

## Contents

1. Status .....	2
2. Attendance .....	2
3. Regular Meetings.....	3
4. Notice of Regular Meetings .....	3
5. Special Meetings.....	4
6. Notice of Special Meetings .....	4
7. Quorum .....	4
8. Agenda.....	4
9. The Chair .....	5
10. Reports.....	5
11. Motions.....	6
12. Rescission of Motions.....	7
13. Amendments .....	7
14. Procedural Motions.....	8
15. Dissent in the Chair .....	9
16. Committee Debate.....	10
17. Formal Debate .....	10
18. Voting .....	11
19. Proxies .....	11
20. Observers .....	12
21. Sub-Committees .....	12
22. Delegations .....	12
23. Leave of Absence .....	12
24. Minutes.....	13
25. Standing Orders.....	13
26. Definitions .....	14
Appendix 1: Agenda for Regular Meetings .....	15
Appendix 2: Form of Motions.....	16
Appendix 3: Example Procedural Motions .....	17
Appendix 4: Form of Proxies .....	18

## 1. Status

1.1 All meetings of the Students' Council or body thereof shall be conducted in accordance with these Standing Orders, which shall be construed as regulations in accordance with the Constitution, as laid out in Constitutional clause ~~11009~~.

1.2 For the purposes of the Constitution, these Standing Orders will be considered regulations in all but title.

~~1.32~~ The provisions laid out in these Standing Orders shall apply to meetings of the Committees, with the following amendments:

~~1.32.1~~ the word "Committee" shall be substituted for the words "Students' Council";

~~1.32.2~~ the words "Committee Representative" shall be substituted for the words "Students' Council Representative" wherever appropriate;

~~1.32.3~~ the words "Officer(s)" shall be substituted for the word "General Secretary" if the General Secretary is not present at the meeting of the Committee;

~~1.32.4~~ three voting Representatives of a Committee may request the calling of a meeting of that Committee;

~~1.32.5~~ the reporting schedule of rule 10 shall include a written report from the Officer(s) responsible to that Committee only.

1.3.6 rule 2.4 shall apply only to meetings of Students' Council

~~1.43~~ The provisions laid out in these Standing Orders shall apply to meetings of the Operations Sub-Committee, with the following amendments:

~~1.43.1~~ if the General Secretary receives a requisition signed by two voting Representatives of a Sub-Committee stating the business proposed for a meeting, the General Secretary must give notice of a meeting of that Sub-Committee to be held within a week of receiving the requisition;

~~1.43.2~~ the quorum for the Sub-Committees is three voting Representatives; and

~~1.43.3~~ the reporting schedule of rule 10 shall be suspended.

1.4.4 rule 2.4 shall apply only to meetings of Students' Council

## 2. Casual Vacancies Attendance

2.1 A person ceases to be an Officer or other Representative of Students' Council if the person, without leave granted by resolution of Students' Council, fails on three consecutive occasions to attend at or within thirty minutes after the time specified for the commencement of a meeting (other than a special meeting) of Students' Council.

2.2 A meeting that fails to reach quorum shall be considered a meeting for the purpose of this rule.

2.3 A leave of absence does not disrupt a Representative's consecutive attendance requirement.

**2.4 Members must attend meetings of Students' Council in person and may not attend or participate remotely via the use of mobile phone or other technology. This restriction does not apply to Committees.**

**2.4.1 The General Secretary shall be responsible for ensuring meetings are accessible for Members with a disability.**

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**Comment [j1]:** Clarification on the use of technology

### 3. Regular Meetings

3.1 Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, 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 first and second Semesters.

3.3 The General Secretary must call a Students' Council meeting if:

3.3.1 the Students' Council directs that one be held (either as part of the regular program or as a special meeting); or

3.3.2 at least four of the voting Representatives of the Students' Council 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, such that there is, as far as possible, no overlap with the meeting schedule of any Committee.

3.5 All Representatives attending any meeting shall 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 Representatives of the Students' Council.

3.9 The Order of Business shall be the order in which it appears in the Agenda, followed by such business as may be proposed at the meeting.

3.10 This order may be departed from by a simple majority vote of the meeting.

3.11 All meetings, after a duration of two hours of continuous sitting, shall adjourn for a period of 10 minutes, unless otherwise resolved by the meeting.

