

Student Representative Council Standing Orders (Draft)



Contents

| | |
|-------------------------------------|----|
| 1. Status | 2 |
| 2. Regular Meetings | 2 |
| 3. Notice of Regular Meetings | 2 |
| 4. Notice of Special Meetings | 3 |
| 5. Quorum | 3 |
| 6. Agenda | 3 |
| 7. The Chair | 3 |
| 8. Reports | 4 |
| 9. Motions | 4 |
| 10. Amendments | 5 |
| 11. Procedural Motions | 5 |
| 12. Dissent in the Chair | 6 |
| 13. Committee Debate | 6 |
| 14. Formal Debate | 6 |
| 15. Voting | 7 |
| 16. Minutes | 7 |
| 17. In Camera Meetings | 7 |
| 18. Internal Elections | 8 |
| Appendix A | 10 |

1. Status

- a. All meetings of the Council and Executive shall be conducted in accordance with these Standing Orders, which shall be construed in accordance with the Constitution, except where by a two thirds majority vote of voting members present, elect to suspend these standing orders.
- b. Where an executive meeting is held under these Standing Orders, substitute references of Council for Executive. The purpose of this regulation is to govern meetings of the SRC and related matters.

2. Regular Meetings

- a. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of, subject to other provisions in these standing orders.
 - i. All business on the Agenda of the lapsed meeting shall be included on the Agenda of the next meeting and shall take precedence over new business.
- b. The General Secretary must give notice of a Council meeting if:
 - i. Council directs that one be held (either as part of the regular program or as a special meeting); or
 - ii. at least six of the voting Members of the Council request in writing or by email that a special meeting be held.
- c. At the first meeting of each Semester, a meeting schedule must be set, such that there is, as far as possible, no overlap with the meeting schedule of any Committee.
 - i. The General Secretary shall have the responsibility to compile a meeting schedule taking into consideration:
 1. AUU Board Meetings
 - a. Highest availability of voting members of Council.
 2. Whether voting members of Council would be excluded from attending meetings on regular days.
- d. All Members attending any meeting shall sign the attendance sheet which shall be the official record.
- e. All meetings, after two hours of continuous sitting, shall adjourn for a period of 10 minutes, unless otherwise resolved by the meeting.
- f. Meetings shall go no later than 11:00 PM.
- g. All meetings shall begin with an acknowledgement of the Traditional Owners, the Kurna people.

3. Notice of Regular Meetings

- a. The General Secretary is responsible for giving notice of meetings.
- b. The General Secretary shall issue the notice for a regular Council meeting at least five days before the meeting is to be held.
- c. Notice must be given:
 - i. To each Member of Council by sending it to the email address provided by that Member to the General Secretary. If no email address has been provided by a Member, this obligation will not apply in relation to that Member; and
 - ii. By posting the notice on the SRC website & AUU website, where possible; and

- iii. By posting the notice on a prominent notice board in Union House, where possible.

4. Notice of Special Meetings

- a. Notice must be in the manner set out in rule 3.c.

5. Quorum

- a. If quorum is not present within 30 minutes of the starting time set out on the notice, the meeting shall lapse.
- b. If a meeting has commenced but loses quorum, the meeting may continue to consider business for up to 30 minutes, although decisions made during this period must be ratified by a quorate meeting of Council.
- c. If a quorum is not again present within the 30 minutes the meeting must end.

6. Agenda

- a. The agenda shall be the responsibility of the General Secretary in consultation with voting members of the Council, and all items duly submitted to the General Secretary must be included.
- b. The agenda for each regular meeting of Council shall appear as set out in Appendix A.
- c. Agenda items must be submitted to the General Secretary three days before the meeting.
- d. Agenda items pertaining to issues arising after this time may be discussed if deemed by the SRC President to require the urgent attention of the SRC.
 - i. Agenda items received in this way will be discussed under Emergent Business.
- e. Agenda items must include relevant documentation in the form of a memo.
- f. The agenda and all relevant documentation shall be circulated at least two days before the meeting is to be held.
- g. The agenda may be amended by a ruling of the chair or simple majority vote.

7. The Chair

- a. The SRC President shall chair all Executive and Council meetings, or in their absence the General Secretary shall chair meetings.
- b. The Chair shall be responsible for keeping the meeting in order.
- c. The Chair shall not otherwise take part in debate, to do so the Chair shall pass the chair to another member of Council.
- d. The Chair may exercise a deliberative vote only, and shall not exercise a casting vote.
- e. The Chair will only have a deliberative vote if the chair is a voting Member of the Council or Executive meeting which they are chairing.
- f. When the Chair speaks all other Members shall be silent and may only be interrupted by a point of order, or a procedural motion.
- g. The Chair may name any person who acts in contravention of these standing orders or is otherwise disruptive, and this shall be recorded in the minutes.
- h. Any person named three times during a meeting must not be recognised by the Chair and must immediately leave the meeting, subject to rule 7.i.
- i. The Chair may withdraw a naming if they are satisfied that the person named will not disrupt the meeting again.

