

item 13

The Council

Monday 15 June 2015
7:00pm

Title	Motion: Amendments to the Standing Orders of the Council
Author	Secretary to Council
Purpose	For consideration and approval
URC	15061508

The Standing Orders of the Council are presently considered as a Bye-Law of the Students' Union's constitution. Following the amendments to the Articles of Association at the most recent Annual General Meeting, and with the amendments being made to the Bye-Laws and the status of subordinate documentation (along with some statutory inclusions), the following amendments are proposed to the Standing Orders:

Title	Number	Bye-Law
Title and Definitions	1.1	These Bye-Laws <u>Regulations</u> shall be known as the Standing Orders of the Council.
	1.2	All terms and words used within this Bye-Law <u>these Regulations</u> shall have the same meaning as set down in the Articles of Association <u>and the Bye-Laws</u> and the Charter of the College.
	1.3	<p>The term "Council Officers" shall be the Sabbatical Officers of the Union together with the Portfolio Officers as set down in S.O. 5, 6 and 7.</p> <p>The term "two-thirds majority" means twice as many votes cast in favour or a motion than against.</p> <p>The term "absolute majority" means that in order to be achieved, half of the voting members of Council present at the vote, must vote in favour of the motion.</p> <p>The term "simple majority " means in a vote, there is a majority of votes in favour over those cast against, no matter how many voting members of the Council participate in the vote.</p>

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		<p>For the avoidance of doubt, abstentions shall not be counted or called for on any vote, and do not affect any required majorities for votes to be carried on motions.</p> <p>Where a motion is put to the vote, and the resolution requires a certain majority of votes cast to be present, this means that proxy votes are not valid in this vote.</p> <p>For the avoidance of doubt, a motion put to the vote by email or another way permitted by a Electronic Resolution, may not be conducted with any proxy voting.</p>
Amendment	2	<p>Subject to Articles, 41, 43 and 97, these Standing Orders shall be amended only by the Council meeting in a full plenary and shall require:</p> <ul style="list-style-type: none"> a) Notice of the motion to amend the Standing Orders to be circulated to all members of the Council at least 14 clear days' before the meeting that is considering the amendments; b) At the meeting, amendments to the circulated amendments, shall only be considered if they have been circulated to all members of the Council at least 3 clear days before the meeting that is considering the amendments; c) No substantive amendments may be tabled at the meeting. Only drafting amendments or amendments that the chair of the meeting is satisfied are not substantive; and d) Two-thirds of the members of Council present must consent to the amendments. No amendment shall be put to an Electronic or Remote Vote of the Council.
Chair of Council	3.1	The Chair of Council shall be an Ordinary Member elected by cross-campus ballot at the same time as the Sabbatical Officers.
	3.2	The Chair of Council shall hold no other Council Officer.
Vice-Chair of Council	4.1	The Vice-Chair of Council shall be a Council Officer elected by a secret ballot at the first meeting of the Council in the new

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		<p>academic year. Only members of the Council shall vote in this election.</p> <p>The Council may set down duties of the Vice-Chair in addition to their duties stated in the Bye-Laws and elsewhere.</p>
	4.2	In the absence or vacancy in the office of Chair of Council, the Vice-Chair of Council shall become the Acting Chair of Council.
Sabbatical Officers	5.1	<p>The following shall be the Sabbatical Officers:</p> <ul style="list-style-type: none"> a) Black Members Officer b) Communications & Activities Officer c) Disabled Members Officer d) Education Officer e) Lesbian, Gay, Bi & Trans Members Officer f) Welfare Officer g) Women's Officer <p>The terms of reference for each Officer shall be set down in Regulations <u>Ordinances</u> approved by the Council. Other duties and terms of holding office may be prescribed elsewhere in the Memorandum & Articles of Association and other Bye-Laws <u>or Ordinances</u>.</p>
	5.2	<p>These Officers shall be ex-officio members of the Executive Committee. The Sabbatical Officers shall hold no other <u>not be elected to an other</u> Council Officer post whilst continuing in their current office.</p> <p>For the avoidance of doubt, a Sabbatical Officer may be appointed as an Acting Officer (in the case of a vacancy arising between elections or appointments of non-sabbatical Council Officers). Additionally, if a Council Officer who is not a sabbatical, is elected to the post of a Sabbatical Officer whose term commence prior to the expiration of the term of office of another post on the Council, that shall retain the original office (but without any additional vote), until the ordinary date on which the first office expires. The sabbatical may resign the first office, if they should wish to do so.</p>
	5.3	These Officers shall be required to report in writing to each

