

Standing Orders

Governing Union Executive Meetings

These standing orders are for the executive of the union as outlined in 9.1 of the University of Bradford Union (the union) constitution and outline the running and organisation of executive meetings as indicated in 9.2 of the union constitution.

1. Organisation

- 1.1. The union executive meetings shall be convened weekly by the Union Secretary-Treasurer, at the agreement of the executive.
- 1.2. Extraordinary executive meetings shall be held at the request of two executive members with 3 working days notice.
- 1.3. Quorum of an executive meeting shall be 50% of full time elected members.

2. Rights To attend, speak and vote

- 2.1. All executive members (full and part time) as outlined in section 6.1 of the union constitution will be entitled to attend and vote in every executive meeting. Out of semester part time members will not be required to attend or give apologies but may attend with all normal rights.
- 2.2. Members of the union may attend as observers but cannot vote or speak; speaking rights may be inferred with the agreement of executive for a particular agenda item.
 - 2.2.1. Members of the union should inform the chair or secretary of executive (see 3 chair and secretary of executive meetings) of their attendance one working day before, members may give standing notice.
- 2.3. Members of the union or staff of the union or university may present papers to the executive but must give three working days notice of content to the chair of secretary.
- 2.4. The General Manager and other senior staff of the union may attend and speak at executive meetings but may not vote.
- 2.5. During closed items of the executive the following maybe asked to leave in the following order:
 - Members of the Union
 - Staff of the Union
 - Executive members with conflict of interest
 - General Manager

3. The Chair and secretary of executive meetings

- 3.1. At meetings of the executive, the chair shall be the Finance, Services and Democracy Manager.
 - 3.1.1. The Chairperson shall conduct the meeting so as to expedite constructive and balanced debates
 - 3.1.2. Wherever possible, the Chairperson should rule according to the constitution, standing orders and other regulating documents regarding executive meetings. (ruling should be made in that order). If a ruling is made that is not outlined in the governing documentation this should be noted and a list of these 'precedents' should be made available to the union council for agreement at the next union council meeting.
 - 3.1.3. The chair maybe asked to stand aside if the issue being discussed is regarding the chair, themselves, or an issue where there is a conflict of interest. This can be requested at a simple majority of executive. When the

chair stands aside the Union Secretary-Treasurer or General Manager shall take chair, depending the availability of the Union Secretary-Treasurer.

3.2. A delegated member of staff shall act as secretary to the executive meetings and may attend without speaking or voting rights.

4. Agenda and minutes

4.1. The agenda shall be drawn up by the chair or delegated secretary of the executive in consultation with the executive.

4.2. All items for inclusion in the formal agenda must be communicated to the chair or secretary one working day before the meeting.

4.3. The agenda shall be in the following order:

- Role Call
- Apologies
- Approval of the agenda
- Minutes of last meeting
- Matters arising
- Meeting reports and meeting announcements
- Normal items
- Closed items
- Urgent business
- Holiday entitlement of Sabbaticals and General Manager
- Date and time of next meeting

4.3.1. All normal items should be consecutively numbered with continues numbering for a whole academic session.

4.4. When visitors or non-executive members of the union are required to report or present an item to executive the item shall be held at the start of normal business.

4.5. Urgent items shall be summated at the start of the meeting in Matters Arising to the chair.

4.5.1. In order for an item to be taken in Urgent business it must be classified as an emergency and must fulfil the provision that it could not have been summated before the time of the agenda being drawn up or that it cannot wait until the inclusion of the next meeting.

4.5.2. The executive must accept or reject urgent business on these conditions at the start of the meeting allowing the proposer such time as to explain the urgent nature of the business.

4.6. Apologies should be received to the chair or secretary before the meeting.

4.7. All agendas and minutes of executive meeting (excluding closed notes) should be presented to union council for approval.

4.8. During closed items the notes of any decisions taken should be filed securely in the Union Secretary-Treasurer office.

5. Conduct of the meeting

5.1. The executive should at all times aim to come to consensus. This is where either everyone is in agreement or no one executive member objects. When this is not possible or there is an objection to consensus then the executive should vote with a simple majority with the chair holding the casting vote.

5.2. A normal item may be made closed at the request of two executive members.

6. These standing orders

6.1. May only be waived by a two thirds majority of executive. These votes must be recorded and then later reported to council.

6.2. Must be approved by union council, general meetings or referenda and any changes must follow amendments to the constitution as outlined in Constitution.(15)..