**3.12 Once three male Representatives have spoken in a row, the Chair shall give priority to any woman who wishes to speak, provided she has not already spoken in that debate.**

**Comment [j2]:** Moved from section 16 so as to apply to all meetings at all times, not only during committee debate

### 4. Notice of Regular Meetings

4.1 The General Secretary is responsible for giving notice of meetings.

4.2 The General Secretary shall 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 must be given to Members of UMSU or Representatives on the Students' Council must be given:

4.3.1 to each Representative by sending it to the email address notified by that Representative to the General Secretary of UMSU. If no email

address has been notified by a Representative, this obligation will not apply in relation to that Representative;

4.3.2 by posting the notice on the UMSU website; ~~and~~

## 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 shall be held when at least four of the voting Representatives of the Students' Council 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 shall be conducted as a regular meeting excepting that:
- 5.4.1 the usual reporting schedule of rule 10 shall be suspended; and
  - 5.4.2 only the item(s) referred to in the request for the special meeting shall 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 not 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 Representatives of the Students' Council 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 in the manner set out in rule 4.3.

## 7. Quorum

- 7.1 The quorum required for a Students' Council meeting is the ~~next integer greater than half the number~~ **presence of a majority** of voting Representatives of that body then in office.
- 7.2 A person exercising a proxy is not to be counted in determining whether a quorum is present.
- 7.3 If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse.
- 7.4 All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall 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.

**Comment [j3]:** Clarification of quorum, replacement of convoluted definition of quorum

## 8. Agenda

- 8.1 The agenda shall be the responsibility of the General Secretary.
- 8.2 The agenda for each regular meeting of Students' Council shall appear as set out in Appendix 1.

8.3 The agenda and all relevant documentation shall be circulated at least two ~~Academic De~~ days before the meeting is to be held.

8.4 The agenda shall 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 shall open nominations for Chair, to be elected by simple majority by voting Representatives present. In the event of a tie, the Chair shall be chosen by lot.

9.2 The Chair shall be responsible for keeping the meeting in order.

9.3 The Chair shall not otherwise take part in debate, to do so the Chair should relinquish ~~her/his/their~~ position prior to the start of the debate.

Comment [j4]: Amended to be gender neutral

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 Representative.

9.6 When the Chair speaks all other Representatives shall be silent and may only be interrupted by a point of order.

9.7 At least every second Chair shall 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 shall be recorded in the minutes.

9.9 Any person named three times during a meeting must not be recognised by the Chair and must immediately leave the meeting, subject to rule 9.10 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 Representative named three times may proxy their vote before leaving the meeting.

9.12 The Chair of the meeting shall rule upon all matters of procedure which are not detailed in the Constitution or any regulations thereof.

9.13 The Chair of the meeting shall, subject to appeal to the meeting and in the manner set out in rule 15, interpret these Standing Orders.

## 10. Reports

10.1 There shall be reports at each regular meeting from:

10.1.1 President;

10.1.2 General Secretary;

10.1.3 Activities Officer(s);

10.1.4 -Clubs and Societies Officer(s);

10.1.5 Creative Arts Officer(s);

10.1.6 Disabilities Officer(s);

10.1.7 Education Academic Affairs Officer(s);

10.1.87 Education Public Affairs Officer(s);

10.1.98 Environment Officer(s);

~~10.1.9 Disabilities Officer(s);~~

10.1.10 Indigenous Officer(s);

10.1.11 Media Officer(s);

10.1.12 People of Colour Officer(s);

10.1.13~~2~~ Queer Officer(s);

10.1.14~~3~~ Welfare Officer(s);

10.1.15~~4~~ Wome~~e~~\*n's Officer(s); and

10.1.16~~5~~ ——— Campus Co-ordinator, Burnley Students Department; and

10.1.17 Campus Co-ordinator, Victorian College of the Arts Department.

Comment [j5]: Alphanatised and updated

10.2 There shall be reports at each meeting from:

10.2.1 Operations Sub-Committee, which shall be given by the General Secretary;

10.2.2 any sub-committee formed by Students' Council; and

10.2.3 any body or person that has received a delegation of power from the Students' Council.