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		<p>ordinary meeting of the full Council, and additionally as required by Policy Ordinance or Contract of Employment or Service.</p> <p>Failure to submit a report to the Council shall constitute misconduct, and unless the Council resolves otherwise, an automatic formal Censure shall be recorded against the officer. Further sanctions and procedure shall be set down in the Disciplinary Regulations and these Standing Orders.</p>
	5.4	<p>The Sabbatical Officers shall be elected in a cross-campus ballot, except where expressly allowed in the Election Bye-Law for the purposes of filling a casual vacancy. The cross-campus ballot for Officers starting on 1 August (start of the next academic year) shall be held during the Spring Term.</p>
Portfolio Officers	6.1	<p>The following shall be the Portfolio Officers, who shall not be sabbaticals, all of whom shall be Ordinary Members for the duration of their tenure:</p> <ul style="list-style-type: none"> a) Chair of Council (see S.O. 3) b) Anti-Racism & Anti-Fascism Officer c) Caring Responsibilities Officer d) Employment Rights & Trade Union Liaison Officer e) Entertainments Officer f) Environment & Ethics Officer g) International Campaigns & Global Citizenship Officer h) International Students Officer i) Mature Students Officer j) Parents Officer k) Postgraduate Officer l) RAG Officer m) Stratford Campus Officer <p>The terms of reference for each Officer shall be in Regulations Ordinances approved by the Council.</p>
	6.2	<p>The Portfolio Officers shall be elected in a cross-campus ballot, except where expressly allowed in these Standing Orders for the purposes of filling a casual vacancy or co-option.</p>

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		At the election, candidates may only be on the ballot paper for one of the posts, however, the Returning Officer may allow provisional candidates for more than one post prior to the candidates formally notifying the Returning Officer which one post they shall be on the ballot for.
	6.3	If the office of a Portfolio Officer is left vacant, the Executive Committee shall assign the vacant portfolio to one or more of the serving Sabbatical Officers, until the place is filled in a By-Election held in accordance with S.O. 6.2.
	6.4	The cross-campus ballot for Portfolio Officers shall be held in the Autumn Term and their term of office shall run from the midnight following their election for one year (to coincide with the next scheduled ordinary Autumn Term election). The Chair of Council shall not be elected at this election, but in accordance with the provisions of S.O. 3.1.
<u>School Officers</u> <u>Students' Associations</u>	7	This standing order is deleted and reference to it shall mean a reference to S.O. 8 <u>There shall be a number of Standing Committees of the Council, known as Students' Associations, which shall be governed by their own constitutions, which shall be approved by the Council as Ordinances.</u> <u>The Students' Associations shall be:</u> a) <u>University Square Stratford Students' Association</u> b) <u>Applied Linguistics & Communications Students' Association</u> c) <u>Biological Sciences Students' Association</u> d) <u>Computer Science & Information Systems Students' Association</u> e) <u>Cultures & Languages Students' Association</u> f) <u>Earth & Planetary Sciences Students' Association</u> g) <u>Economics, Mathematics & Statistics Students' Association</u> h) <u>English & Humanities Students' Association</u> i) <u>Film, Media & Cultural Studies Students' Association</u> j) <u>Geography, Environment & Development Studies Students' Association</u> k) <u>History, Classics & Archaeology Students' Association</u>

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		<p>l) <u>History of Art Students' Association</u> m) <u>Law Students' Association</u> n) <u>Management Students' Association</u> o) <u>Organisational Psychology Students' Association</u> p) <u>Philosophy Students' Association</u> q) <u>Politics Students' Association</u> r) <u>Psychological Sciences Students' Association</u> s) <u>Psychosocial Studies Students' Association</u> t) <u>Graduate Students' Association</u></p> <p><u>Each Students' Association shall have a Principal Committee that shall comprise a chairperson, a treasurer and an academic affairs officer and such other posts as set out in the relevant constitution.</u></p> <p><u>The Executive Committee shall for the inaugural year 2015/16, set out the terms of reference, duties and general code of practice for each Students' Association.</u></p>
Academic Representatives	8.1	<p>There shall be the following Academic Representatives, who shall be Ordinary Members for the duration of their tenure, and where appropriate, registered on a course within the School that they are representing:</p> <ul style="list-style-type: none"> a) General Members, the number being proportional to the population of each of the five Schools b) General Members, elected to open places, the number of which shall be determined in relation to 8.1.a) c) Up to three research students, appointed by the research students d) One of the Sabbatical Officers appointed by the Executive Committee (by default this shall be the Education Officer)
	8.2	<p>Those listed under S.O. 8.1(c) shall be appointed in a manner agreed annually by the Executive Committee (by default this shall be a general meeting of research students convened for this purpose by the Secretary to the Council).</p>
	8.3	<p>The Executive Committee shall recommend to the Council who should be appointed as Academic Board representatives,</p>

