

Schedule F: **UC Standing Orders**

1. Introduction

- 1.1** “Standing Order” shall mean any resolution of the UC regulating the proceedings and business of the UC, as above, by the UC on the first meeting of the academic year.
- 1.2** In these Standing Orders the “Chair” includes the person for the time being presiding at a meeting of the UC.
- 1.3** In relation to all questions of order and matters arising in a debate, the Chair shall rule in the event of a dispute. In any case of dispute arising from the ruling of the Chair the President shall consult the University Secretary who may place the matter before the Chair of University Council for a ruling, which shall be final.
- 1.4** Any Standing Order may be suspended at a meeting of the UC with the consent of the majority of the whole number of the members of UC, but not otherwise.

2. The UC

- 2.1** *Composition – Regulation B Section 2.1.1 and 2.1.2.*
The composition of the UC shall be in accordance with Regulation B section 2.1.1 and 2.1.2 of the Constitution.
- 2.2** *Chair and Deputy Chair – Election – Regulation B Section 2.1.7.*
The Chair and Deputy Chair and their election shall be as set out in Regulation B section 2.1.7 of the Constitution.

3. Meetings of the UC

- 3.1** *Ordinary Meetings of the UC*
Ordinary Meeting of the UC shall be held in accordance with Regulation B section 2.1.6 of the Constitution. UC shall meet twice during the first term of City University, three times in the second term, and once in the third term. The Executive Committee shall set a date for the first UC meeting of the academic year, but thereafter dates of meetings shall be set by UC.
- 3.1.2** The time of the meeting of UC shall be 6.00pm or such other time as may be determined by UC.
- 3.2** *Extraordinary Meetings – Schedule B.*
An extraordinary meeting of the UC may be called in accordance with Schedule B to the Constitution.
- 3.3** *Notice and Submission of Business – Schedule A.*
- 3.3.1** Notice and submission of business of the UC shall be conducted in accordance with Schedule A to the Constitution.
- 3.3.2** Notice to attend the meeting, specifying the business prepared to be transacted thereat, shall be left at or sent to the department of, or residence of, every member of UC.
- 3.3.3** At a meeting of the UC the Chair shall preside. If the Chair is absent from a meeting of the UC then the Deputy Chair shall preside. In the case of both the Chair and Deputy Chair being absent, another member of the UC elected by the members of the UC shall preside.

- 3.4** *Record Of Attendance.*
The names of the members present at a meeting of the UC shall be recorded.
- 3.5** *Method of Decision and Casting Vote*
- 3.5.1** All questions, resolutions or amendments arising before the UC shall be decided by a majority of the members of the UC present and voting thereon at a meeting of the UC.
- 3.5.2** In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote.
- 3.5.3** Validity of proceedings. The proceedings of the UC shall not be invalidated by any vacancy among their number or by any defect in the elections or qualifications of any member thereof.

4. Proceedings at Council Meetings

- 4.1** *Quorum*
- 4.1.1** The quorum for the UC shall be as stipulated at Regulation B Section 2.1.5 to the Constitution. That is fifty per cent plus one of its elected membership.
- 4.1.2** If, at the hour at which a meeting is called and for thirty (30) minutes thereafter, a quorum shall not be present, then no meeting shall take place.
- 4.1.3** If, during a meeting and on request from a member, the Chair, after counting the number present, declares that there is not a quorum present, the meeting shall carry on until a vote, when if the meeting has not reached quorum a fifteen minute adjournment shall take place, and if by then the meeting has not reached quorum, it shall be dissolved.
- 4.2** *Order of Business*
- 4.2.1** The order of business shall be as set out in Paragraph 8 of Schedule A to the Constitution.
- 4.2.2** The order of business as provided for in Standing Order 4.2.1 shall only be varied by the Chair at his or her discretion or by resolution of the UC.
- 4.3** *Minutes*
- 4.3.1** Minutes of the proceedings of a meeting of the UC shall be as detailed in Regulation B section 2.1.7 of the Constitution.
- 4.3.2** Minutes shall be signed at the time of the same or next following meeting of the UC.
- 4.3.3** No discussion shall be allowed on the minutes except as to their accuracy and any objection to the minutes shall be by way of motion.
- 4.4** *Business by Union Standing Committee*
- 4.4.1** The minutes of the proceedings of each of the Standing Committees shall be submitted to the Council for confirmation.
- 4.4.2** No motion or amendment shall be made or proposed upon the submission of the minutes of the Standing Committees, which does not appear on the minutes of the proceedings.
- 4.4.3** Any member of the UC who desires information regarding the meaning of any minute of the proceedings of a committee may ask the chairperson of the committee a question relating to such a minute.
- 4.4.4** Any member of the UC may ask a question relating to any matter within the terms and reference of a committee. The chairperson of the committee shall deal with such a question.

