

Meetings & Standing Orders Schedule

1. Purpose

This Schedule sets out the rules for formal meetings of the Association's governing and representative bodies. It applies to:

- The Trustee Board and Committees established under the Articles or by the Trustees;
- Student Parliament; and
- Student Members' Meetings.

It does not apply to meetings of staff, societies, clubs, campaigns, project groups or other groups unless the Articles, a Schedule or a decision of the Trustee Board expressly says that it applies.

Where this Schedule conflicts with the Articles, the Articles always take priority.

Committees

The Trustees must establish:

- An Executive Committee, made up of the Sabbatical Trustees; and
- An Appointments Committee, which considers appointments of Student Trustees and Lay Trustees.

The Trustees can create other Committees where needed. The Trustees will set the purpose and responsibilities of each Committee.

2. Calling, Organising, and Preparing Meetings

The Chair of the relevant Board or Committee is responsible for calling its meetings.

Where possible, meeting dates, times and venues should be published at the start of the Academic Year.

If this is not possible, voting members should normally receive at least seven days' notice. Emergency or Extraordinary Meetings should be given as much notice as is reasonably possible.

The meeting announcement must ask voting members to submit items of business for the agenda.

A meeting can only make decisions if enough voting members are present. Unless the Articles or another Schedule sets a different quorum, the quorum is the majority of the voting members currently in office.

If the quorum has not been reached within 30 minutes of the scheduled start time, the meeting may be adjourned or closed in accordance with the Articles and these Schedules.

If a meeting loses quorum after it has started:

- No further decisions can be made;
- The Chair may continue the discussion; and
- The Chair may adjourn the meeting.

The Chair may invite other attendees or allow observers to attend a meeting.

For Trustee meetings, guests and observers may attend at the discretion of the Trustees, as set out in Article 32.

Guests and observers may speak only where the Chair or the meeting allows them to do so. They do not have voting rights.

The Chair is responsible for preparing the agenda for each meeting. The agenda should normally include:

- Voting members present;
- Apologies;
- Declarations of Interest;
- Minutes and Matters Arising;
- Items of Business; and
- Any Other Competent Business (AOCB).

Items of business and supporting papers must normally be sent to the Chair at least 10 working days before the meeting, unless otherwise specified in the meeting announcement.

Items submitted after the deadline may be raised under Any Other Competent Business (AOCB) if the Chair agrees.

The Chair can decide whether an item is within the remit and powers of the Association and whether it should be discussed at the meeting.

The agenda and supporting papers should be sent to voting members at least two working days before the meeting. This deadline can only be missed when a valid reason exists.

3. Conduct and Debate

The Chair is responsible for keeping the meeting orderly and making sure that the meeting follows these rules.

Meeting attendees are expected to behave in an orderly manner in line with the Association's Code of Conduct. Speakers should address the meeting respectfully when called upon by the Chair.

The Chair can require anyone who is causing a disturbance to leave the meeting immediately.

If the Chair is absent, or wants to speak on an item themselves, the meeting should be chaired by:

- The Deputy Chair, where there is one; or
- Someone nominated by the Chair.

The Chair decides whether a contribution or proposal is relevant to the business being discussed and whether the matter is within the Association's powers.

The Chair also decides how much time attendees have to speak and should give equal amounts of time where possible.

How an Item Can Be Debated

The Chair can choose to use the following procedure for a particular item of business.

1. The item of business is introduced by the proposer.
2. The Chair identifies any amendments that have been submitted.
3. Someone speaks in favour of the amendment.
4. Debate then alternates between speakers against and speakers in favour, starting with someone speaking against.
5. The amendment is put to a vote.
6. If there are further amendments, the process starts again for the next amendment.
7. Once all amendments have been dealt with, the final version of the proposal is debated, alternating between against and for, starting with against.
8. The proposer, or someone speaking on their behalf, can sum up.
9. The final version is put to a vote under the voting rules in section 6.

Points of Information and Points of Order

The Chair may give a Point of Information or Point of Order priority over other business.

A Point of Information can be used to correct something said by another speaker.

A Point of Order can be used to raise an issue about the way the meeting is being run or the rules being followed. This can include, but is not limited to:

- Asking for a quorum count; or
- Asking the Chair to clarify the rules.

Ending or pausing a meeting

The Chair can adjourn or close a meeting:

- When all items of business have been concluded;
- When the meeting has gone beyond its allocated time, unless voting members agree to continue for a set period;
- When a meeting loses quorum after it has started or
- When an ongoing internal or external disturbance means that the meeting needs to be paused or ended.