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		in accordance with the scheme of membership set down in the standing orders of the Academic Board.
Student Activity Representatives	9	<p>There shall be the following Student Activity Representatives, who shall be Ordinary Members for the duration of their tenure in office:</p> <ul style="list-style-type: none"> a) Five representatives appointed by and from the recognised clubs and societies of the Students' Union b) The Communications & Activities Officer c) The Entertainments Officer d) Up to an additional four General Members as agreed from time to time by the Council or the Executive Committee. <p>The provisions of S.O. 13.2 (Women's Quota) shall be disapplied to those appointed under S.O. 9(a).</p> <p>At least two of the Student Activity Representatives shall be Black.</p>
Liberation and Student Group Representatives	10.1	<p>There shall be the following Liberation Committee Representatives, who shall be Ordinary Members for the duration of their tenure in office (the provisions of S.O.13.2 (Women's Quota) has been applied):</p> <ul style="list-style-type: none"> a) Four representatives appointed under the rules of the Black Members Committee, of whom at least two shall be women; b) Four representatives appointed under the rules of the Lesbian, Gay, Bi & Trans Members Committee, of whom at least two shall be women; c) Four representatives appointed under the rules of the Disabled Members Committee, of whom at least two shall be e women; d) Four representatives appointed under the rules of the Women's Committee;
	10.2	The election or appointment of these representatives shall take place in the first term of the new academic year, prior to the first meeting of the new Council on or around the time of

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		any first term Elections or By-Elections that may be held.
General Members	11.1	<p>There shall be at least 29 and no more than 47 General Members elected by a cross-campus ballot of all Ordinary Members held in the first term of the new academic year.</p> <p><u>The franchise shall be restricted such that the electorate is confined to each School; save for five General Members, who shall be elected without reference to a School by the full membership.</u></p> <p>Pursuant to S.O. 13.2, half of the General Members elected must be living and defining as women.</p> <p>The election shall be carried out in such a way that:</p> <ul style="list-style-type: none"> a) Each School will have a minimum of five members allocated to them as a base number; b) Five General Members will be elected without reference to School affiliation for those students who are either unaffiliated or do not wish to be an Academic Representative or were unsuccessful in their election in the allocation for their own School; c) By apportioning additional General Members using the D-Hondt allocation, each School will then have a number of General Members proportional to its student body population. d) The count shall be conducted in alphabetical order by School; e) The count for each School will only include those students who wish to be Academic Representatives and hold no other post on the Council (except non-voting delegate posts) and are a current student affiliated with the School. All other students will be deemed "withdrawn" in the election, with the preference votes being allocated accordingly; f) The count for the open places will be the last to be conducted, and will include all candidates that have not been elected in other posts already. g) The first two candidates to be elected for each School, shall be the Academic Convenors for those Schools and responsible for co-ordinating the representation

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		within their School along with the nominated Sabbatical Officer appointed by the Executive Committee.
	11.2	Any person who holds other office or membership of the Council shall not be a valid candidate for the election as a General Member. The Council, in a plenary meeting, may hold By-Elections to fill vacancies within the General Representatives.
External Delegates	12.1	There shall be the following official External Delegates, who shall be ex-officio non-voting members of the Council. This office may be held jointly with any other office on the Council: <ul style="list-style-type: none"> a) National Union of Students National Conference Delegates (the number is determined by annual communication from NUS); and b) National Union of Students London Area Delegates (the number is determined by annual communication from NUS London). <p>In accordance with NUS rules, the delegates above must be elected in such a way that women make up half the delegation (rounded down).</p>
	12.2	Delegates to other external bodies shall be determined by the Executive Committee, unless set down elsewhere in the Bye-Laws, or in the case of Liberation Committees, the Liberation Committees' own rules.
	12.3	Those elected under S.O. 12.1(b) shall be elected in a cross-campus ballot held during the first term at the same time as those posts being elected under S.O. 11.
	12.4	This is deleted (referred to the ULU Senate)
Membership of the Council	13.1	The following shall be the voting members of the Council: <ul style="list-style-type: none"> a) Council Officers (listed under S.O. 5 and S.O. 6) b) Academic Representatives (listed under S.O. 8) c) Student Activity Representatives (listed under S.O. 9) d) Liberation & Student Group Representatives (listed

