

SCHEDULE 2: COMMITTEE MEETING RULES

1. Agenda

- a) The business of all meetings of Student Voice and its sub committees shall take the following order:
 - i. Apologies
 - ii. Approval of Previous Minutes
 - iii. Matters Arising
 - iv. Reports and Motions
 - v. Any other Business
- b) The agenda and all related papers shall be circulated at least one week before each meeting.
- c) Any papers which have not been sent to the Clerk in time for circulation will only be distributed at the discretion of the Chair.

2. Chair

- a) The Chair of any meeting shall be as determined in the By-Laws.
- b) The Chair shall have the authority to control the meeting through enforcement of the Committee Meeting Rules
- c) The Chair shall ensure that those taking part in the debate observe the Committee Meeting Rules
- d) The Chair shall decide the order of speakers, when a debate is to be brought to a close and the result of any vote.
- e) No person shall be entitled to speak unless called upon by the Chair.
- f) No comments that are of a derogatory nature or in conflict with Students' Association policies will be tolerated and the member will be required to withdraw such comments or they will be asked to leave the meeting by the Chair.
- g) Reports and motions shall be introduced by the author when called upon by the Chair
- h) The Chair may call upon any person who is requesting the right to speak.
- i) All remarks must be relevant to the debate and the Chair may bring to a halt any remarks which they deem not to be relevant
- j) The Chair shall maintain order during the meeting, shall take no part in the debate and shall have priority to speak at all times. They shall act as a facilitator in the debate and draw the discussion to an agreed conclusion with appropriate action points minuted.
- k) The Chair shall determine the priority of any business beyond what is set out in this Schedule.
- l) The Chair may set a time limit for the length of the meeting and for the length of any debate within the meeting.

- m) The Chair shall ensure that new members are appropriately introduced to the membership and operation of any committee.
- n) The Chair shall ensure the appropriate and rapid communication of the outcomes of any meetings to all relevant parties.
- o) The Chair should report any action taken by the chair on behalf of the committee and the reason for these actions.
- p) The Chair may call a vote to suspend any item on the agenda until a future specified meeting if they believe that more information is required.

4. Motions

- a) Motions shall be submitted in writing to the Clerk at least one week before the committee meets.
- b) An emergency motion may be submitted after the deadline at the discretion of the chair if the subject matter arises in this time.
- c) Any member of a committee may propose a motion.
- d) All motions must have a title and clearly state what action needs to be taken if approved by the committee.
- e) The order for debate of a motion shall be:
 - i. Opening speech from the proposer
 - ii. Amendments
 - iii. Any questions and speeches for or against the motion
 - iv. Summary Speech from the proposer
- f) The summary speech should only include information which has already been brought up during the debate.
- g) Motions shall be decided by a simple majority unless they are making changes to the Constitution, Schedules or By-Laws in which case they will require a two thirds majority of all members present.
- h) Any motion passed shall become the policy of the Students' Association for the next five years unless overturned by a future motion.
- i) After five years the policy will lapse unless brought forward as a new motion.

5. Amendments

- a) Any member who wishes to make a change to a motion may do so by submitting an amendment to the Clerk two days in advance of the meeting at which the motion is to be debated.
- b) Amendments may delete, change or add text to a motion and members must make their intentions clear on any amendment they submit.
- c) When there is more than one amendment they will be debated in the most suitable order as determined by the Chair.

- d) Before moving to a debate the Chair will ask the proposer of the original motion if they accept the amendment and if they do the motion will be amended without further debate.
- e) The order and rules of debate for amendments shall be the same as for motions with the exception that amendments cannot be further amended.
- f) If members vote in favour of an amendment then the motion being debated will be changed accordingly.
- g) If the passing of one amendment means another is no longer relevant or would cause the motion to contradict itself the Chair may rule that the latter amendment is not to be debated.

6. Reports & Minutes

- a) All reports and minutes to be discussed at a meeting must be submitted to the Clerk one week in advance.
- b) Each report should be presented by its author or their nominee when called upon by the Chair. Minutes will be presented by the chair of the meeting to which they refer.
- c) After a report or minutes has been presented, the Chair will allow members to ask questions
- d) With each report or minutes members may:
 - i. Approve
 - ii. Reject
 - iii. Reject part of a report or minutes
- e) If no member rejects any part of a report or minutes it is deemed to be approved.
- f) If a member wishes to reject any part of a report or minutes they must tell the Chair which parts they want to reject.
- g) The order and rules of debate for a proposal to reject part of a report or minutes shall be the same as for motions with the exception that the proposal cannot be further amended.
- h) If members vote to reject all or part of a report or minutes then the Chair shall action the appropriate person to report to the next meeting regarding any changes made as a result of this decision.

7. Voting

- a) Members may only vote if they are present at the meeting.
- b) Only elected members of a committee may vote
- c) Voting shall be conducted by a show of hands
- d) In the result of a tied vote, the Chair shall have the casting vote.
- e) Any member may request a recount which will be granted at the discretion of the chair.

8. Suspending Committee Meeting Rules

- a) If any member wishes to ask a question relating to the Committee Meeting Rules this shall take precedence over all other business.
- b) If a member wishes to suspend any of the Committee Meeting Rules in this Schedule they must do so by asking the Chair and specifying which Committee Meeting Rules are to be suspended and for how long.
- c) The Chair will then open the floor for questions and speeches for and against before moving to a vote.
- d) A simple majority will be required to suspend Committee Meeting Rules.

9. Quorum

- a) The minimum number of members required to be present for a meeting to reach quorum is one third plus one.
- b) A meeting may not begin until the quorum has been reached.
- c) A meeting must be adjourned if a count of the members present reveals that their number has fallen below quorum.
- d) The Chair may call for a count of the members present at any point during the meeting both of their own choosing and upon request from any member.