

Standing Orders
Governing Union Council

1. Notice of Meetings

1.1 Union Council shall be convened by the Union Secretary-Treasurer or in their absence the Academic Affairs Officer of the Union and shall be held in accord with Union Constitution.

1.2 It is the responsibility of the Union Secretary-Treasurer to ensure that adequate notice is provided:

- a) 10 working days prior to Union Council, including the deadline for submission of motions
- b) 4 working days prior to the Union Council, including details of motions to be discussed
- c) 5 working days prior to an Extraordinary Union Council, including details of the motion to be discussed

1.3 Council may meet in closed session for any item on the agenda when it considers that the interests of the Union would best be preserved by the matter remaining confidential to members of Council. The following people shall be permitted to remain in Council during closed sessions:

- a) Executive Committee
- b) Executive Elect
- c) Union Councillors

2. Quorum

2.1 The quorum for all Council Meetings shall be 50% + 1 of the voting members of Union Council.

3. Agenda

3.1 Agenda are to be drawn up by the Union Secretary-Treasurer with the Steering committee, or in their absence the Academic Affairs Officer with the Steering committee.

3.2 The agenda for Union Council Meetings shall comprise of the following (where applicable):

- a) roll call of everyone present
- b) apologies
- c) declaration of interest
- d) approval of agenda (including any other business to be discussed)
- e) co-option of new members
- f) approval of Union Council minutes (with matters arising)
- g) presentation of Exec minutes with approval of Exec decisions
- h) questions to officers and ex-officio members
- i) media area reports
- j) honorary life members
- k) motions
- l) any other business (to be submitted in advance to the chair)

- m) announcements
- n) date and time of next meeting

3.3 The agenda for Extraordinary Union Council shall comprise of:

- a) roll call
- b) apologies
- c) declaration of interest
- d) notified item of discussion
- e) date and time of next meeting

4. Motions

4.1 Motions for inclusion on the agenda shall be submitted in writing to Union Reception no later than 12 noon, five working days preceding the Union Council meeting.

4.2 The Receptionist shall note the date and time that each motion is submitted. The Union Secretary-Treasurer shall ensure this action is fulfilled.

4.3 Motions may be submitted by:

- a) the Executive Committee
- b) a Proposer, Seconder and 15 Assentors, all of whom must be full members of the Union

4.4 Order of motions shall appear at the discretion of the Steering Committee using the following guidelines:

- a) matters effecting UBU only
- b) matters effecting UBU and the University
- c) matters effecting UBU on a national level
- d) matters effecting UBU on an international level
- e) other matters of interest

5. Emergency Motions

5.1 Emergency motions shall be submitted in writing to the Chairperson or convenor up to one hour before the Union Council meeting is due to commence. The Steering committee shall then determine whether or not the business could reasonably have been submitted in the normal way for the next meeting.

5.2 The Chairperson shall announce the steering committee's ruling on the eligibility of tabling the emergency motion and its position on the agenda (if applicable).

6. Amendments

6.1 Amendments to motions may be submitted either prior to or during the meeting.

6.2 Drafting amendments may be discussed and accepted at any time.

6.3 Amendments must be proposed and seconded by full voting members of Union Council

6.4 To be accepted into the main motion, an amendment must either:

- a) obtain the approval of the proposer and seconder of the main motion
OR
- b) be passed on general aye or by majority vote at the meeting otherwise, the amendment falls.

6.5 It is the responsibility of the chair to accurately communicate the wording of the amendment to the meeting.

7. Chairperson

7.1 Union Council meetings are to be chaired by the Chairperson of the Union Council or in their absence the Deputy Chairperson Council. If the Chair and Deputy Chair are not present at a meeting, the Union Secretary-Treasurer is to Chair the meeting and immediately carry out an election of a Temporary Chairperson for the duration of the meeting. Following the election of a Temporary Chairperson, that candidate will take the chair and conduct an election for a Temporary Deputy Chairperson.

7.2 The Chairperson shall be heard in silence at all times and shall conduct the meeting in a manner, which will expedite constructive and balanced debate.

7.3 Wherever possible, the Chairperson should rule according to the Constitution, the relevant Standing Order and other regulations governing the running of this Union as they stand at present.

7.4 The Chairperson's ruling shall be final unless overruled by a challenge to the Chair (para.8 below).

7.5 The Chairperson shall have the power to request a member to leave the meeting if they are acting in a disruptive manner.

7.6 The Chairperson, on behalf of the Steering committee, shall have the power to rule out of order any motion or amendment, which recommends action, which is ultra-vires (against the legal regulations governing charities).

