

Meeting Regulations

This schedule outlines what to do for all meetings held by each of the political structure in line of descending authority in the [U](#)Union.

The Senior Management Personnel shall appoint an Administrative Officer to take minutes at General Meetings, Council and Executive meetings.

The Administrative Officer shall be a full-time staff member and not a member of the Union.

General Meeting Regulations

When and how to call a general meeting?

1. A [G](#)general [M](#)meeting is a private meeting of the membership of the Union held during both [S](#)semesters. At least one General Meeting shall be held per [S](#)semester. The Annual General Meeting shall be held not later than the seventh week of the autumn [S](#)semester of each [A](#)academic [Y](#)year.

Who can vote at a general meeting & what is a quorate meeting?

2. Every Union member shall be entitled to vote at General Meetings. Non-members may attend on the invitation of the Chairperson. There has to be [100200](#) members to make a quorate [G](#)general [M](#)meeting.

What happens at a general meeting?

3. A General Meeting shall be run in accordance with the Standing Orders contained in this schedule of the [C](#)constitution.

Who chairs the general meeting?

4. The Chairperson of a General Meeting shall be the Chairperson of the Council. Where the Chairperson is not available, the Deputy Chairperson [of the Council](#) shall Chair the meeting in his/her place. Where either Chairperson or Deputy Chairperson of Council is not available or has a

conflict of interest, the meeting shall elect from its number, an alternative chair for that discussion item or meeting.

What should be on the agenda of a general meeting?

5. ~~Council Executive~~ shall approve all General Meeting agendas. Council shall decide the arrangements for a General Meeting. The final agenda for a General Meeting shall be posted on the Union website at least two University Days before the meeting.
6. The standing agenda for a General Meeting shall contain the following:

- 1° Minutes;
- 2° Matters arising from the minutes;
- 3° Motions and Resolutions;
- 4° Current Union finances (Autumn Semester);
- 5° Review of Sabbatical Officer's wages (Autumn Semester);
- 6° Constitution and Policy Review from Council (Autumn Semester)
- 7° Audited Accounts (Spring Semester);
- 8° Ratification of Auditors (Spring Semester);
- ~~9° Presentation of the Union budget for the upcoming AY (Spring Semester);~~
- ~~10°~~9° Executive Officer's Reports and Questions
- ~~11°~~10° Item for discussion
- ~~12°~~11° Any Other Business

Comment [L1]: For practical reasons Council does not always meet in the 5 days preceeding at GM.

Comment [L2]: Remove as budget for next AY is never ready in semester 2.

How can we put a motion to general meeting?

7. All motions for consideration at a General Meeting shall be given in writing to the President at least five University Days before the meeting. Such motions shall be proposed by five, and seconded by an additional ten, members of the Union who shall each sign the motion as proposer and seconder (as applicable). The motion to be put at a General Meeting shall be checked by ~~Council Executive~~ and may be altered if it is considered ambiguous, so long as the intention of the original motion is not changed.
8. All motions to General Meeting shall be considered Union policy and therefore motions and resolutions passed at a General Meeting will only be valid Union policy for three years, therefore it is considered null and void unless Council or General Meeting re-establishes it.

Comment [L3]: For practical reasons Council does not always meet in the 5 days preceeding at GM.

When do we publicise a general meeting?

9. The President shall give at least ten University Days' notice for a General Meeting and post the agenda at least two University Days prior to the meeting. All meeting documentation ~~including all materials and financial material to be submitted to the meeting by any member~~ is to be made available on the Union website at the time the agenda is posted ~~on the Union website~~.

Comment [L4]: Repetive, unnecessary.

Comment [L5]: Is assumed therefore does not need to be included

Comment [L6]: Repetitive already mentioned in the sentence

When can there be an emergency general meeting and why?

