee's terms of reference, and any delegated powers of Students' Council.
- 22.2 The sub-committee will exist until the next regular meeting of the Students' Council, when any delegations of power may be renewed.
- 22.3 All decisions of the sub-committee must be reported to the next regular meeting of the Students' Council.

## **23. DELEGATIONS**

- 23.1 A meeting may chose to delegate any of its powers, excepting those laid out in C17.3.
- 23.2 All delegations must be in the form of a motion.
- 23.3 All delegations must be reported to the next regular meeting of the Students' Council.
- 23.4 No Students' Council sub-committee may delegate its power.

## **24. LEAVE OF ABSENCE**

- 24.1 Leave of absence may be granted by Students' Council by resolution "That leave of absence be granted..." for a period of time or a discrete meeting.
- 24.2 Leave of absence may only be granted retrospectively if documented evidence is produced of the circumstances which prevented the timely application for a leave of absence.
- 24.3 No leave of absence may be granted retrospectively if a person was absent without leave from:
  - (a) two consecutive meetings; or
  - (b) on five occasions within a single academic year.
- 24.4 Not more than three months' leave may be granted to any person in a calendar year.
- 24.5 Students are expected to make attendance at Students' Council meetings a priority and (as far as reasonably possible) to structure their course contact hours and extracurricular commitments around Council meetings.
- 24.6 Students with a permanent Disability that may affect their attendance may may apply to the General Secretary or a Committee (as the case may be) for leave in advance for the balance of their term of office.
- 24.7 Students with other extenuating circumstances such as a temporary Disability or course contact hours which may prevent their attendance without prior notice may apply to General Secretary or a Committee (as the case may be) for leave in advance in respect of individual meetings.



24.8 Leave will be granted at the discretion of Council but must not be unreasonably withheld.

## **25. MINUTES**

25.1 Minutes are the responsibility of the General Secretary.

25.2 Minutes must be taken and kept of all Students' Council meetings detailing:

- (a) the meeting was duly convened, held and closed;
- (b) all Officers and Voting Council Representatives present at the meeting, and whether they were in attendance within thirty minutes of the commencement of the meeting
- (c) all proceedings recorded as having taken place at the meeting;
- (d) all elections or appointments purporting to have been made at the meeting; and
- (e) all motions or resolutions purporting to have been duly moved and seconded at the meeting, their mover and seconder and whether they were carried or lost.

25.3 On a motion to confirm minutes no question except as to their accuracy shall be raised.

25.4 A declaration by the Chair that a question has been carried or lost and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number of votes recorded for or against the question.

25.5 Meeting minutes and documents tabled at meetings must be made available for Students to inspect both online on the UMSU website and in person:

- (a) as soon as possible after a meeting (certified as a true copy by the Chair of the meeting); and
- (b) following confirmation by any subsequent Students' Council meeting.

25.6 Copies of the minutes of the previous meeting are to be distributed to all Officers and Voting Council Representatives before any subsequent meeting.

## **26. STANDING ORDERS**

26.1 Standing Orders can only be made or altered by a two thirds majority.

26.2 Alterations to Standing Orders can only be made by the meeting after 14 days' notice of the amendment(s) has been given:

- (a) by email to all Officers and Voting Council Representatives; and
- (b) on the UMSU website.

26.3 To suspend Standing Orders a motion, "that the Standing Orders be now suspended" must be carried by a two thirds majority.

- 26.4 To suspend the rules of debate a motion, “that the rules of debate be now suspended” must be carried by a two thirds majority.
- 26.5 Notwithstanding any other provision of these Standing Orders, any decision made by a validly-constituted meeting will not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.
- 26.6 All matters not dealt with in the above Standing Orders will be governed by the customary procedure at meetings.

## 27. DEFINITIONS

- 27.1 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- 27.2 For the purpose of these Standing Orders, the following definitions also apply:
  - “**Constitution**” means the Constitution of UMSU Incorporated (as amended from time to time), and any reference to “**C**” immediately followed by a number refers to that section or subsection of the constitution.
  - “**Standing Orders**” means these Standing Orders, and any reference to “**R**” immediately followed by a number refers to that rule or sub rule of these Standing Orders.