4.5 *Resolutions and Amendments*

- 4.5.1** Resolutions and amendments may be put before the UC in accordance with Schedule A to the Constitution.
- 4.5.2** Resolutions or amendments submitted as urgent business by a member of the UC should be brought to the attention of the chair prior to the start of the meeting.
- 4.5.3** A member of the UC in whose name a resolution or amendment stands as mover may withdraw it at any time prior to the start of the meeting. A resolution or amendment may not subsequently be withdrawn without the consent of the UC.
- 4.5.4** If the member in whose name the resolution or amendment stands as mover is not present when called upon to move the resolution or amendment, the resolution or amendment is struck out.
- 4.5.5** Each resolution or amendment shall have a mover and a seconder.

4.6 *Procedural Motions*

- 4.6.1** The following motions and amendments may be moved without notice:
 - (a)** That there is an inaccuracy in the minutes.
 - (b)** That an item of business specified in the agenda shall have precedence over other items.
 - (c)** That the motion be withdrawn.
 - (d)** That the meeting proceed to next business.
 - (e)** That the time limit for speeches be extended.
 - (f)** That the meeting be adjourned.
 - (g)** That the question now be put.
 - (h)** That the standing orders be suspended.
 - (i)** That the motion be remitted to the appropriate Union committee.
 - (j)** That a challenge to the chairpersons ruling be put.
 - (k)** That a member leaves the meeting.
 - (l)** That the motion be voted on in parts.
 - (m)** That there be a quorum count.
- 4.6.2** On a procedural motion (d), to proceed to next business, unless in the opinion of the Chair the original motion or amendment has been insufficiently discussed, the Chair shall first give the mover of the original motion the right of reply, then put the vote to the motion to proceed.
- 4.6.3** On a procedural motion (g), that the question now be put, unless in the opinion of the chair the original motion or amendment has been insufficiently discussed, the procedural motion shall be put to the meeting. If the procedural motion is carried, the resolution or amendment under discussion shall be put to the meeting. The Chair shall allow the proposer of the original motion to make a summing speech.
- 4.6.4** On a procedural motion (j), that a challenge to the Chair's ruling be put to the meeting, the Chair shall be handed immediately to the Deputy Chair. In the event of the Deputy Chair not being in attendance at the meeting the Chair shall be handed to a full member of the UC elected by a simple majority by the UC membership. The chairperson shall take one speech for the motion and one speech against. The procedural motion shall then be put to the vote.
- 4.6.5** On procedural motions (a),(b),(c),(e),(f),(h),(i),(k),(l) and (m) being moved, the Chair shall put the question immediately to the vote.
- 4.6.6** No member may move a procedural motion of like nature unless, in the opinion of the Chair, the circumstances are deemed appropriate.
- 4.6.7** A member may rise on a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order and the way in which s/he considers it has been broken.
- 4.6.8** The ruling of the chairperson on a point of order shall not be open to discussion.

4.7 *Voting*

4.7.1 Where a vote is taken the question shall be read from the Chair and the members respond by a show of hands.

4.7.2 In the event of doubts existing as to the right of persons to vote, the Chair may call for a vote by a show of City University Students' Union UC voting cards.

4.8 *Disorderly Conduct.*

If, at a meeting, one or more members of the UC misconduct themselves in the opinion of the Chair by persistently disregarding the ruling of the Chair or by behaving irregularly, improperly or offensively, or by wilfully obstructing the business of the UC, the Chair or any member may move:

(a) That the member(s) leave the meeting

(b) That the meeting be adjourned.

In each case the motion shall be put and determined without discussion.

4.9 *Pecuniary Interest.*

Where a member has a pecuniary interest, direct or indirect, in a matter under consideration at a meeting of the UC, the member may remain present at the meeting unless requested by the Chair, or by a majority of other members present, to withdraw from the meeting whilst the aforesaid matter is considered.