10. An Emergency General Meeting may be called in accordance with article 6.4 of the Constitution ~~by the Executive, Council or a petition of at least 200 members' signatures. An emergency meeting should deal with one topic usually and can have related motions put to it but discussion has to be allowed on the topic.~~

Student Council Meeting Regulations

When ~~and how to call a C~~council meeting?~~are Council Meetings held?~~

11. ~~The times of ordinary Council meetings are proposed by the Executive and approved by the Council.~~ Council shall meet at least three times per semester ~~but ide_ally four times per semester. The first meeting can be no later than the second week of the semester. Council may be called to session at the request of the President; a majority of Executive members or One third of Council members.~~

~~Who can vote at a council meeting & what is a quorate meeting?~~

12. ~~Voting at Council shall be by simple majority of voting members present. Each member of council shall have one vote each and the Executive shall be non-voting members. Council shall be deemed Quorate if there is a majority of elected council members present.~~

~~What happens at a C~~council meeting?

- 13-12. ~~Council Meetings shall be run in accordance with the standing orders contained in this schedule of the C~~constitution.

Who chairs the council meeting?

- 14-13. ~~The Chairperson of the Council shall be shall~~ chair all meetings of Council. The Deputy-Chairperson of Council shall be elected from student C~~e~~ouncil at the first Council Meeting and shall deputise, as instructed by and, for the Chairperson of Council in all matters where the Chair is not available. ~~The Deputy-Chairperson of Council shall not be a final year student.~~ Where either the Chairperson or Deputy-Chairperson of Council is not available or has a conflict of interest the meeting shall elect, from its number, an alternative chair for that discussion item or meeting.

15. ~~The first meeting shall be chaired by the Chairperson of Council (or previous year's Deputy Chairperson) depending on who is available.~~

What should be on the agenda of a council meeting?

~~16-14.~~ Executive shall approve all Council meeting agendas and decide the arrangements for the Council meetings for the Academic Year. The final agenda for a Council meeting shall be posted on the Union website at least two University Delays before the meeting. All meeting documentation including all materials and financial material to be submitted to the meeting by any member is to be made available on the Union website at the time the agenda is posted on the Union website.

~~17-15.~~ The standing agenda for a Council meeting shall always contain the following:

- 1° Apologies;
- 2° Minutes;
- 3° Matters arising from the minutes;
- ~~4° Monthly Management Accounts~~
- ~~5°~~4° Motions & Resolutions
- ~~6°~~5° Sub Committee Reports
- ~~7°~~6° Items for Discussion
- ~~8°~~7° Officers' Reports & Questions to officers;
- ~~9°~~8° AOB- Any Other Business

Comment [L7]: Not practical. Accounts are presented at Management Board and General Meeting.

How can we put a motion to council meeting?

~~18.~~ A motion ~~will have to~~ can be put on the agenda from ~~any by~~ Council members. The motion ~~has to~~ shall be submitted in writing to the Vice President Academic five days before the Council meeting in order for it to be put on the agenda. In the event the VPA is not available the motion shall be submitted to the Council Chairperson. The motion has to be proposed and seconded by two council members and, opened to the floor for discussion, ~~and the votes will be cast by all council members (excluding the executive). All motions shall include a reference to the relevant article in the Constitution.~~

~~19.~~ A motion shall be deemed to be carried when a majority of council members present vote in its favour in a quorate Council. When a motion is deemed ratified by Council it immediately comes into effect.

How does council set ~~the~~ Union policy?

~~20-16.~~ Council shall review old policies and initiate new ~~policy policies~~ by ~~creating a short outline of the intentions of policy and what the Union resolves in the policy. The A proposed~~ policy is circulated to ~~C~~council and placed as a motion on the agenda. ~~If a simple majority vote in favour of the policy the policy is deemed ratified by C council and immediately becomes U union policy. Advice from the Vice President Academic can be sought in relation to the wording of a policy.~~

~~21-17.~~ Without prejudice to paragraph 8 above, pPolicy may only be altered or removed at the same or higher level of governance at which it was enacted.

~~22-18.~~ Without prejudice to paragraph 8 above, aAll Policy, except that enacted by Referendum, shall have an initial lifespan of three years which can be extended at the direction of a policy making body. It is the ~~V~~vice ~~P~~resident's ~~A~~academic responsibility to ensure policies due for review are reviewed by ~~C~~council and ~~G~~General ~~M~~meeting is informed.

