

KEELE STUDENTS' UNION  
STANDING ORDERS



REVISED SPRING 1984

# MEMBERS

- 1 Only Full members may vote.

Full and Associate Members may speak at UGMs except that Full Members may over-rule the Chairperson's recognition of an Associate Member when the matter does not concern the rights and privileges of Associate Members.

Full and Associate Members may attend UGMs except that Full Members may exclude Associate Members following acceptance of Procedural Motion 38 C (ix) 'that those who are not Full Members be excluded'.

Non-members may attend UGMs but they may not speak without the permission of the House; they may be excluded following acceptance of Procedural Motion 38 C (ix).

# STEERING COMMITTEE

- 2 The Chairperson shall be elected as provided for under the Constitution and by secret ballot. The two Committee members shall be elected from the floor of the first UGM of the session, in accordance with Standing Orders 51 to 54. Steering Committee shall be the credentials body of the UGM and shall be responsible, when Procedural Motion 38 C (ix) is passed, for ensuring with the assistance of the Sergeant-At-Arms that those who are not Full Members of the Union be excluded from the UGM.

# CONVENING THE MEETING

- 3 All UGMs shall be convened by the President.
- 4 An EGM of the Union shall be convened by the President. Notice shall be given at least one day before the meeting on the Union notice-board.
  - (a) Standing Orders apply to such meetings but no previous minutes shall be read; the minutes of the EGM shall be presented to the next UGM.
  - (b) For the purpose of this Meeting, Standing Orders 5, 7 and 8 shall be suspended (see Constitution Section III).
- 5 (a) Notice of all UGMs shall be posted 14 days beforehand on the Union notice-board.
  - (b) Motions shall be submitted to the Union Secretary at least six clear days before the UGM. All motions shall be submitted to the Secretary in ink, legible and bearing the signatures of their proposers and seconders. The date and time of submission shall be recorded at the top. They shall be posted four clear days before the Meeting.
  - (c) Holding Motions may be submitted only if they concern matters of fact which may change before the UGM. In the case of a Holding Motion, the substance of the motion shall be submitted to the Union Secretary

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not later than 12.00 noon on the day of the UGM, unless it relates to matters of fact which may change before the UGM. Any Holding Motion remaining after this time and not covered in this Standing Order shall be ruled out of order by the Chairperson of the Meeting (see also Standing Order 33).

- 6 Steering Committee shall publish a provisional Order Paper by midday of the day of the Meeting which shall be posted upon the Union notice-board. The Order Paper shall specify all Motions and all amendments received up to that time.
- 7 The business of the UGM shall be taken in the following order:

SECTION ONE Preliminaries

Question Time  
Statements  
Union Executive Reports  
Other Reports

SECTION TWO

Apologies for Absence  
Minutes of the previous Meeting  
Matters arising from the minutes of the previous Meeting  
Appointment of Sergeant-At-Arms  
Elections  
Election Appeals  
Acceptance of Order Paper  
Motions and Emergency Motions  
Any other business

The provisional Order Paper can be amended at the request of any member of the House by a simple majority of those present and voting and may be altered at any time during the Meeting by a two-thirds majority of those present and voting. All motions resubmitted for a future UGM shall be automatically placed at the top of the Order Paper by Steering Committee.

- 8 Steering Committee shall recommend guillotine times of no more than 30 minutes for each item included in Section Two of the Agenda. On the provisional Order Paper, Steering Committee shall record any 'immediate policy' rulings made concerning any motion on the Order Paper.

When the guillotine time is reached, Steering Committee shall inform the Chairperson of the Meeting, who shall call for all discussion to cease, except on a Motion, which shall move direct to a summation and vote.

Guillotine times and immediate policy rulings shall be part of the Order Paper and may be amended accordingly.

## THE QUORUM

- 9 It shall be in order for any member to challenge the quorum at any time except during the conduct of a vote. Any challenge shall be made through the Chair. When a challenge is made, the Chairperson shall call for all discussion to cease and for the doors to be closed. Tellers will be appointed and a recount may be taken at the discretion of the Chairperson.

No motions, procedural motions or speakers shall be taken or heard during a count of the quorum.

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Recounts may be taken at the discretion of the Chairperson before the result is announced. Further recounts may be taken after the announcement of the result of the count at the request of two-thirds of those present and voting.

Declaration of the result of a count shall not automatically constitute a declaration that the meeting is closed.

- 10 (a) A quorum shall not be required for those matters falling under Standing Order 7, Section One. Those matters falling under Standing Order 7, Section One shall be dealt with at the stated time of commencement of the UGM, irrespective of whether or not the UGM is quorate.

The UGM shall not proceed to deal with any matter falling under Standing Order 7, Section Two until such time as the UGM is quorate.

