

***Standing Orders***  
***Governing Union General Meetings***

**1. Notice of Meetings**

1.1 General Meetings 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 coordinating with the Media and Entertainments Officer to ensure that adequate publicity is displayed:

- a) 10 working days prior to the General Meeting, including the deadline for submission of motions
- b) 3 working days prior to the General Meeting, including details of motions to be discussed
- c) 5 working days prior to an Extraordinary General Meeting, including details of the motions to be discussed

1.3 It is the responsibility of the Union Secretary-Treasurer to ensure that agendas and details of motions to be discussed are available 2 working days before GMs. In addition, the Annual Report and audited accounts will be available at least 2 working days before the AGM.

**2. Quorum**

2.1 The quorum for all General Meetings shall be 3 % of the registered full members of the Union.

**3. Agenda**

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

3.2 The agenda for Ordinary General Meetings shall comprise of:

- a) roll call of the Executive members present
- b) declaration of interest
- c) approval of agenda
- d) motions
- e) a speech from the Executive as to the current state of the Union
- f) Questions to the Executive. (These questions must, in the opinion of the Chairperson, be of interest or relevance to all members and be such that could not have ordinarily been asked outside of the meeting)
- g) any other business (submitted in advance to the chair)

3.3 The agenda for Extraordinary General Meetings shall comprise of:

- a) roll call
- b) declaration of interest
- c) motions

3.4 The agenda for Annual General Meetings shall comprise of:

- a) roll call
- b) declaration of interest

- c) approval of agenda
- d) presentation of annual report including complete audited accounts
- e) questions to officials
- f) motions
- g) any other business (submitted in advance to the chair)

#### **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 General Meeting.

4.2 The Receptionist shall note the date and time that each motion is submitted. Motions shall appear on the agenda in the order of submission.

4.3 Motions may be submitted by:

- a) the Executive Committee
- b) a Proposer, Seconder and 5 Assentors, all of whom must be full members of the Union

#### **5. Emergency Motions**

5.1 Emergency motions shall be submitted to the Chairperson via Union Reception one hour before the General meeting is due to commence. The Chairperson 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 their ruling on the eligibility of tabling the emergency motion at the end of the agenda when all business has been discussed. This ruling may be overturned by a challenge to the Chair (para. 10 below).

#### **6. Amendments**

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

6.2 Amendments must be proposed and seconded by full members of the union.

6.3 To be accepted into the main motion, an amendment must:  
obtain the approval of the proposer and seconder of the main motion  
be subsequently passed on general aye or by majority vote at the meeting otherwise, the amendment falls.

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

#### **7. Chairperson**

7.1 General 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 The Chairperson's ruling shall be final unless overruled by a challenge to the Chair (para.10 below).

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

7.5 The Chairperson 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. Conduct of Meeting**

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

8.2 Motions shall be heard 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

8.3 Any proposed amendments to the motion should be discussed between sections 8.3b and 8.3d 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.

## **9. Procedural Motions**

9.1 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.

9.2 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.
- 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 for a direct question to an executive member in relation to the debate (the question should be summated, before the vote, to the chair who shall decided on the precedent for the question and relevance.)

## **10. Challenge to the Chair's ruling**

10.1 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.

## **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 registered members of the University of Bradford Union are eligible to vote at General Meetings.

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.

## **12. Timings**

12.1 A General Meeting is to adjourn two hours after commencement unless there is a vote in favour to continue, carried by a two thirds majority of those present and eligible to vote.

12.2 Speeches shall be limited to a maximum of 3 minutes in length. Questions and responses to one minute.

## **13. Questions**

13.1 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.

13.2 All speakers may retain the right not to answer questions put at the meeting.

#### **14. Amendments to Standing Orders**

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