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		<p>under S.O. 10)</p> <p>e) General Members and Academic Convenors (listed under S.O. 11)</p> <p><u>f) External Delegates (listed under S.O. 12) shall be non-voting members</u></p> <p><u>f)g) One Principal Committee member from each Students' Association (S.O. 7), determined in accordance with the relevant Students' Association constitution.</u></p> <p>Sabbatical Council Officers serve terms of office 1 August to 31 July, as does the Chair of Council. All other posts serve a term from the election in Autumn Term for one year. <u>For the avoidance of doubt, the term will conclude no later than 30 November.</u></p> <p>A voting member resigning office should do so in writing to the Secretary.</p>
	13.2	<p>There shall be a quota of members of the Council who live and define as women which shall be equal to 40% of the filled membership.</p> <p>There shall be a quota of members of the Council who self-define as Black, which shall be equal to 20% of the filled membership</p> <p>When administering elections to the Council, the following shall be observed:</p> <ol style="list-style-type: none"> Each post where more than one member of the Council is being elected, 50% of the vacancies for that post shall be reserved for women; If there are fewer women candidates than there are reserved vacancies, the vacant posts shall be held vacant until filled at an election held at a General Meeting of the Women's Committee. Each post where four or more voting members of the Council are being elected, 25% of the vacancies for that post shall be reserved for Black members. Each Standing Committee, the Executive Committee or Liberation Committee that appoints voting

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		<p>members of the Council, must reserve one place for a Black voting representative to the Council.</p> <p>The Women's Committee is generally empowered to elected additional women on top of their allowance of representatives set down in S.O. 10.1. Once an additional women member of the Council is elected to the Council, they shall serve out the office to which they are elected as if elected directly under the general rules.</p> <p>The Black Members Committee is generally empowered to elect additional Black voting members to the Council, should the Black Quota fail to be met through ordinary elections.</p>
	13.3	<p>Each voting member of the Council shall have one vote only. The person in the chair at a meeting shall have their own vote, but no additional casting vote.</p> <p>The Council, may by agreeing further Regulations Ordinances, allow voting members to proxy their vote to another voting member for all or part of a physical meeting. No proxy shall be allowed on Remote or Electronic Resolutions.</p> <p>For the avoidance of doubt, a voting member represented by a proxy shall have the effect as follows:</p> <ul style="list-style-type: none"> • For a quorum, the proxy shall count as if the voting member is present towards the quorum • Any vote that requires the decision to be taken by a majority or supermajority of those present and voting, does not allow the proxy vote to be counted in the said vote, however, it still counts to the quorum for the meeting. <p>A voting member shall issue Notice of Proxy to the Chair by putting their request in writing. The person who holds the proxy must consent to the proxy, be a voting member themselves and may not further proxy the proxy.</p>
	13.4	<p>There shall be the office of Secretary to the Council, which shall not be a voting member of the Council. The Secretary to</p>

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		the Council shall be appointed by the Chair of Council on the recommendation of the Company Secretary. In the absence or vacancy of the Secretary to the Council, the senior staff member employed by the Union shall be the Acting Secretary to the Council.
	13.5	<p>Any voting member of the Council who does not main in contact with the Students' Union to the satisfaction of the Executive Committee, and for members of the Executive Committee, the Chair of Council, may be removed from office by:</p> <ul style="list-style-type: none"> a) Provided that the Council member received notice at least one week before the Council meeting, and is allowed an opportunity to respond to the concern at the start of a meeting of the Council in full plenary the chair shall report on the attendance and contact kept by any voting members of the Council who, in the view of the Executive Committee (or Chair of Council in the case of members of the Executive Committee), are in dereliction of duty. The Council shall then either deem the voting member(s) concerns automatically resigned or shall refer the matter for resolution to a Select Committee of no more than five other voting members of the Council. b) In between meetings of the Council in full plenary, a written complaint may be sent to the Secretary to the Council, who together with the Chair of Council (or the Vice-Chair), shall investigate the allegations of dereliction of duty. If a case is to be answered, a panel of three voting members of the Council shall be convened by the Vice-Chair (or the Chair of Council if the Vice-Chair was the investigating officer of the complaint. The panel may decide only by unanimity to declare the said voting member in dereliction of duty and deem the voting member automatically resigned. c) Any voting member of the Council or any member of a committee who has not replied to official communication from the Chair of Council or the Secretary to the Council when requested to reply, for more than 30 days, shall be deemed resigned. d) Any appeal from a decision under S.O. 13.5(a) or