4. How Decisions Are Made

Only members of the relevant Board, Committee, or Meeting can vote.

Unless debating policy proposals, the Chair should try to reach agreement without a formal vote where possible.

Unless these rules say otherwise, a decision is passed by a simple majority of votes cast. Abstentions are not counted as votes for or against.

The Chair decides how the vote will be taken. The voting options must be:

- For;
- Against; or
- Abstain.

Decisions without a meeting

The Trustee Board can make a decision without holding a meeting if all of the following apply:

- A Trustee has brought the matter to the attention of all Trustees, and all Trustees have had a reasonable opportunity to give their views.
- The process is chaired by the Chair of Trustees, or another Trustee appointed for this purpose.
- The quorum required by the Articles is met, whether Trustees are participating at the same time or through different means of communication.
- At least two-thirds of the Trustees vote in favour.

A decision made in this way is as valid as a decision made at a properly called Trustee meeting.

A record of the decision must be made, circulated and approved for the Association's records.

5. Reserved Business

Reserved Business is confidential and must not be discussed outside the meeting.

The Trustee Board decides which Committees can deal with Reserved Business. This includes:

- The Trustee Board;
- The Appointments Committee; and
- The Executive Committee.

Only voting members of the relevant Board or Committee may be present during Reserved Business, except for other people specifically invited by the Chair. Observers must leave the meeting.

Reserved Business can include, but is not limited to:

- Staffing matters; and
- Disciplinary matters.

Attendees who disclose Reserved Business to people who are not entitled to receive it may be subject to disciplinary action in accordance with employee policies and/or the applicable disciplinary procedure.

6. Minutes, Records, and Publication

Minutes must be taken at every meeting covered by this Schedule.

Minutes should record:

- Who was present and any apologies;
- Any declarations of interest;

- The main matters discussed;
- Any decisions made, including the outcome of any vote; and
- Any actions agreed and who is responsible for them.

Minutes do not need to record every contribution made during a meeting unless the Chair considers that a more detailed record is necessary.

A draft of the minutes should be checked by the Chair and shared with the relevant voting members before the next meeting, wherever reasonably possible.

The minutes should be considered at the next meeting. Voting members may propose corrections, and the minutes should then be approved.

Approved minutes, unless they contain Reserved Business, must be published on the Association website for a period of 4 years. Minutes must be archived in accordance with the Association's Data Protection Information.

Minutes containing Reserved Business must:

- Be clearly identified as confidential;
- Be circulated only to people entitled to receive them;
- Be stored securely;
- Be considered and approved at the next relevant meeting; and
- Not be published.

7. Creating and Maintaining Association Policy

Policy proposals

Association Policy can be proposed by Student Members for consideration by Student Parliament or a Student Members' Meeting.

A Policy Proposal must:

- Propose actions that are within the Association's remit and powers;
- Be submitted at least 10 working days before the meeting unless another deadline was set when the meeting is called; and
- Have the support of at least 5 Student Members.

Association staff, designated by the Trustee Board, shall review submitted policy proposals and offer feedback to the proposer based on the Association's existing policy and Articles.

Considering and deciding Policy Proposals

The person who proposed the Policy, or someone speaking on their behalf, should be given the opportunity to speak in favour of it.

The Chair will facilitate discussion and then call a vote.

A Policy Proposal passes with a simple majority of votes cast and becomes Standing Policy.

Where two Association Policies have been identified as conflicting, the more recently passed Policy takes priority.

Any Member may submit an amendment to a Policy Proposal or Standing Policy, subject to the rules and deadlines applying to the relevant meeting.

If a Standing Policy is amended, it will be treated as a new Policy for the purposes of this section.

Temporary Policy

The Executive Committee may make temporary Policy where it is not reasonably practicable to refer the matter to Student Parliament.

Temporary Policy must be brought to the next reasonably practicable meeting of Student Parliament and remains in force until Student Parliament considers it, unless the Executive Committee withdraws it earlier.

If Student Parliament ratifies the temporary Policy, it becomes Standing Policy. If Student Parliament does not ratify it, it ceases to have effect.

Maintaining Policy

Unless the Policy itself specifies an earlier end date, it remains in force for three years.

At least once each Academic Year, Student Parliament must review Policies that are due to expire. At a meeting designated for this purpose, expiring Policies will lapse unless an objection is raised by a voting member.

If an objection is raised:

1. The objecting voting member can speak first in favour of keeping the Policy; after which speeches against and in favour can be given.
2. Student Parliament will then vote.
3. The Policy will remain in force for another three years if a simple majority of votes cast is in favour of retaining it.
4. If a simple majority is not reached, the Policy will lapse.