~~10.3 There shall be reports requested at the meeting of Students' Council following the meeting of the relevant body from all Student Representatives on University Council, Academic Board and from the Chairperson of the Melbourne University Student Amenities and Services Committee.~~

Comment [j6]: University Councilors have no obligation to UMSU, MUSASC is an anachronism, UMSU is represented on AC Board by the Pres and EdAc so no need to duplicate

10.4 There shall be a written report from the ~~Office General Manager~~ each month.

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

10.6 Reports shall be discussed by the Meeting only if they are presented to the General Secretary and made available to Representatives at least two Academic ~~D~~days prior to the commencement of the meeting.

Comment [j7]: anachronism

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

10.8 Any report which was not available at the required time shall not be considered by the Meeting.

## 11. Motions

11.1 All decisions of Students' Council shall be in the form of motions.

11.2 Motions shall be affirmative in nature.

11.3 All motions must be put in writing in the form set out in Appendix 2 and handed to the Chair before being spoken to.

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11.4 The Chair may refuse to recognise unwritten motions.

11.5 All motions must have a mover and a seconder.

~~11.6 If the Chair chooses to move a motion, that motion shall not require a seconder. However, the Chair cannot move financial motions or any motion that is deemed by any member present to be contentious. The Chair cannot second any motion while they are presiding.~~

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11.7~~6~~ The Chair may rule out any motion

Comment [j8]: standard procedure, just specifying in regs

- 11.76.1 disrespectfully worded;
  - 11.76.2 substantially restating a resolution previously adopted;
  - 11.76.3 inconsistent with the Constitution or the Standing Orders; or
  - 11.76.4 otherwise out of order.
- 11.87 A mover or seconder of a motion may withdraw ~~his/her~~their moving or seconding at any stage before the motion is voted upon.
- 11.98 A motion may be withdrawn by the mover without the consent of the seconder but in such event, the seconder shall have a primary option to move the motion as originally proposed.
- 11.109 In the event of a motion being withdrawn by both mover and seconder, the Chair shall ask whether any other Representative wishes to take up the moving/seconding.
- 11.110 The withdrawal of the moving and /or seconding shall be recorded in the minutes.
- 11.124 Motions arising out of any debate may be foreshadowed at any time.
- 11.132 Foreshadowed motions shall 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.
- 11.143 If any proposed motion appears to the Chair to be ungrammatical or ambiguous, or not in correct form otherwise, ~~s/he~~they may decline to accept it until the mover rewords it accordingly.
- 11.154 Before putting any question, the Chair shall read it or cause it to be read to the meeting.
- 11.165 The Chair shall, when reasonably requested to do so by any Representative, read or cause to be read the motion, amendment and/or foreshadowed amendments before the Chair. Such requests shall not be made while any speaker has the floor.
- 11.176 The mover of a motion may accept an amendment in which case it becomes part of the motion.
- 11.187 All motions relating to Operational Business, including but not limited to financial motions, staffing motions, motions relating to regulations and policy, may be discussed before any other business is discussed or proposed, as set out in Appendix 1.

## 12. Rescission of Motions

- 12.1 No motion for rescission of any resolution of the Students' Council shall be carried unless the Representatives present vote affirmatively to rescind the resolution with 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 ~~his/her~~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
- 13.3.1 disrespectfully worded;
  - 13.3.2 substantially restating a resolution previously adopted;
  - 13.3.3 inconsistent with the Constitution or the Standing Orders; or
  - 13.3.3 otherwise out of order.
- 13.4 When an amendment is before the Chair, discussion shall be confined to that amendment.
- 13.5 Foreshadowed amendments shall 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. Procedural motions shall be put immediately, without debate, amendment or adjournment, except by ruling of the Chair.~~
- 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 shall be put to a vote immediately after being moved, without amendment or debate.~~
- 14.52 ~~Unless required elsewhere in these Standing Orders, procedural motions shall require a simple majority of Representatives present 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.~~
- 14.73 ~~The Chair may of his/her/their own volition put/impose a procedural motion without putting it to a vote.~~
- 14.84 Any Representative may raise a point of order, which shall take precedence over all other business. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- 14.95 Any member disagreeing with the Chair's ruling on a point of order may move dissent in the Chair, as per rule 15.
- ~~14.6 — A Representative who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question be now put". The mover of the motion shall retain his/her right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.~~
- ~~14.7 — A Representative may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.~~

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Comment [J9]: Taken from MSA SOs,  
clearer and easier to follow

~~14.8 During the discussion of a motion (but not an amendment), a Representative who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.~~

~~14.9 A Representative may at any time move, "That strangers be excluded". This motion which if accepted by the Chair may be open to debate. The effect of this motion shall be to require non-Representatives, and/or non-Members to leave the meeting.~~

**Comment [j10]:** Unnecessary to detail each possible procedural

14.10 Further ~~e~~Example procedural motions are contained in Appendix 3.

## 15. Dissent in the Chair

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 and the General Secretary shall Chair the debate, including the vote.