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		13.5(b) shall be heard by the Court. No appeal shall be allowed under S.O. 13.5(c) unless leave is granted by the Council at its next plenary meeting.
Quorums	14.1	The Council shall have a basic quorum for decisions to be valid and for meetings to transact business which shall be 11 voting members of the Council or one-third of the voting membership of the Council, whichever is greater.
	14.2	Standing Orders and other Bye-Laws may set higher quorums and define rules on participation in certain business (including Electronic or Remote Voting), provided that they are approved by the Council in a plenary meeting.
Terms of Reference of the Council	15	<p>In addition to the terms of reference set down in Articles 97 – 103, the following shall apply:</p> <p>The Council shall additionally:</p> <ul style="list-style-type: none"> a) Determine the manner of the election of the “Council Trustees” as defined in the Articles subject to the provisions of the Bye-Laws; b) Elect and appoint members to the Court, as defined in the Bye-Laws; c) Hold elected officers and representatives to account, including the consideration of Disciplinary Motions in line with the Complaints & Disciplinary Regulations; and d) Follow the requirements of the Articles and Bye-Laws relating to the declaration of and recording of Personal or Pecuniary Interests, and any conflicts of interest. For the avoidance of doubt, any member of the Council with a Personal Interest or a conflict of interest shall withdraw from the item under discussion and shall neither speak nor vote on the item.
Meetings of the Council	16.1	Pursuant to Article 97, the Council shall meet in a full plenary meeting at least once each academic term. The calendar of meetings for the years shall be drawn up by the Secretary to the Council, approved by the Executive Committee and published before 1 September each year.

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	16.2	All Ordinary Members of the Students' Union have the right to attend and speak and to table items on the agenda at any meeting of the Council, but may not vote unless they are a duly elected or appointed voting members of the Council.
	16.3	The chair for each meeting shall be taken by the Chair of Council. The officer in the chair may be removed from the chair by a simple majority vote of the meeting on a motion moved without notice. The chair shall have a right of reply before a vote is held.
	16.4	An Extraordinary Meeting of the Council in full plenary may only be called by: <ul style="list-style-type: none"> a) A resolution approved by a simple majority of those present and voting at a General Meeting; or b) A resolution approved by a simple majority of those present and voting at a plenary meeting of the Council; c) A resolution approved by a two-thirds majority of those present and voting at a meeting of the Executive Committee; d) A petition of requisition supported by at least ten voting members of the Council being received by the Chair of Council or the Secretary to the Council; or e) A petition of requisition supported by at least twenty-five Ordinary Members of the Union being received by the Chair of Council or the Secretary to the Council.
	16.5	Notice of a meeting of the Council shall be circulated to all voting members of the Council and published on the official Union website at least 14 clear days' before the date of the meeting. If 75% of the voting members of the Council consent in writing (who reply to such a request for consent), shorter notice of an Extraordinary Meeting may be agreed, provided that all business papers and notice of motions is circulated to all voting members of the Council at least three days before the meeting.
	16.6	At each ordinary meeting of the Council, the Agenda shall

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		<p>include:</p> <ul style="list-style-type: none"> a) Minutes of the previous ordinary and any extraordinary meetings; b) Record of any Electronic Resolutions or Remote Votes that have been held since the last ordinary meeting; c) Reports from the Executive – both officers and the committee as a whole (including a report from the Trustee Board); d) Time for discussion and agreement of motions proposing policy or policy stances of the Students' Union. <p>The final agenda shall be drawn up by the Secretary to the Council .</p>
Motions Proposing the Adoption of Policy	17	<p>In order to be placed on the final agenda for any meeting of the Council, a motion proposing the creation or adoption of policy or policy stances of the Students' Union shall:</p> <ul style="list-style-type: none"> a) Be proposed and seconded by at least five<u>two</u> Ordinary Members of the Students' Union <u>or submitted by a duly recognised Committee (including a Clubs/Society Committee) or submitted by the Secretary of the Council on behalf of a Committee;</u> b) Be consistent with the Staff Protocol and the Bye-Laws pertaining to employment in the Students' Union; and c) Be submitted to the Secretary to the Council at least seven clear days' before the date of the meeting. <p>Similar motions may be drafted together as agreed between the Chair of Council and the proposers of the similar motions.</p>
Disciplinary Motions	18.1	Motions that seek to remove a voting member of Council from office ("no confidence" motion) or a motion that seeks to formally censure a voting member of Council ("censure" motion) shall be submitted in line with the Disciplinary Regulations as set down in the "Complaints Procedure & Disciplinary Regulations".
	18.2	Motions that seek to remove a Trustee from office must be