## 28. INTERPRETATION

- 28.1 Where these Standing Orders are inconsistent with the Constitution, the latter prevails and the former to the extent of inconsistency is invalid. The inconsistent rule remains valid for all other purposes.
- 28.2 Where relevant and subject always to rule 28.1, these Standing Orders will be taken to interpret those parts of the Constitution governing the conduct of meetings.
- 28.3 Words or expressions defined in the Constitution have the same meaning or effect as set out in the Constitution, unless the context otherwise requires.
- 28.4 Provisions in the Constitution dealing with the conduct of meetings are incorporated by reference into these Standing Orders and have the same operation and effect as if set out in these Standing Orders in the form which they appear in the Constitution.

## **APPENDIX 1: AGENDA FOR REGULAR MEETINGS**

The agenda at each regular meeting of Students' Council must include the following:

- 1. PROCEDURAL MATTERS**
  - 1.1 Election of Chairperson
  - 1.2 Acknowledgement of Indigenous Owners
  - 1.3 Attendance
  - 1.4 Apologies
  - 1.5 Proxies
  - 1.6 Membership
  - 1.7 Adoption of Agenda
- 2. CONFIRMATION OF PREVIOUS MINUTES**
- 3. CONFLICT OF INTEREST DECLARATIONS**
- 4. MATTERS ARISING FROM THE MINUTES**
- 5. CORRESPONDENCE**
- 6. OFFICE BEARERS' REPORTS**
  - 6.1 President
  - 6.2 General Secretary
  - 6.3 Activities Officer
  - 6.4 Clubs and Societies Officer
  - 6.5 Creative Arts Officer
  - 6.6 Disabilities Officer
  - 6.7 Education Academic Officer
  - 6.8 Education Public Affairs Officer
  - 6.9 Environment Officer
  - 6.10 Indigenous Officer
  - 6.11 Media Officer
  - 6.12 People of Colour Officer
  - 6.13 Queer Officer
  - 6.14 Welfare Officer

- 6.15 Women's Officer
  - UMSU International President
  - UMSU International Vice President
- 6.16 Burnley Campus Co-ordinator
- 6.17 Southbank Campus Co-ordinator

**7. CHIEF EXECUTIVE OFFICER'S REPORT**

**8. OTHER REPORTS**

- 8.1 Operations Sub Committee

**9. OPERATIONAL BUSINESS (MOTIONS ON NOTICE)**

**10. GENERAL BUSINESS (MOTIONS ON NOTICE)**

**11. OTHER BUSINESS (MOTIONS WITHOUT NOTICE)**

**12. NEXT MEETING**

**13. CLOSE**

## **APPENDIX 2: FORM OF MOTIONS**

Motions and amendments to be proposed at meetings of Students' Council must include:

1. the date of the meeting;
2. the location of the meeting;
3. the words of the procedural or substantive motion or amendment, which shall start with "That...";
4. the mover and seconder of the motion or amendment;
5. the name of the Chair who is governing the meeting; and
6. provision for whether the motion is carried or lost to be recorded.

### **APPENDIX 3: EXAMPLE PROCEDURAL MOTIONS**

The following is a non-exhaustive list of procedural motions:

1. That the speaker be no longer heard, or that the speaker be heard for a limited time only, or, during formal debate, that the speaker's time be extended.

(These motions may be moved while another person is speaking)

2. That the meeting time be extended.
3. That the meeting be adjourned.
4. That the meeting move from Committee Debate to Formal Debate, or vice versa.
5. That these Standing Orders be suspended.
6. That a Student or person have their speaking (or attendance) rights revoked.

(These motions, or special motions as appropriate, must only be moved to prevent disruption of meetings, and may be moved while another person is speaking)

## **APPENDIX 4: FORM OF PROXIES**

Proxies given to the General Secretary at least one hour prior to a meeting, or to the Chair during a meeting must contain the following:

1. who is giving the proxy;
2. who is to be the proxy (in the case that more than one person is named as proxy, listed in order of precedence);
3. if the Voting Council Representative is from a restricted constituency, a declaration that the proxy holder is from the same restricted constituency;
4. date the proxy will be effective until;
5. the signature of the Voting Council Representative; and
6. any directions, requirements or restrictions on the use of the proxy.