15.2.1 If the General Secretary is the Chair when a motion of dissent is ruled, then the President shall Chair the debate and the vote.

15.2.2 If the General Secretary is the Chair when a motion of dissent is ruled, and the President is absent from the meeting, the nearest Office Bearer to the Chair shall Chair the debate and the 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.

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

15.10 Upon this motion being moved the Chair must be vacated and the General Secretary shall Chair the debate, including the vote.

15.10.1 If the General Secretary is the Chair when a motion of dissent is ruled, then the President shall chair the debate and the vote.

15.10.2 If the General Secretary is the Chair when a motion of dissent is ruled, and the President is absent from the meeting, the nearest Office Bearer to the Chair shall Chair the debate and the vote.

15.11 The mover of the motion of dissent must speak to the motion, and the Chair in whom confidence is questioned, may reply. Debate may then take place.

15.12 If this motion is carried, the General Secretary must conduct the election of a new Chair.

15.13 If this motion is lost, the Chair may resume ~~his/her~~their responsibility for the meeting.

## 16. Committee Debate

- 16.1 In Committee Debate, discussion shall be on a specific agenda item, but not restricted to a formal motion or amendment.
- 16.2 ~~Representatives~~ Speakers shall respect the authority of the Chair at all times.
- 16.3 ~~Representatives~~ Speakers shall address remarks to the Chair in restrained and courteous language, speak relevantly to the matter under discussion, not use offensive or objectionable language, not behave in a disorderly manner and shall respect the authority of the Chair at all times.
- 16.4 In Committee Debate, the Chair shall have general control of the meeting, but notwithstanding anything in the Standing Orders, Representatives ~~speakers~~ may speak more than once but not for more than five minutes at a time and there may be several propositions before the meeting.
- 16.5 If the Chair rules any language objectionable, the speaker shall forthwith withdraw it and apologise.

Comment [j11]: Not all those who attend meetings are "representatives"

~~16.6 Once three male Representatives have spoken in a row, the Chair shall give priority to any woman who wishes to speak, provided she has not already spoken in that debate.~~

Comment [j12]: See proposed R3.12

## 17. Formal Debate

- 17.1 The meeting may resolve "That the meeting move into Formal Debate".
- 17.2 Discussion must be to a motion or amendment duly moved and seconded.
- 17.3 Every ~~Representative~~ speaker desiring to speak shall address her/himself to the Chair, and may only speak once called upon by the Chair.
- 17.4 The mover shall have six minutes to present argument in support of ~~his or her~~ their motion and three minutes to reply once all other speakers have been heard.
- 17.5 The seconder of such motion and all subsequent speakers shall be limited to three minutes in which to speak on the motion or amendment.
- 17.6 ~~Representatives~~ Speakers may only speak once to any given motion or amendment (other than to move procedural motions), unless by way of personal explanation, with leave of the meeting or to exercise ~~his/her~~ their right of reply, which reply shall close the debate.
- 17.7 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.
- ~~17.8 The Chair shall decide the right of priority in speaking, and shall as far as practicable call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover.~~
- ~~17.9 If two consecutive speakers have both argued for or against a motion or amendment, and there is no Representative wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or amendment shall (subject, in the case of a motion, to the right of the mover's right of reply) be put without further debate.~~
- 17.810 Notwithstanding rule 17.911 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.

Comment [j13]: Conflicts with the following clauses

- | 17.914 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.
- | 17.102 In all other respects, Formal Debate shall follow the rules laid out in rules 16.2, 16.3, 16.5 and 16.6.