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		submitted in accordance with the Articles of Association, in addition to the requirements of the Disciplinary Regulations.
Motions Proposing the Creation or Amendments of Regulations	19	The requirements of S.O. 17 shall apply to these motions, with the requirement that the proposed Regulations must be circulated to all voting members of the Council at least 14 clear days before the meeting at which they are to be considered for approval.
Amendments to Motions	20	Motions to amend a previously circulated motion (including those subject to S.O. 17-19, must be submitted to the Secretary to the Council at least three days before the meeting.
Voting	21.1	<p>Each voting member of the Council shall have one vote. Any post that is held as a "job-share", the vote shall be held jointly, and it shall be cast jointly. If there is no agreement on how to cast a "job-share" vote, it shall be recorded as an abstention.</p> <p>If a member of Council is elected to or is appointed as 'acting' as one or more of the Council Officer posts (excluding School Officer), they shall signify which of the offices is their 'primary office' (with the other offices being 'acting officer' posts), such that at each meeting of the Council, or at each by-election opportunity, other Ordinary Members may submit nominations to fill these posts as if they were casual vacancies</p> <p><u>For any resolution to be approved, there must be at least a minimum number of Council members present participating formally in the vote – that is to say, the number of votes in favour and the number of votes against (ignoring any abstentions and proxies) must meet a minimum number for the vote to be valid and have effect.</u></p> <p><u>a) For resolutions that require a simple majority, this threshold shall be ten;</u></p> <p><u>b) For resolutions that require an absolute majority, this threshold shall be fourteen;</u></p> <p><u>c) For resolutions that require a supermajority (e.g. two-thirds, 60% or 75% etc), this threshold shall be seventeen; and</u></p>

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		<u>d) These rules shall not apply to Procedural Motions moved under S.O. 23.3.</u>
	21.2	<p>At a meeting of the Council or any of its committees, voting shall normally be by show of hands, except:</p> <ul style="list-style-type: none"> a) If there is no formal opposition to a proposal or motion, the chair may declare the motion carried; b) If ten voting members of the Council, or one quarter of the voting members present (for the Council or a committee), whichever is smaller, request a Secret Ballot or a Recorded Vote, then the vote shall be conducted as such (see S.O. 21.3 and 21.4) <p>All elections held at any meeting shall be by secret ballot.</p>
	21.3	A request to conduct a Recorded Vote shall take precedence over a request to conduct a Secret Ballot, if voting members of the Council present at a meeting request both procedures on a vote, with the exception that a Secret Ballot shall take precedence when a vote is called on a Disciplinary Motion or an amendment to a Disciplinary Motion.
	21.4	<p>When the Council or a committee is holding a vote by a Recorded Vote, the Secretary of the meeting shall read out each voting member's name separately in the order that they signed into the meeting or in the order they register is drawn up.</p> <p>Each voting member shall signify that they are "in favour", "against" or "abstaining" on the vote, and this shall be recorded next to their name in the Minutes.</p> <p>A Recorded Vote shall not be re-held, unless the chair rules that there was misconduct in the vote.</p>
	21.5	During any vote, no person may enter or leave the meeting, until the voting process has been concluded.
Order	22.1	The chair of the meeting shall ensure that all speakers address their points through the chair to the meeting, that all remarks and contribution are relevant to the topic or item under

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Procedure for Debate		discussion, and that debate moves forward without repetition or filibustering
	22.2	<p>The chair may hold any person in Contempt of Council for misconduct during the meeting, unparliamentary language or behaviour.</p> <p>A person that is held in Contempt of Council, shall be required to leave the meeting immediately and shall not be readmitted to any Council meeting or committee meeting until an apology acceptable to the Chair of Council is received and approved by the Council or by a delegated group of voting members of the Council.</p>
	23.1	<p>The chair shall invite the author of a report, the proposer of a motion or such suitable person to address the Council or committee on each item under deliberation at the meeting.</p> <p>Once a speaker has been recognised by the chair, only the chair may interrupt the speaker who is holding the floor, though the speaker may “give way” to other members, provided that the person is immediately recognised by the chair. Such interruptions count towards any time limit or guillotine that was imposed on the initial speaker.</p>
	23.2	<p>At any point, including when the floor is held by another person, any voting member of the Council or committee may raise a “point of order”, in order to put a question to the chair asking for clarity on procedure or for a ruling.</p> <p>A “point of order” may only be raised during a vote, if its relates to the vote itself or the procedure of conducting the vote.</p> <p>Abuse of such privilege may result in the chair using their discretionary powers to hold an offender in Contempt of Council.</p>
	23.3	Any voting member of the Council may propose, without notice, any of the following procedural motions, which provided that the motion is supported by an additional four voting members of the Council, shall be moved (for