- (b) In the event of a General Meeting not having the required number of persons to constitute an ordinary quorum, the Chairperson shall declare the meeting closed and all remaining business shall be lost.

- 11 A challenge to the quorum may not be retrospective.

## THE CHAIR

- 12 The Speaker of the Union shall take the Chair at UGMs. If the Speaker is absent or relinquishes the Chair, it shall be taken by one of the Assistant Speakers. In the event of their absence, the Chair shall be taken by (in the following order):

An elected member of Constitutional Committee

OR

A member of Steering Committee

OR

A member of Union Committee

- 13 The Chairperson shall be responsible for the conduct of the Meeting and shall be the sole interpreter of Standing Orders subject to the right of any member to challenge his/her ruling as provided for in Standing Order 38.

- 14 The Chairperson may address the Meeting from the Chair:

(a) To explain or administer these Standing Orders

(b) to answer a question directed to him/her on a point of fact

(c) to act as Spokesperson for Union Executive

(d) to call for order when necessary

(e) to explain a Motion's effect on existing Union policy.

- 15 Whenever the Chairperson rises to speak he/she shall be heard in silence; any other member shall cease from speaking at once and resume his/her seat.

## MINUTES OF GENERAL MEETINGS

- 16 Minutes shall be taken at every General Meeting. They shall contain:
- (a) the main points of each question asked and of the answer given during Question Time
  - (b) matters arising on previous Minutes
  - (c) the subjects of reports
  - (d) any procedural motion moved during the Meeting.
  - (e) the substance of the motions and amendments debated by the House
  - (f) the result of any count taken or the minutes shall state if a decision was reached by a show of hands or acclamation. Abstention may be recorded at the Chairperson's discretion. Motions carried by an obligatory two-thirds majority shall also be minuted
  - (g) the name of each speaker and shall state if the speaker spoke for or against or on a motion.

## SPEAKING

- 17 Members wishing to speak shall indicate their wish to speak to the Chairperson. The Chairperson shall decide right of priority in speaking. When speaking, members shall address themselves solely through the Chair. Any member who does not address his/her remarks through the Chair shall be ruled out of order.
- 18 (a) No member shall exceed five minutes in his/her speech. An extension of up to a further five minutes will only be granted by a two-thirds majority of the House.
- (b) At an EGM the proposer and seconder shall be allowed speeches not exceeding ten minutes which may be extended as in paragraph (a) above.
- 19 No member may speak more than once in the same motion, amendment or report, except:
- (a) to answer questions
  - (b) to sum up as indicated in Standing Order 34
  - (c) on points of information or order as indicated in Standing Orders 55 & 56.

For the purpose of this Standing Order, a speech proposing an amendment shall not be deemed a speech on the main motion.

- 20 All expressions of a personal or offensive nature shall be ruled out of order. The Chairperson shall call on any member to apologise for or withdraw any offensive or disorderly expression. Should any member continue to refuse to obey the ruling of the Chairperson, the Chairperson shall admonish him/her and if he/she persists in his/her refusal, the Chairperson shall

order him/her to stand down. If the member continues in this offensive or disorderly manner, the Speaker may order him/her to withdraw from the House (see Standing Order 58).

## VOTING

- 21 Each member shall exercise one vote. The Chairperson shall have a single vote and shall use it only in the event of a tie.
- 22 Voting shall be by show of hands or acclamation, unless procedural motion 38 C (VII) 'that the voting be by a specific method other than that usually adopted' be proposed, seconded and carried by a two-thirds majority of those present and voting.
- 23 No votes may be recorded on behalf of a member not present.
- 24 Tellers shall be appointed by the Chairperson when a vote is taken and counted.
- 25 The doors shall be closed and remain closed when a vote is taken.
- 26 A recount may be taken at the discretion of the Chairperson before the result of the vote is announced. Two additional tellers shall be appointed to assist those already appointed. Further recounts after the announcement of the result of the vote may only be granted following the request of a two-thirds majority of those present and voting.

## REPORTS

- 27 Reports shall be submitted by each full member of Union Committee and by Standing Committees, ad-hoc Committees and Conference delegations, when required by the Constitution or when appropriate. When possible, reports shall be submitted on a regular basis through RELAYER and these shall be considered as sufficient to count as a UGM report.
- 28 Reports shall be collectively represented by the relevant Committee. Questions of a specific nature shall be directed to the relevant Executive member or Committee Chairperson.
- 29 Conference reports shall be presented to the first UGM after the Conference by the Conference delegation leader. Questions may then be taken on the report.
- 30 Ad-hoc Committees' reports shall be presented by the Committee's Chairperson who shall then reply to any questions raised on the report.
- 31 After questions on any report the House shall move to a discussion and a vote on the report, notwithstanding that acceptance of a report does not imply acceptance of the substance contained in that report. Any substantial recommendation contained within any report presented to the House shall be presented in the form of a motion to the House.