## 18. Voting

- 18.1 All voting Representatives of Students' Council shall have one vote.
- | 18.2 The consent of a simple majority of the voting Representatives present is necessary for decisions of meetings of the Students' Council, unless otherwise required by these Standing Orders or the Constitution.
- 18.3 The Chair may accept motions to which there is no dissent as carried without putting them to a vote. If a Representative expresses dissent, the motion must then be put to a vote.
- 18.4 In the event of an equality of votes, the motion will be defeated and the status quo shall be maintained.
- 18.5 Voting shall be by show of hands, except where otherwise provided for in the Constitution or these Standing Orders.
- 18.6 The Chairperson shall determine the result by asking:
  - 18.6.1 for those in favour of the motion
  - 18.6.2 for those against the motion
  - 18.6.3 for those abstaining
- 18.7 The Chairperson may see that a motion is carried.
- 18.8 A recount will be held if a third of those voting support such a demand, the result of which will be final.
  - 18.8.1 During a recount access to the meeting place shall be closed and only those participating in the original count may participate in the recount.
- 18.9 If any Representative feels very strongly about a motion that has been carried despite his/her/their opposition, s/het/they are is entitled to request that his/her/their dissent be recorded in the minutes. This request must be made immediately the result is declared.
- 18.10 At the request of two voting Representatives, the Chair may direct that the vote be taken by secret ballot of those present, the returning officer for which shall be the General Secretary.

## 19. Proxies

- 19.1 A voting Representative of the Students' Council may appoint another Member of UMSU as their proxy for a single meeting, but the person they proxy to must:

19.1.1 Not be an Office Bearer

19.1.2 Not already hold a proxy

19.1.3 Be eligible to hold the same position as the person for whom they are proxying

~~but no Member may hold more than one proxy.~~

~~19.2 Officers cannot hold proxies.~~

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Comment [j14]: Common sense to ensure Queer rep, for example, proxies to another Queer identifying rep

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19.23 A voting Representative may only appoint a proxy for more than one meeting if the voting Representative has been granted leave of absence by the Students' Council, and may name up to four persons to take the proxied vote.

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19.34 Notwithstanding rule 19.5, in order to be valid the 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.

19.4 A proxy submitted less than one hour before the scheduled commencement of a meeting can be accepted, but only if Council passes the appropriate procedural motion by a simple majority.

Comment [j15]: Reflects current and standard practice

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

19.6 A proxy has the same rights as an elected Representative, except that a proxy may not proxy.

## 20. Observers

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

20.1.1 Observers who are part-time or full-time staff of UMSU, MUSUL or the University may be subject to limited speaking rights at the discretion of the chair or the council.

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

## 21. Sub-Committees

21.1 A meeting of Students' Council may form a sub-committee formed from Representatives, by motion, which shall include its terms of reference, and any delegated powers of Students' Council.

21.2 The sub-committee shall exist until the next regular meeting of the Students' Council, at which meeting, any delegations of power may be renewed.

21.3 All decisions of the sub-committee shall be reported to the next regular meeting of the Students' Council.

## 22. Delegations

22.1 A meeting may chose to delegate any of its powers, excepting those laid out in C16234.

22.2 All delegations must be in the form of a motion.

22.3 All delegationss must be reported to the next regular meeting of the Students' Council.

22.4 No Committee or Sub-Committee may delegate its power.

Comment [j16]: Committee's need to be able to delegate to OpSub

## 23. Leave of Absence

23.1 Leave of absence may be granted by Students' Council by motion "That leave of absence be granted...".

23.2 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, and no leave of absence may be granted if the person was absent at three consecutive meetings as laid out in rule 2.

23.3 Not more than three months' leave may be granted to any person in a calendar year.

23.4 Leave of absence must not be granted for any period shorter than one week.

## 24. Minutes

24.1 Minutes shall be the responsibility of the General Secretary.

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

24.2.1 the meeting was duly convened, held and closed;

24.2.2 all Representatives present at the meeting, and whether they were in attendance within thirty minutes of the commencement of the meeting

24.2.3 all proceedings recorded as having taken place at the meeting;

24.2.4 all elections or appointments purporting to have been made at the meeting; and

24.2.5 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.

