

## **Standing Order D: Assembly**

### **Role and Powers**

1. The primary role and powers of Assembly shall be as laid out in the Articles of Association.
2. Assembly shall have the following additional powers:
  - 2.1. To ratify grant allocations to Student Groups on the recommendation of the Governance and Grants Committee;
  - 2.2. To oversee the annual action plans of the Sabbatical Trustees;
  - 2.3. To identify priorities for and oversee the annual action plans of its sub-committees.

### **Membership**

3. The membership of Assembly shall be constituted as follows:
  - 3.1. The Sabbatical Trustees;
  - 3.2. The Presidents of the recognised Associations;
  - 3.3. The Chair or delegate of each committee of Assembly;
  - 3.4. One Faculty Representative for each faculty as elected by Academic Affairs Committee;
  - 3.5. One person from each College, elected by and from the respective members of those Colleges;
  - 3.6. Four open places to be elected by Assembly members, of which one must be a first year undergraduate student, one must be a postgraduate, and one person who identifies as either a woman or a carer.

### **Quorum**

4. The quorum shall be 50% plus one of the membership in post at the time of the meeting.
5. Any voting or decision made at a meeting that does not achieve quorum must be ratified at the next Assembly meeting quorate.

### **Dates of meetings**

6. There shall be a minimum of two meetings of Assembly in each of the Michaelmas and Epiphany terms and a minimum of one meeting in the Easter term.

7. Governance and Grants Committee shall confirm the dates for meetings of Assembly.
8. Additional meetings may be called by Governance and Grants Committee at the request of ten members of Assembly or by the Trustees.
9. Five clear days' notice is required for additional meetings.
10. Governance and Grants Committee shall publish the agenda at least seven clear days in advance of the meeting.

### **Voting**

11. All members of Assembly shall be entitled to vote on all matters of Assembly, except where explicitly excluded in these Standing Orders.
12. All members of Assembly shall hold no more than one vote each.
13. A voting member may send a delegate who may vote in their place to any Assembly meeting upon the consent of the Governance and Grants Committee. Any request to send a delegate must be sent Governance and Grants Committee no later than four clear days before Assembly.
14. Conflicts of interest shall be declared and the member declaring a conflict shall not be entitled to debate and vote on the matter where the member has a direct or indirect interest in the matter before Assembly.
15. Voting on all matters except elections shall be by show of hands or any other method approved by the Governance and Grants Committee
16. Voting on elections shall be conducted by secret ballot.
17. A vote on a motion which does not reach a simple majority of those members of Assembly present and voting shall be deemed to have been defeated.
18. The Chair shall not have a vote or a casting vote.
19. The procedural motions below may be proposed. A procedural motion must have the support of five Assembly members to be debated and voted on. A vote on a procedural motion must not itself be held by secret ballot.
  - 19.1 The motions are as follows, in decreasing order of precedence:
    - I. To suspend the rules (requires a two-thirds majority),
    - II. A vote of no confidence in the chair
    - III. To overturn a ruling of the Chair,
    - IV. To vote on a question by secret ballot (requires a two-thirds majority),
    - V. To not vote on a question,
    - VI. To suspend or revoke a guillotine,
    - VII. To recess the meeting for a specified amount of time,
    - VIII. To vote on a question in specific parts,
    - IX. To vote on a question by roll call (requires only one-third of votes),
    - X. To move to a vote

**Election of Chair and Vice-Chair**

20. The election of the Chair and Vice-Chair shall be considered at the first meeting of the Academic Year.
21. Assembly shall elect a Chair from amongst the Members of the Union.
22. Assembly shall elect a Vice-Chair from members of Assembly.
23. The Chair shall be prohibited from holding any other role within the Union Assembly or any of its committees or the Board of Trustees or any of its committees or any Common Room executive committee or equivalent excluding membership of Governance Committee and any role explicitly authorised in the Articles of Association or these Standing Orders.
24. During the process of electing the Chair, the President shall act as Chair.
25. If the Chair or Vice-Chair is unavailable for a meeting, or part of a meeting, the Assembly shall elect from its membership an acting Chair for the time during which the Chair or Vice-Chair is unavailable.

**Proceedings**

26. Items for inclusion on the agenda shall be submitted to Governance and Grants Committee at least ten clear days before the meeting at which they are to be discussed.
27. Governance and Grants Committee shall finalise the agenda.
28. The agenda and supporting documentation shall be published at least seven clear days before the meeting.
29. Governance and Grants Committee shall have discretion to include items which could not reasonably have been submitted at least ten clear days before the meeting.
30. Any such item must be of an urgent nature to the Members of the Union and could not reasonably be held over until the next meeting of Assembly.
31. Amendments to any motion must be submitted to Governance and Grants Committee at least four clear days before the meeting.
  - 31.1. Minor amendments to the text of a motion may be proposed at the meeting and accepted at the discretion of the Chair provided they do not change the overall intent or effect of the motion.
32. The Chair shall be responsible for the orderly conduct of meetings.
33. Debates on motions shall normally follow this order:
  - 33.1. Member proposing the motion;
  - 33.2. Requests for clarification from members;
  - 33.3. Member opposing the motion;
  - 33.4. Alternating members of Assembly proposing and opposing the motion;

- 33.5. Members of Assembly with general comments on the motion;
  - 33.6. Summation by the opposition;
  - 33.7. Summation by the proposer.
34. Amendments shall be debated after the first proposition speech and in the same order outlined in clause 33.
35. The first proposition speech and the first opposition speech shall be of no more than three minutes' duration. Other speeches shall be of no more than two minutes duration.
36. The Chair shall have the right to restrict the number of speeches in favour of or opposed to the motion if no new material is being introduced to the debate.
37. Proceedings shall be recorded by a member of Union staff nominated by the Chief Executive.

### **Attendance**

38. Any member of Assembly who cannot attend a meeting shall submit apologies to Governance and Grants Committee in advance of that meeting.
- 38.1. Failure to attend two or more successive meetings without good cause may result in censure.
39. Any Member of the Union may attend and speak at meetings of Assembly.
40. All members of Governance and Grants Committee should attend meetings of Assembly.
41. Any members of Union staff may attend meetings of Assembly and may speak at the discretion of the Chair.