Majority reports shall have preference over minority reports.

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- 32 In the event of a report from a Conference or ad-hoc Committee being defeated, the report shall be deemed to be referred back for re-examination. In the event of a Union Executive or Committee report being defeated, the relevant Committee shall collectively present a revised report to the next UGM.

In the event of a member of Union Committee not submitting a report either direct to a UGM or through RELAYER without good reason, it shall be adjudged an automatic vote of censure. If this is repeated at the next UGM without good reason, it shall be adjudged an automatic vote of No Confidence.

## MOTIONS

- 33 (a) Every motion shall be proposed and seconded. It shall therefore be open for discussion. A motion may be withdrawn before the Meeting if the proposer, seconder and Constitutional Committee agree, or may be withdrawn with the consent of the Meeting. If a proposer or seconder relinquishes his/her right to propose or second a motion, it shall be competent for any member of the House to propose or second the motion.
- (b) The motion submitted first in chronological order shall be the main motion and any subsequent motions shall be construed as 'delete all and insert' amendments unless the subsequent motion is a re-affirmation of Union policy or is on a different subject.
- (c) Any motion not debated on submission to a UGM and re-submitted at the subsequent UGM shall require a two-thirds majority of the House for the motion to be moved down the Order Paper. Should the motion be re-submitted for a second time at the next UGM, then the motion must retain its place on the Order Paper as recommended by Steering Committee.
- 34 The proposer of the motion shall have the right to reply immediately before the vote is taken.
- 35 There shall be no new information or points of information in a summing-up speech.
- 36 In the absence of any discussion, the Chairperson shall ask if there are any further speeches, and, if not, shall put the motion to the vote. After two speeches for and none against, or two speeches against and none for, the motion shall move direct to a summation.
- 37 Emergency motions may be moved if, and only if, their subject matter is of such urgency that the conduct of the business of the Union will be impaired by the delay of the discussion until the next Meeting.

For the purposes of emergency motions, Standing Order 6 is automatically suspended. Emergency motions not timetabled by Steering Committee shall be deemed amendments to the Order Paper. The Chairperson shall at all times have responsibility for ascertaining the number present at the Meeting.

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## PROCEDURAL MOTIONS

The following Procedural Motions may be put:

### GROUP A

- (i) A vote of No Confidence in the Chairperson
- (ii) A challenge to the Chairperson's ruling

### GROUP B

- (i) That the motion be now put
- (ii) That the motion be taken as a whole
- (iii) That the motion be taken in parts
- (iv) That the motion be not put
- (v) That the matter be decided by referendum  
(See Section XXV)

### GROUP C

- (i) That the House be temporarily adjourned for a specific time of not more than one hour. The Meeting shall continue for at least two hours before another temporary adjournment can be presented.
- (ii) That the House be adjourned and re-convened for a time to be announced within 24 hours.
- (iii) That the Meeting be closed
- (iv) That the matter be remitted to the appropriate Committee for re-examination.
- (v) That the matter lie on the table.
- (vi) That Standing Orders be suspended. The Standing Orders in question and the period of suspension must be specified. The period of suspension shall not exceed the period of the meeting itself. (See Constitution Section XVII).
- (vii) That the voting be by a specific method other than that usually adopted.
- (viii) That the Order Paper be amended from the Order Paper accepted at the start of the Meeting.
- (ix) That those who are not full members be excluded.

39 All Procedural Motions except B (v), C (vi), C (vii) and C (viii) require a simple majority; Procedural Motions B (v), C (vi), C (vii) and C (viii) require a two-thirds majority.

40 Motions in Group A may be put whilst those in B or C are before the House. Motions in Group B shall be given preference over those in Group C and may be put when motions in Group C are before the House but shall only refer to the main motion.

In each Group motions are listed in order of precedence.

No Procedural Motion other than 38 A (i), 38 A (ii), 38 C (vii) and 38 C (ix) shall be moved between the beginning of the summation of a motion and the end of the vote upon that motion.

- 41 All Procedural Motions must be taken unless a further Procedural Motion which has precedence is proposed. Procedural Motions A (i) and A (ii) may not be moved to challenge a ruling of the Chair made under Standing Orders 20 or 58. Procedural Motion B (i) may not be taken until at least one speech against the main motion or the amendment or the matter to which the Procedural Motion refers, has been taken.
- 42 (a) Motions in Group A need only a proposer. When one is proposed, a temporary Chairperson shall move into the Chair. There shall be one speech proposing the motion after which the challenged Chairperson shall have the right of reply. The House shall then move immediately to a vote. If Procedural Motion A (i) is carried, the Chairperson shall not resume the Chair during the Meeting.
- (b) Motions (i) to (iv) in Group B need only a proposer; there shall be one speech for and one against, then the House shall move to a vote. If Procedural Motion B (i) is carried, the proposer of the original motion retains the right to sum up as in Standing Order 34. Motion B (v) shall require a proposer and a seconder after which the House shall move to a discussion and a vote (which shall require a two-thirds majority). Before Procedural Motion B (v) is carried, the proposer of the Procedural Motion has the right to sum up as in Standing Order 34.
- (c) All motions in Group C must be proposed and seconded after which the House shall move to a discussion and a vote. The proposer of the Procedural Motion retains the right of reply as in Standing Order 34.