24.3 On the motion to confirm the Minutes no question except as to their accuracy shall be raised.

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

24.5 Minutes of the meeting certified as a true copy by the Chair of the meeting must be displayed as soon as possible after a meeting on the UMSU website ~~and on a prominent notice board in Union House.~~

Comment [j17]: anachronism

24.6 Minutes of the meeting as confirmed by any subsequent Students' Council meeting must be displayed on the UMSU website ~~and on a prominent notice board in Union House.~~

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

24.8 Copies of the minutes are to be distributed to all Representatives before any subsequent meeting.

## 25. Standing Orders

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

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

25.2.1 by email to all Representatives of the Students' Council;

25.2.2 on the UMSU website; and

~~25.2.3 by posting a notice on a prominent notice board in Union House;~~

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

25.4 To suspend the rules of debate a motion, "that the rules of debate be now suspended" must be carried by a two thirds majority.

25.5 Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected until after the decision had been made.

25.6 All matters not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.

## **26. Definitions**

26.1 All definitions as they appear in the Constitution shall have the same meaning in these Standing Orders.

### **26.2 "May" and "Shall" Usage**

26.2.1 Where in these Standing Orders the word "may" is used in conferring a power, it is to be interpreted to imply that that the power so conferred can be exercised or not at discretion. Where in a regulation the word "shall" is used in conferring a power it is to be interpreted to mean that the power must be used.

26.3 'leave' is the unanimous consent of all Representatives; one objection is fatal. No discussion can take place on a request for leave.

26.4 'the Union' means UMSU Incorporated.

26.5 'procedural motions' relate to the conduct of meetings, including but not limited to the rulings of the chairperson, points of order, indicating discrepancies in meeting process, adding items to the agenda, or any other matter pertaining to meeting process.

26.6 'simple majority' means a motion where the number of votes for the motion are more than the number of votes against.

26.7 'in writing' means documents taking the form of a letter or email.

## Appendix 1: Agenda for Regular Meetings

The agenda at each regular meeting of Students' Council shall 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. Matters Arising from the Minutes

### 4. Correspondence

### 5. Office Bearers' Reports

- 5.1 President
  - 5.2 General Secretary
  - 5.3 ~~Activities Officer~~ ~~Education Academic Officer~~
  - 5.4 ~~Clubs and Societies Officer~~ ~~Education Public Affairs Officer~~
  - 5.5 ~~Creative Arts Officer~~ ~~Activities Officer~~
  
  - 5.6 ~~Disabilities Officer~~ ~~Clubs and Societies Officer~~
  - 5.7 ~~Education Academic Officer~~ ~~Creative Arts Officer~~
  - 5.8 ~~Education Public Affairs Officer~~ ~~Disabilities Officer~~
  - 5.8 Environment Officer
  - 5.9 Indigenous Officer
  - 5.10 Media Officer
  - 5.11 People of Colour Officer
  - 5.12~~4~~ Queer Officer
  - 5.13~~2~~ Welfare Officer
  - 5.14~~3~~ Wome<sup>n</sup>'s Officer
  
  - 5.15 Campus Co-ordinator, Burnley Students Department
  - 5.16~~4~~ Campus Co-ordinator, Victorian College of the Arts Department
  6. ~~Standing Committee Reports~~ General Manager's Report
    - 6.1 ~~Operations Sub-Committee~~
- ### 7. Other Reports
- 7.1 ~~Other Student Representatives~~ Operations Sub Committee
- ### 8. Operational Business (Motions on Notice)
- ### 9. General Business (Motions on Notice)
- ### 10. Other Business (Motions without Notice)
- ### 10. Next Meeting
- ### 11. Close

## **Appendix 2: Form of Motions**

The form for motions and amendments of meetings of Students' Council shall include:

- the date of the meeting;
- the location of the meeting;
- the words of the procedural or substantive motion or amendment, which shall start with "That...";
- the mover and seconder of the motion or amendment;
- the name of the Chair who is governing the meeting; and
- whether the motion is carried or lost.

### **Appendix 3: Example Procedural Motions**

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

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.

That the meeting time be extended.

That the meeting be adjourned.

That the meeting move from committee debate to formal debate, or vice versa.

That these Standing Orders be suspended.

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:

who is giving the proxy;

who is to be the proxy (in the case that more than one person is named as proxy, listed in order);

date effective until (if leave has been granted to the Representative granting the proxy);

the signature of the elected Representative; and

any requirements or restrictions on the use of the proxy.