~~23-19.~~ All motions and policy shall not be in breach of the Constitution.

How does ~~C~~council hold ~~the sabbatical officers of the e~~Executive accountable?

~~24-20.~~ The ~~non-sabbatical members of Executive re~~ will ~~compile be~~ a review ~~conducted~~ on each ~~executive sabbatical~~ officer at the end of each semester and will present the report at the next Council meeting, before elections annually by one of council's standing committee, the executive oversight committee. This will be made up of five council members who will be elected from council and- They will liaise with the senior management personnel in compiling their reports. The ~~non-sabbatical members committee~~ will be given access to all information available in the union on the officer's term in office, including: attendance records at meetings, time management records for their working week, holidays taken and unauthorised absences, their budgets and actual expenditure, expenses claimed, training received, conferences attended and any other information pertaining to their performance as an officer. No personal information shall be included and the reports must be objective and factual. ~~On the basis of the report Council may decide to initiate a petition for a referendum to remove an officer under article 20.~~

How does Council hold non-sabbatical Executive members accountable?

Sabbatical Officers will compile a report on non-sabbatical Executive members.

When do we publicise a council meeting?

~~25. At least three University days' notice shall be given by the vice president academic for all council meetings.~~

When can there be an emergency council meeting and why?

21. An Emergency Council meeting may be called in accordance with Article 7.14 of the constitution

~~26. An Emergency Council Meeting may be called by the president; a majority of Executive members or one third of student councillors by way of petition to the Chair of Council. An emergency meeting should deal with one topic usually and can have related motions put to it but discussion has to be allowed on the topic.~~

What happens when it is out of term and council cannot be convened?

~~27. The Executive will act on behalf of the council when council members are not on campus.~~

~~28-22.~~ Policy decisions made by the Executive, out of term, shall be presented to Council at the earliest opportunity and shall cease to have effect unless ratified by the Council at that time. Council shall be notified of all operational changes at the earliest possible opportunity.

Clubs & Societies Executive & Council Regulations

~~29-23.~~ Arrangements for the Clubs & Societies Council Meetings shall be run in accordance with the rules outlined with the Clubs & Societies Rule Book.

~~30-24.~~ Clubs and Societies Council Meetings shall be run in accordance with the Standing Orders contained within the Clubs and Societies Rulebook.

Executive Meeting Regulations

When and how to call an executive meeting?

~~31-25.~~ Executive shall meet ~~at least 10 times per semester preferably~~ on a weekly basis. Further meetings ~~shall~~ ~~may~~ be called by a written request of a majority of Executive members to the ~~P~~resident.

Who can vote at an executive meeting & what is a quorate meeting?

~~32-26.~~ All members of Executive can vote except for the ~~S~~enior ~~M~~anagement person who will report to the Executive.

~~33-27.~~ All decisions made by the Executive must be voted on and the number of votes cast for and against and abstinent votes shall be noted in the minutes. Executive members can only abstain from a decision if there is a conflict of interest. All nominations to committees must have a proposer and seconder. All decisions passed by the Executive shall specify the person who is to be responsible for their implementation.

Who chairs the executive meeting?

~~34-28.~~ The ~~P~~resident (or ~~D~~eputy ~~P~~resident in his/her absence) shall be responsible for the agenda and shall call the meeting.

~~35-29.~~ In the event of any situation arising not being covered by meeting regulations then the chairperson shall rule on the procedure to be adopted. Such ruling ~~is~~ ~~could be~~ subject to the approval of Student Council if any member of the Executive requests the student Council to confirm or reject the ruling where the request is made to the next Council meeting next following the ruling.

~~36-30.~~ In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair. Where both the chair and deputy chair are in conflict with the item under discussion the Executive shall elect a chair from their number.

What should be on the agenda of an executive meeting?

