Standing Orders

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1. Definitions:

‘meeting’ – means an official meeting of Student Council

‘Student Council’ is the governing body of the Association;

‘Official Visitor’ means a person who has notified the General Secretary of their attendance to the meeting prior to the meeting or a person who has been invited to attend the meeting.

2. Application

2.1. Subject to Clause 15 of these regulations, these regulations apply:

(a) To all official meetings of the Student Council; and

(b) To all persons present at a meeting of the Student Council

3. Expulsion

3.1. The Chair may expel any person from the meeting, including Student Council members, for behaviour disruptive to the conduct of business.

3.2. A Student Council member may only be expelled after at least one warning

3.3. The Chair may revoke an expulsion from the meeting for disruptive behaviour if they are satisfied that the disruptive behaviour has ceased and will continue to be ceased

3.4. A person expelled from a meeting of the Student Council is not barred from attending subsequent meetings of the Student Council

4. Priority Motions

4.1. The following motions are considered priority motions:

(a) “Call for Quorum”

(i) If a Student Council member believes that quorum has not been met, the Student Council member must “Call for Quorum”.

(ii) If a “Call for Quorum” is made, business is suspended until the Chair has shown that quorum has been met.

(b) “Point of Order”
(i) If a breach of these Standing Orders occurs, a Student Council member may immediately raise a "Point of Order" regarding that breach with the Chair.

(ii) The Chair must make a ruling as to whether the Standing Orders are or are not being followed. If it is ruled that the Standing Orders are not being followed then the Chair must ensure that Standing Orders are followed.

(iii) The chair must allow Student Council members to briefly speak on a "Point of Order".

(c) "Point of Clarification"

(i) If a member of Student Council wishes to seek further clarification regarding current motions, discussion or application of Standing Orders they may raise a “point of clarification”.

(ii) Where a “point of clarification” concerns a motion, the mover of the motion must attempt to clarify the issue raised.

(iii) Where a “point of clarification” concerns discussion, the speaker must attempt to clarify the issue raised.

(iv) Where a “point of clarification” concerns the application standing orders, the Chair must attempt to clarify the issue raised.

4.2. All priority motions must be heard immediately and take precedence over all other business.

4.3. Priority motions are not required to be seconded or voted upon.

4.4. Unless otherwise specified, priority motions are not debated.

5. Procedural Motions

5.1. The following motions are considered procedural motions:

(a) “That the motion be put” or “Go straight to a vote”

(i) It may be motioned by a member of Student Council that “the motion be put”. If carried, the motion has the effect of suspending discussion on the current motion and proceeding to a vote on the motion.

(b) “That the speaker no longer be heard”
(i) It may be motioned by a member of Student Council that the current speaker no longer be heard. If carried, the motion has the effect of denying the speaker’s right to speak further on the tabled item.

(c) “That the motion lie” or “That the motion lay on the table”

(i) It may be motioned by a member of Student Council that the current motion lays. If the motion is carried then the current motion is temporarily suspended until the motion is raised or all other business is completed.

(ii) A motion to lay on the table may not be used to suspend a motion indefinitely or with the intention of preventing a motion from being considered.

(iii) A motion to lay on the table may only be used to delay a motion where the mover considers another motion to be of greater importance and urgency.

(iv) Clarification may be sought from the mover as to their intent.

(d) “That the motion be raised”

(i) It may be motioned by a member of Student Council that the motion be raised. If the motion is carried then a motion which was previously suspended under regulation 4.1(c) is resumed.

(e) “Dissent in the Chair”

(i) A voting member of Student Council may move a motion of dissent in any ruling of the Chair regarding the conduct of a meeting.

(ii) While the Student Council considers a motion moved pursuant to Clause 3.1, the chair must be vacated and passed to another Student Council member in accordance with the Constitution.

(iii) Only the mover and the Student Council Member in which dissent is called may speak on a Dissent Motion for a maximum of 2 minutes.

(iv) If a motion of “Dissent in the Chair” is carried, the Chair is required to vacate the chair.

5.2. Procedural motions take precedence over all business except priority motions.

5.3. All procedural motions require a mover and a seconder.
5.4. Unless otherwise specified, procedural motions are not debated.

6. **Agenda Items**

6.1. All Matters for Decision must:

   (a) be submitted in writing to the General Secretary prior to the deadline for submission of Agenda items; and

   (b) be accompanied by a written Motion as well as a description and any applicable documents.

6.2. All Matters for Discussion must;

   (a) be submitted in writing to the General Secretary in writing and be forwarded to the General Secretary to be placed in the Agenda prior to the deadline for the Agenda; and

   (b) be accompanied by a written description of the proposed discussion.

7. **Starring and Classification**

7.1. Items on the agenda for meetings shall be classified either as Starred Items, Unstarred Items, or Confidential Items, as determined by the General Secretary or the President.

7.2. A copy of the agenda for each Student Council Meeting must be tabled at the beginning of each meeting with the General Secretary's or President's classifications of items clearly noted on it.

7.3. Any Student Council Member or any two Students may request at the commencement of a meeting for an item classified as unstarred to be starred.

7.4. A Student Council member may put a motion “that all unstarred items are approved”. If such a motion is carried, all Matters for Decision, Matters for Discussion and Matters to Note, that were unstarred, will be deemed to have been considered, put to the vote as provided in Clause 11 of these regulations, and passed.

7.5. Recommendations contained in Reports, however, will not be adopted by the Student Council unless a specific motion on the subject matter of the recommendation has been carried under Matters for Decision.

