

BYE LAW SIX: CONDUCT OF BUSINESS

Introduction

Discussion can take place in many of the Unions' democratic processes, such as in Students' Representative Council, forum, communities, and during our referenda and elections process. For the most part meetings may be conducted relatively informally.

It is however recognised that on some issues more structured procedures may be required. This section will set out how to start a debate, run them well and get the most out of them.

1. Discussions should be run as follows:

- 1.1. Only one issue should be discussed at any one time.
- 1.2. The student raising the issue shall speak first and then the chair will open the matter for discussion. At this stage students can suggest changes to the original proposal
- 1.3. Should the original proposer of the motion accept the change(s) then the debate moves on with the alterations added and recorded.
- 1.4. In the event of the original proposer, rejecting the changes and opting to make a speech against the amendments the Chair shall balance the number of speeches for and against the amendments. The Chair shall then invite questions, before the vote is taken.
- 1.5. The proposer of the changes shall have the right to sum up before a vote is taken on them.
- 1.6. The original proposer shall have the right to sum up immediately before the vote is taken.
- 1.7. When all changes have been voted upon, the (amended) proposal shall be discussed and voted on.
- 1.8. Proposals shall be decided by a simple majority, except where otherwise specified in the bye laws governing the meeting.

2. Points of Order or Information

- 2.1. A Point of Order is a matter raised during the discussion, and may be raised at any time, except during a vote, unless it relates to the way the vote is being conducted. A point of order can include:
 - A request for a count to ensure that there are enough people at the meeting to reach quorum.
 - A request for a ruling from the Chair on the conduct of the meeting
 - A request for a Constitutional interpretation
 - A request that a person who is not a full member of the Union shall be allowed to speak
- 2.2. A Point of Information may be raised at any time, except during a vote. A Point of Information is a known and published fact, which might support or invalidate information presented by the current speaker
- 2.3. Points of information may be raised by anyone present with the permission of the Chair.

3. Submission of Agenda Items and Emergency Business

- 3.1. All items for the agenda for Students' Representative Council must be submitted at least 5 working days before the meeting, with supporting paperwork, to allow circulation of the agenda and the opportunity for members to properly evaluate the papers.
- 3.2. For all other Union Committee meetings, the agenda items, together with supporting paperwork must be submitted at least 2 working days before the meeting.

- 3.3. Any member wishing to raise a matter of emergency business at any Union committee shall notify and discuss this with the Chair before the meeting begins. The Chair will rule whether the item is permissible.
- 3.4. An item is considered an emergency item if it concerns an issue that has occurred after the deadline for ordinary business, and cannot conceivably wait until the next meeting. It should not be used for ordinary items that were submitted late, or items that a member wishes to limit consideration or discussion of.
- 3.5. The Chair of a meeting may veto any item submitted for a meeting, either as an ordinary business item, or an emergency business item, as out of order for one of the following reasons;
- the item is vexatious;
 - the item substantially replicates another item already on the agenda;
 - the item is not within the remit of the committee to discuss;
 - the item requires supporting paperwork and this has not been submitted;
 - the item is not an emergency item; or
 - any other substantial reason that the Chair considers appropriate.
- 3.6. A member who has had an agenda item refused for any of the reasons outlined can appeal to the Board of Trustees, clearly setting out the reasons for the appeal, and the full details of the agenda item.
- 3.7. The Board of Trustees will rule on whether the item should have been accepted, and any further action to be taken, and their decision will be final.