~~37-31.~~ The agenda of meetings shall include:

- 1° Apologies
- 2° Minutes of the previous meeting
- 3° Matters arising from the minutes
- 4° Any other business

~~38-32.~~ ~~Other agenda items should be derived from for events at Council, updates from university committees, or upcoming campaigns/ meetings or other Union committees elections.~~ Any member ~~may can~~ request any item to ~~be put on~~ the agenda and ~~mayust~~ submit the item to the ~~President or Administration Officer.~~ ~~that item must be discussed in full, provided that notice is given in advance of the meeting.~~

How ~~can~~ the Executive initiate policy or we put a motions to an executive meeting?

~~39-33.~~ ~~Executive may initiate policy or motion to be put to the Council meeting, General Meeting or Referenda. There are no motions made by the executive they have to be made by Council or a general meeting but he Executive could initiate policy or motions to be put on the council agenda.~~

When do we publicise or give notice for an executive meeting?

~~40-34.~~ At least 3 University ~~Del~~ays' notice shall be provided to all Executive members before ordinary Executive meetings during ~~S~~semester, the set schedule and time for the meeting is considered notice. At least 2 hours' notice shall be provided to all Executive members before ~~extraordinary emergency~~ Executive Meetings during ~~S~~semester. At least 7 days' notice shall be provided to all Executive members before Executive meetings outside ~~S~~semester.

When can there be an emergency executive meeting or an executive meeting out of term and why?

~~41-35.~~ Where a quorum cannot be reached for an Executive meeting outside ~~S~~semester, the President shall organise, at Union expense, an alternative meeting type, such as a conference call or an online meeting.

There should be no need for an emergency meeting unless there is an urgent political crisis.

Management Committee Meeting Regulations

~~42-36.~~ All the rules and guidelines for the meeting procedures for the management committee shall be included in the Declaration of Trust (Appendix 3 of this constitution).

Class Representative Forum Regulations

When and how to call a class reps forum?

~~43-37.~~ Forum shall meet at least once per ~~S~~semester but ideally twice per ~~S~~semester. Forum will be organised by the Vice President Academic and will be a forum to facilitate communications between ~~C~~class ~~R~~reps and their ~~D~~epartment ~~R~~reps. It is not a formal meeting although it may have an agenda. The forum should be interactive and involve group work. The Executive can decide to have extra ~~C~~class ~~R~~reps ~~F~~forums.

When do we publicise or give notice for a Class Reps Forum?

38. At least three University Days' notice shall be given by the Vice President Academic for all Class Rep Forums.

When can there be an emergency Class Reps Forum meeting or a Class Reps Forum meeting out of term and why?

39. There is no facility for an emergency forum but Class Reps could request the Executive to organise an extra forum to discuss a specific issue.

Who can vote at a class reps forum & what is a quorate meeting?

~~40.~~ Class Reps and Department Reps can only vote by simple majority ~~of voting members present for information purposes to gage opinion on a topic.~~ There is no quorum for the forum ~~although it is a requirement that all class reps must attend or send apologies.~~

~~41.~~ Class Reps Forum may determine and amend its own standing orders.

Who chairs the class reps forum?

~~3-42.~~_____The Chairperson of the Council will facilitate class reps forum but the forum should be driven by the Vice President Academic.

What should be on the agenda of a class reps forum?

~~4-43.~~_____ Vice President Academic Executive shall approve all Class Reps Forum agenda.

How can we put a motion or make decisions to a class reps forum?

~~5-44.~~_____Class Reps Forum is not part of the governance structure. If the majority of Class Reps and Department Reps present propose an agenda item the Vice President Academic must bring it to Council. but Class Reps can use the forum to relay their wishes to their Department Reps for consideration at Student Council or they can always, as members of the Union, put forward a motion to a General Meeting subject to the provisions of this Constitution.

When do we publicise or give notice for a Class Reps Forum?

~~6-45.~~_____At least three University Days' notice shall be given by the Vice President Academic for all Class Rep Forums.

When can there be an emergency Class Reps Forum meeting or a Class Reps Forum meeting out of term and why?

~~7-46.~~_____There is no facility for an emergency forum but Class Reps could request the Executive to organise an extra forum to discuss a specific issue.