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		<p>committees, the procedural motion only needs one seconder):</p> <ul style="list-style-type: none"> a) That the meeting has “no confidence” in the chair of the meeting; b) That the ruling of the chair be overturned (this includes challenges to declarations of Contempt of Council); c) That a Standing Order of the Council is suspended for a specific reason and for a period of time; d) That an item on the agenda be taken now in precedence to all other items; e) That the question shall not be put (discussion is ended and no vote is held); f) That the question shall now be put (discussion is ended and a vote is held immediately); g) That the item be delayed to a later meeting or delegated to a committee or working group; h) That the meeting is adjourned or closed; and i) That a voting member of the Council is no longer heard. <p>Other procedural motions that are acceptable to the chair may be moved.</p>
	23.4	Procedural motions listed under S.O. 23.3, are listed in order of precedence, and if two or more motions are called, the motion that is higher in ranking shall be taken first.
	23.5	All motions dealing with procedure shall require a simple majority vote of those present and voting, except S.O. 23.3(c) and 23.3(i) which shall require a two-thirds majority vote of those present and voting.
	23.6	<p>If the procedural motion under S.O. 23.3(i) is agreed to, the named person shall not be recognised by the chair for the remainder of discussion on that item. Once the item in question is resolved, the person regains their speaking rights.</p> <p>The person in question retains their voting rights (if any) whilst they do not have speaking rights.</p>

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Guillotines	24	<p>Each plenary meeting of the Council shall operate a guillotine (a set amount of time or an hour of the clock whence the 'guillotine falls' and the meeting closes). When the guillotine falls, the chair shall immediately move to a vote on the item under current deliberation, declare the result and then close the meeting.</p> <p>A challenge to the guillotine shall be sustained if an absolute majority of those present agree to extend the guillotine.</p>
Timing of Speeches	25	The chair of the meeting may impose time limits on each speaker holding the floor. Such time limits shall not be unreasonable and accessibility shall be taken into account.
Reports to the Council	26.1	Reports that are submitted to the Council must be circulated to all voting members of the Council with the final agenda.
	26.2	<p>If a voting member of the Council is not satisfied with the content of a report, they may propose one of the following Report Motions:</p> <ul style="list-style-type: none"> a) That the report is rejected; b) That a part of the report is rejected; c) That the officer or committee responsible for the report redrafts the report and recirculates it. <p>If a report that is required is not tabled for discussion at a meeting of the Council, the Minutes shall reflect that the report was missing and sanctions on the officer or committee responsible shall take effect as if the report was rejected.</p>
	26.3	<p>Officers and committees who submit official reports required by the Council to the Council, may set out "policy recommendations" that are clearly identified in the document.</p> <p>Such policy recommendations may not revoke or be repugnant to policy currently in force, nor seek to amend policy or any Regulations. If the policy recommendations are approved as part of the report, the policy recommendations shall become official Policy of the Union and be contained within the Policy Book.</p>

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Policy	27.1	Policy that is created by the Council, its committees or by a General Meeting of the Union shall lapse at the end of academic year three years after it was approved (or last re-approved). Regulations are not subject to this lapse procedure. Policy agreed by a Referendum remains in force until amended or abolished by a further Referendum (see the Referendum Bye-Law).
	27.2	<p>Policy that has been created by a Liberation Committee (either in committee or at a designated general meeting of the Liberation Committee) has the status of Policy that is created at a full plenary meeting of the Council, unless there is a Policy that was in force prior to the creation of the Policy and that Policy was approved by the full plenary meeting of the Council.</p> <p>If, at a meeting of the full plenary Council , a motion is moved to strike down or amend a Policy that has been approved by a Liberation Committee under this Standing Order, and the motion is opposed formally by the relevant Liberation Officer or by a majority vote of the Liberation Committee (that is communicated to the Secretary or the chair), the motion to strike or amend can only be approved providing:</p> <ul style="list-style-type: none"> a) The motion is tabled in advance of the meeting and is on the agenda paper; and b) The motion receives an absolute majority of votes in favour.
	27.3	<p>At the last scheduled meeting of the full plenary Council, all Policy that is due to lapse at the end of the academic year shall be tabled for discussion at the meeting and shall be circulated to all voting members of the Council with the final agenda paper (at least three days before the meeting).</p> <p>Unless an objection is raised formally prior to the start of the Council meeting, the chair of the meeting shall declare that the Policy circulated will lapse. If an objection is raised, the meeting shall vote either to re-adopt the Policy or to lapse the Policy.</p>