8. **Commencement of the Meeting**
8.1. Meetings shall, subject to the presence of a quorum, start at the time set in the notice.

8.2. If no quorum is present within 30 minutes of the starting time set in the notice, the meeting lapses.
(a) If a meeting lapses, then all business on the agenda of the lapsed meeting must be included on the agenda of the next meeting and must take precedence over any new business.

9. Visitors
9.1. Official Visitors to meetings may be afforded speaking rights by the Chair or by a motion of Student Council.

9.2. Visitors may be afforded speaking rights by a motion of Student Council.

10. Motions and Amendments
10.1. Motions must be moved and seconded to be considered. The mover of a substantive motion may, however, speak for one minute before a seconder is required.

10.2. Amendments must relate to the tabled motion.

10.3. Amendments must be considered in the order which they are received by the Chair.

10.4. Where an amendment is before the Chair, only discussion relevant to that particular amendment will be allowed.

10.5. Amendments must be dealt with by the Student Council when moved. An amendment to a motion, however, shall not be considered by Student Council until the mover of that motion has exercised their right to introduce it.

10.6. A motion may be amended either by resolution of the Student Council, or by the mover with the consent of the seconder.

10.7. An amended motion will be treated as the original motion.

11. Foreshadowed Motions
11.1. Where a motion is moved that is contradictory in meaning or intent to the motion tabled, it must be dealt with as a 'foreshadowed motion.'
11.2. For the purposes of this Clause the first tabled motion will be called the substantive motion.

11.3. The substantive motion and the foreshadowed motion must be debated together.

11.4. The substantive motion and the foreshadowed motion must be put to the vote at the conclusion of the debate.

11.5. The mover of the foreshadowed motion may exercise their right of reply in the order in which the Foreshadowed motion was moved.

11.6. The mover of the substantive motion may exercise their right of reply only after the mover of the foreshadowed motion has exercised their right of reply.

11.7. The Chair must only put the foreshadowed motion to the vote if the substantive motion is lost.

11.8. The Chair must put foreshadowed motions to the vote in the order in which they were moved.

12. Debate

12.1. Except by procedural resolution to the contrary, speakers must not speak for more than three minutes.

12.2. The mover of a motion or an amendment will introduce their motion or amendment.

12.3. A person wishing to speak will indicate that they wish to speak by raising their hand.

12.4. The Chair must take an exhaustive list of speakers after a motion or amendment has been introduced. The exhaustive list must be strictly adhered to.

12.5. No person may speak more than twice to any particular motion or amendment.

12.6. The mover has a right of reply.

12.7. Where two consecutive speakers have spoken either in favour or against a motion the Chair will invite the mover to exercise their right of reply, after which the Chair must put that motion or amendment to the vote. Where, in the opinion of the Chair, a motion is one of censure or no confidence the Chair must allow the person(s) against whom the motion is moved to speak after the mover's right of reply and before the vote is taken.
12.8. After the mover of a motion has exercised their right of reply the Chair shall put the motion to the vote.

12.9. If further discussion is required, a motion to suspend the Debate Standing Orders may be put, this motion has the effect of suspending all matters contained in Clause 11.

13. Withdrawal of Motions

13.1. The mover of a motion or amendment may withdraw his or her motion or amendment at any time before it is put to a vote. In this occurrence, the seconder of that motion or amendment will then have the first option of taking up moving of that motion or amendment.

14. The Vote

14.1. The Chair may accept motions to which there is no dissent as carried without putting them to a vote. If a Student Council Member expresses dissent, the motion must then be put to a vote.

14.2. The Chair must read the motion or amendment aloud before it is put to the vote.

14.3. Where there is a foreshadowed motion the Chair must also read the foreshadowed motion aloud before putting the substantive motion to the vote.

14.4. The Chair must separately call for:

(a) Those Student Council Members in favour of the motion;

(b) Those Student Council Members against the motion;

(c) Those Student Council Members abstaining from the vote

(i) The Chair must then declare the result of the vote.

14.5. A Student Council Member may request a recount upon the vote being declared. Student Council Members are not required to vote as they did on the previous count.

14.6. The Chair or any three Student Council members may call for a Poll before the vote on that motion or amendment is taken.

14.7. A Student Council Member may request that the nature of his or her vote on the motion or amendment be recorded in the Minutes immediately upon the declaration of the result.
15. Duration of Meetings

15.1. No Student Council meeting may be longer than three and a half hours in duration. The Chair must close a meeting of the Student Council when three and a half hours have elapsed from the start of that particular meeting. If all the business on the agenda for consideration at that meeting has not been considered after three and a half hours have elapsed and the meeting is closed, a Special Student Council Meeting to be convened on another day within a fortnight of the original meeting, to consider the remaining business and any other business that may have arisen in the intervening period.

15.2. Absence at a Special Student Council Meeting held in accordance with 14.1 shall be not considered an absence for the purposes of Clause 15.1 e) of the Constitution.

16. Suspension of Standing Orders

16.1. The effect of any of these Rules concerning the Standing Orders of Student Council may be suspended by a Resolution supported by at least two-thirds of those Student Council Members present and voting.

16.2. A Suspension of Standing Orders shall not affect the rights or duties of the Chair, the manner in which votes are determined or the right of any Student Council Member to move a priority or procedural motion.

17. Situations Not Considered

17.1. Subject to Clause 16.2, if a situation arises which is not covered by these Standing Orders, the Chair must act as they see fit provided that they act fairly and their actions do not bring the conduct of the Meeting into disrepute.

17.2. A decision made in accordance with Clause 16.1 may be overturned by a majority vote of those Student Council Members present.