A Policy that has already been retained once cannot be retained again.

8. Executive Committee

The Executive Committee is chaired by the Union President and should meet regularly to:

- Act on current issues of relevance to the membership;
- Develop policy proposals and implement Standing Policy;
- Support, coordinate and develop Committees;
- Oversee the Association's working relationship with the University, set strategic objectives and monitor progress; and
- Consider matters of representation not delegated elsewhere.

9. Student Members' Meetings

The Association must hold at least one Student Members' Meeting during every Academic Year, in accordance with Article 16.

The Trustees can call a Student Members' Meeting at any time but no more than 18 months may pass between meetings.

The Trustees must also call a Student Members' Meeting if they receive a Secure Petition signed by at least 20 Student Members.

Within 10 working days of receiving a valid Secure Petition, a meeting date must be set, and Student Members must receive at least 5 working days' notice of its date, time and location.

The notice of the annual Student Members' Meeting must state the business to be conducted which must include:

- Ratification of minutes of the previous Student Members' meeting;
- Receiving the report of the Trustees on the Association's activities since the previous Student Members' Meeting;
- Formally presenting the accounts of the Association to the Student Members, and appointing or re-appointing the auditors;
- Approving the list of affiliations of the Association; and
- Open questions to the Trustees by the Student Members.

The notice must also include deadlines for Student Members to submit items of business, including policy proposals, and to submit amendments to these items.

Amendments must be published on the Association website at least one working day before the meeting.

The quorum for a Student Members' Meeting is 100 Student Members unless the meeting is adjourned in which case the quorum for the rescheduled meeting is lowered to 50 Student Members.

Trustees who are not Student Members may attend and speak but cannot vote.

The meeting will be chaired by the Union President or a Student Member nominated by the Union President.

Items submitted after the deadline cannot normally be discussed, unless the issue has arisen in the interim and the Chair considers it sufficiently urgent.

Once an item has been submitted and approved by the Chair, it belongs to the meeting. It can only be withdrawn if a simple majority of votes cast at the meeting is in favour of withdrawing it.

10. Student Parliament

Student Parliament is the main forum for Student Members and Elected Officers to discuss issues affecting students and set Association Policy.

Student Parliament must meet at least 5 times during each Academic Year.

Student Parliament is chaired by the Student Democracy Facilitator, and its voting members are the Elected Officers.

Any Student Member may submit an item for discussion, attend and speak at Student Parliament.

Voting will normally be by a show of hands, unless the Chair decides to use another method. The Chair may do this at the request of a voting member.

Student Parliament can (in accordance with Article 44):

- Represent the voice of the students;
- Set the Policy of the Association and refer Policy to a Referendum of the Student Members or to the Student Members at a Student Members' meeting
- Make, repeal and amend the Schedules jointly with the Trustees;
- Receive reports from the Trustees;
- Establish associate membership in accordance with the Articles; and
- Ratify the appointment of Trustees.

Holding Officers to Account

Student Parliament can question any Elected Officer about matters connected to their role or responsibilities.

Student Parliament can censure an Elected Officer where the Officer has failed to carry out their duties or responsibilities.

A Motion of Censure must:

- Be submitted at least 5 working days before the meeting;
- Have the support of at least 25 Student Members;
- Explain the reasons for the motion; and
- Receive a simple majority of votes cast in a quorate Student Parliament to pass.

A successful Motion of Censure is the official expression of the membership's displeasure with the Officer's actions.

No Confidence

Student Parliament can propose a Motion of No Confidence in an Executive Officer where there are concerns about:

- Gross negligence;
- Failure to carry out their duties;
- Breaking Association rules; or
- Otherwise bringing the Association into disrepute.

A Motion of No Confidence:

- Must receive a majority of votes cast in a quorate Student Parliament;

- Automatically triggers a Referendum of Student Members;
- Must be followed by a Referendum within 10 working days; and
- Is subject to the Referenda rules set out in Article 15 and the Referenda Schedule.

In accordance with Article 24, where an Executive Officer is thereafter removed by a Motion of No Confidence passed at a Referendum, a by-election will be held to fill the vacant position, unless otherwise decided by the Trustee Board.

Removing Faculty Reps or Equality Officers

A Faculty Rep or Equality Officer will be removed from office following nonattendance at two consecutive Student Parliament meetings without submitting apologies, subject to ratification by the Executive Committee.

Where a Faculty Representative or Equality Officer is subject to removal for failure to carry out other parts of their role, Student Parliament must ratify their removal.