## AMENDMENTS FROM THE FLOOR

- 43 Only one amendment to any motion shall be before the House at any one time. Negating amendments shall be ruled out of order. Any amendment changing the principal subject matter of any motion shall be ruled out of order.
- 44 Any amendment that is proposed and seconded shall be accepted for discussion by the Chairperson, subject to Standing Order 43.
- 45 An amendment shall be declared either 'drafting' or 'substantive'. A 'drafting' amendment is one which changes the wording of the motion but not the sense. A 'substantive' amendment is one which changes the sense of the motion.

In the case of a proposed amendment to a Constitutional amendment, it is to be declared a drafting amendment if it is concerned with the details of the Constitutional amendment, rather than a separate principal. If the amendment deals with a separate Constitutional principle, it shall be declared substantive. Substantive amendments to Constitutional amendments shall be ruled out of order on the grounds that they constitute separate Constitutional amendments and so must be considered by Constitutional Committee before the Meeting.

Final interpretation as to the nature of an amendment shall rest with the Chairperson.

If the Chairperson deems the amendment to be a 'drafting' amendment, it shall be put to the proposer of the original motion. If accepted by him/her there shall be no further discussion on the amendment and discussion shall revert to the original motion as amended. If not accepted by him/her, it shall be put straight to the vote. If passed, the motion as amended shall belong to the proposer of the amendment who shall have the right of reply as indicated in Standing Order 34.

If the Chairperson deems the amendment to be a 'substantive' amendment, it shall be put to the House for discussion. If the amendment is carried, it shall be put to the proposer of the original motion. If it is accepted by him/her, the amended motion shall remain with him/her. If it is not accepted by him/her, the motion as amended shall belong to the proposer of the amendment who shall have the right of reply as indicated in Standing Order 34.

With the approval of the House, the proposer of an amendment may accept a 'drafting' amendment, except under Standing Order 43.

When a 'substantive' amendment is carried, the motion as amended shall become the substantive motion to which further amendments may be made.

Any amendment to a motion changing the Constitution or Standing Orders shall require a simple majority, but the amended motion shall require a two-thirds majority for passage. Any amendment which would have the effect of converting an ordinary motion into one amending the Constitution or Standing Orders shall be ruled out of order.

## ELECTIONS FROM THE FLOOR

- 1 The Returning Officer shall publicise elections due to be held at the UGMs at least one week in advance. Nominations for posts are to be given in writing to the Returning Officer by 12.00 noon on the day of the UGM. If no nominations are received, the UGM Chairperson shall call for nominations from the floor of the UGM.
- 2 Candidates shall be allowed up to one minute, at the Chairperson's discretion, to state why they consider themselves to be suitable candidates for the position. The House shall then move to a vote.
- 3 Voting shall be by show of hands, a simple majority deciding. Each voter shall have one vote for each of the number of vacant posts.
- 4 Only Full Members shall be entitled to vote.
- 5 Points of information may be raised by any member provided that the Speaker occupying the floor signifies his/her intention of giving way. They shall consist either of information offered to or information asked of the Speaker who has given way. A Speaker may refuse to answer any questions unless the Chairperson asks for clarification of facts missed during discussion. No member shall exceed one minute in bringing and replying to a point of information.
- 6 Points of order, which take precedence over any other business except voting unless it affects the order of the vote and upon which there shall be no discussion, may be raised by any member. They must be framed as a question, beginning with the words:

'Is it in order that .....

and be related to the conduct of the meeting.

57 No resolution of a General Meeting may be rescinded or amended at the Meeting at which it was passed. The rescission or amendment of any policy motion within six months of its passage shall require a two-thirds majority of those present and voting, excluding abstentions. (See Constitution Section XXIV para 2).

58 The Chairperson shall call on any member to desist from any conduct which he/she deems indecorous or in contempt of the House, or to desist of the Meeting. He/she may order any strangers to withdraw from the Meeting at any time. All members and strangers shall, and must, submit to the authority of the Chair on all matters relating to the conduct of the Meeting.

Provision shall also be made at each Meeting for the appointment by the Speaker of a Sergeant-At-Arms who will be responsible for:

(a) closing the doors at the rear of the hall during a vote or a quorum call

(b) ejecting people from the Hall who are deemed indecorous or in contempt of the House. (See also Standing Order 20).