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	27.4	Policy that is re-adopted has the full force of Policy, and may only be superseded by a new Policy agreed by the full Council meeting.
Committees	28	<p>The officially recognised committees of the Council shall be:</p> <ul style="list-style-type: none"> a) Executive Committee b) Liberation Committees c) Select Committees d) USS Students' Association <u>Students' Associations</u> <p>The Executive Committee scheme of membership and terms of reference is set down in the Articles of Association and elsewhere in the Bye-Laws.</p> <p>The Liberation Committees shall each adopt Standing Orders, which may from time to time be amended by a resolution of the Council in full plenary. The Standing Orders of the Liberation Committees are Regulations and subject to S.O. 19.</p> <p>Select Committees of the Council shall be given terms of reference and memberships by resolution of the Council or by resolution of the Executive Committee. The terms of reference for each Select Committee shall not usurp the duties or terms of reference of any other committee.</p> <p>The Executive Committee is responsible for co-ordinating the work of all committees of the Council.</p> <p>One of the vacancies for the additional three members of the Executive Committee shall be reserved for a Black voting member of the Council. If the vacancy remains unfilled, the Black Members Committee is generally empowered to fill the vacancy on behalf of the full Council. For the avoidance of doubt, only the full Council is empowered to remove additional elected members of the Executive Committee, regardless of their manner of election or co-option.</p> <p>Any Select Committee shall have one place reserved for a voting Black member, and for larger committees or groups, this should be in proportion to 20% of the membership of the Select Committee.</p>

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		The USS Students' Association shall be convened by the Stratford Campus Officer and shall constituted under a scheme of membership and terms as decided by the Executive Committee,
Elections	29	<p>All elections held at a Council meeting (including in committee or full plenary) and elections to fill places on the Council (in committee or in full plenary) shall be conducted in full accordance with the Election Bye-Law and the Campaigning & Polling Regulations.</p> <p>Any candidate who is out-polled by Re-open Nominations may not submit a nomination or be a final candidate (and for the avoidance of doubt, be co-opted into, act as, deputise for or hold) in any subsequent election or by-elections for the post until the new academic year (1 August occurs).</p>
Casual Vacancies and Co-options	30	<p>At the start of each ordinary meeting of the Council, or any extraordinary meeting called for this purpose, the Chair of Council shall call for nominations to fill vacancies in the voting membership of Council. Any person eligible to fill the vacancy, may submit a nomination in writing to the Secretary. The nomination shall be valid provided two Ordinary Members sign the nomination.</p> <p>At the end of the meeting, the Chair shall move "that the Council elects <i>Candidate to the office of Office</i>". The motion shall be seconded. If the motion is opposed by five voting members of the Council or one-quarter of voting membership present (whichever is smaller), the Secretary shall then run a secret ballot and it shall include Re-Open Nominations as an option on the ballot paper. If the motion is not successfully opposed under this procedure, the Chair shall move the motion to a vote, which shall be agreed by a simple majority.</p> <p>This procedure may not be used:</p> <ul style="list-style-type: none"> • To fill casual vacancies for Sabbatical Officers, unless the office being filled is unremunerated and permission is given by the Trustee Board; • To fill casual vacancies for Liberation Officers or

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		<p>Liberation Committee Representatives, unless the motion to elect is seconded by the relevant Liberation Committee or Acting Convenor/Campaign Chair; and/or</p> <ul style="list-style-type: none">• The candidate is already a voting member of the Council. <p>Co-options:</p> <p>If a quorum is not present within 15 minutes of the scheduled and published start time of an Ordinary meeting (only), and only at the discretion of the Chair of Council, the Council may co-opt Temporary Voting Members as are sufficient to cause a quorum:</p> <ul style="list-style-type: none">• A Temporary Voting Member shall have one vote, but may not issue or hold a proxy vote;• The duration of co-option shall last for only the one meeting;• The co-option must be proposed by the Chair of Council (or the officer in the chair if the Chair of Council is absent) and must be approved by Written Resolution signed by 75% of those voting members present.
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