8. Challenge to the Chair

- 8.1 Upon the passing of a procedural Motion to challenge a Chairperson's ruling the Deputy Chairperson is to take the Chair. The opponent to the Chair's ruling shall explain their challenge. Questions may be put to the speaker. The Chairperson shall then explain their ruling. Questions may be put to the Chair. There shall then be an opportunity for a member to speak in support of the Chair. The Deputy Chair must then put the matter to the vote. If the vote is in favour of the challenge to the Chair the Chairperson may return to chairing the meeting but the challenge will stand with the Chair's decision overruled. If the vote does not uphold the challenge then the Chair's ruling will stand and be final.

9. Conduct of Meeting

- 9.1 Members wishing to speak must 'catch the eye' of the Chairperson. The Chair will indicate who is to speak.

9.2 Motions shall be heard (the time to be at the discretion of the Chairperson) as

follows:

- a) speech in favour of the motion
- b) speech against the motion
- c) questions to the speakers and points from the floor
- d) speech in summation on the motion
- e) move to the vote

9.3 Any proposed amendments to the motion should be discussed between sections 9.2b and 9.3d as above. They will be heard as follows:

- a) speech in favour of the amendment
- b) speech against the amendment
- c) questions to the speakers and points from the floor
- d) speech in summation on the amendment
- e) move to the vote

If the amendment falls, the meeting shall return to section 8.2c as above. If the amendment is carried, then it forms part of the original motion and the meeting shall return to 8.2c as above and continue discussing the amended motion.

10. Procedural Motions.

10.1 Procedural motions shall have precedence over the order of the meeting. A member must 'catch the eye' of the Chairperson and on being directed to speak shall announce that they wish to propose a procedural motion. The proposer of the motion may then give their reasons for the proposal. There shall be an opportunity for a speech against the proposal. The matter shall then be put to the vote. The move must be carried by a two-thirds majority of those present and eligible to vote.

10.2 The following are procedural motions:

- a) A move that the motion be put to the vote without any further speeches or questions. If carried, the Chair must move directly to the vote on the motion.
- b) A move to cease discussions of the motion pending review.
- c) A move to challenge the Chair.
- d) A move for a temporary adjournment.
- e) A move to amend the order of the agenda.
- f) A move to allow speaking rights for a non-member of Council.
- g) A move to suspend Standing Orders. This move must state what is to be discussed under the suspension. No binding vote may be taken whilst Standing Orders are suspended. Standing Orders may be reinstated at the discretion of the Chair, subject to an indicative vote and in any case shall be deemed to be reinstated at the close of the meeting.
- h) A move to allow members of the Executive Committee full voting rights for the point under discussion.
- i) A move for a closed session in accordance with 1.3.
- j) A move for a direct question to an executive member in relation to the debate (the question should be submitted, before the vote, to the chair who shall decide on the precedent for the question and relevance.)

11. Voting

11.1 Voting shall be carried out by secret ballot at the request (whether prior to or during the meeting) of any member eligible to vote.

11.2 Voting to carry a motion is to be by simple majority of those present and eligible to vote except in the case of a procedural motion, where voting shall be by a two thirds majority of those present and eligible to vote.

11.3 Only elected full Union Councillors of the University of Bradford Union are eligible to vote at a Union Council meeting.

11.4 Once the Chairperson has brought the meeting to a move to vote there shall be no speaking until the vote has been carried out.

11.5 Where there are no speeches against or points regarding a motion the Chairperson shall move directly to the speech in summation and the vote.

11.6 Where necessary abstentions may be counted and recorded in the minutes of the meeting.

11.7 In the event of a drawn vote the Chairperson shall have the deciding vote.

11.8 Proxy voting shall be allowed if the Convenor receives a written request either before or during the meeting. The request must be counter-signed by two other Union Councillors.

12. Questions

12.1 Questions directed at speakers are to be relevant to the motion being discussed or to the conduct of a Union Officer. They are to be posed in such a way as to cause no offence, as set out in Union Policy.

12.2 All speakers may retain the right not to answer questions put at the meeting. (the chair may suggest to an executive officer that they should answer questions relating to their role.)

13. Co-Option of Members

13.1 In the event of Union Council positions remaining vacant, these posts shall remain available to all full Union members for co-option.

13.2 Co-Option of new members shall take place at Union Council.

13.3 Candidates for co-option must comply with the procedures set out in the UBU election regulations (Para. 4.2.3 and 4.2.4 b)

13.4

a) Potential candidates must make a short speech, in Union Council, explaining their manifesto.

b) Relevant questions may be put to potential candidates.

13.5 The meeting shall proceed to a vote, on which the candidate is elected by a simple majority.

13.6 Co-opted members shall take up position immediately.

14. Attendance

14.1 Union Councillors will automatically lose their position if-

- a) They fail to send apologies to two consecutive full Council Meetings
- b) They fail to attend three consecutive full council Meetings.

15. Timings

15.1 The meeting shall not continue over 3 hours unless voted by a two-thirds majority of voting council members.

16. Amendments to Standing Orders

16.1 Amendments to these standing orders must follow amendments to the constitution as outlined in Constitution.(15).