- j. The Chair of the meeting shall rule upon all matters of procedure which are not detailed in the Constitution or any regulations thereof.
- k. The Chair of the meeting shall, subject to appeal to the meeting, interpret these Standing Orders.
- l. Members shall address remarks to the Chair in restrained and courteous language, speak relevantly to the matter under discussion, not use offensive or objectionable language, not behave in a disorderly manner and shall respect the authority of the Chair at all times.
- m. If the Chair rules any language objectionable, the speaker shall forthwith withdraw it and apologise.
- n. Every Member desiring to speak shall address her/himself to the Chair, and may only speak once called upon by the Chair.

8. Reports

- a. There shall be reports at every meeting from the SRC President and all persons who have attended formal meetings on behalf of the organisation.
- b. There shall be reports at every odd meeting of the council from:
 - i. The General Secretary
 - ii. The Education Officer
 - iii. The Queer Officer
 - iv. The Postgraduate Officer
 - v. The Social Justice Officer
 - vi. The Disability Officer
 - vii. The International Officer
- c. There shall be reports at every even meeting of the council from:
 - i. The Welfare Officer
 - ii. The Women's Officer
 - iii. The Environment Officer
 - iv. The Aboriginal and Torres Strait Islander Officer
 - v. The Ethno-Cultural Officer
 - vi. The Rural Officer
 - vii. The Mature Age Student Officer
- d. All reports must be submitted in writing to the General Secretary three days prior to the commencement of the meeting.
 - i. Any written reports submitted after this time may only be considered by the meeting at the discretion of the Chair.
- e. Each report and any recommendations contained within shall be discussed by way of reception, adoption, rejection or referral back of the report or any part thereof.
 - i. The submitter of each report should only answer questions or respond to comments about their report.
- f. The General Secretary must distribute reports duly received at least two days prior to the meeting, and where this does not occur, reports may be tabled at the meeting and shall be treated as if they were received under this section.

9. Motions

- a. All decisions of Council shall be in the form of motions.
- b. All motions shall be:

- i. Affirmative in nature.
 - ii. Duly moved and seconded.
- c. The Chair may refuse to recognise motions:
 - i. Not in writing
 - ii. Which are defamatory
 - iii. Inconsistent with the Constitution, Standing Orders or the Law
 - iv. Otherwise out of order
- d. A mover or seconder of a motion may withdraw his/her moving or seconding at any stage before the motion is voted upon.
- e. Motions arising out of any debate may be foreshadowed at any time.
- f. Foreshadowed motions and amendment shall be considered, unless the meeting resolves otherwise, in the order in which they were foreshadowed.
- g. Before putting any question, the Chair shall read the motion to the meeting.
 - i. The mover of a motion may accept an amendment in which case it becomes part of the motion
- h. Speakers may, instead of speaking for or against the motion, request clarification from the mover or seconder of the motion in the form of a question

10. Amendments

- a. A motion may be amended and further amended, provided that the effect from any proposed amendment is not to establish a direct negative to the original motion, at any time during debate thereon by:
 - i. Striking out certain words, or
 - ii. Adding certain words, or
 - iii. Striking out certain words and inserting others in their place.
- b. When an amendment is before the Chair, discussion shall be confined to that amendment.
- c. Upon any amendment being carried it shall take the place of the original motion.

11. Procedural Motions

- a. Procedural motions shall be put immediately, without debate, amendment or adjournment, except by ruling of the Chair.
- b. Unless required elsewhere in these Standing Orders, motions are taken as carried where the chair rules from the chair that the motion is carried, but where a voting member disputes the ruling they shall require a majority of Voting members of Council present to be carried.
- c. The Chair may of his/her own volition rule from the chair on a procedural motion.
- d. Any Member may raise a point of order, which shall take precedence over all other business. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- e. Any member disagreeing with the Chairs ruling on a point of order may move dissent in the Chair, as per rule 12.
- f. A Member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move "That the question be now put". The mover of the motion shall retain his/her right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.

- g. A Member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only".

12. Dissent in the Chair

- a. Any ruling by the Chair may be challenged by the motion "That the meeting dissents from the Chairs ruling".
- b. Upon this motion being moved the Chair must be vacated and the General Secretary shall Chair the debate, including the vote.
 - i. If the General Secretary is the Chair when a motion of dissent is ruled, then the SRC President shall Chair the debate and the vote.
- c. The mover must, in speaking to the motion, propose an alternative ruling.
- d. The previous Chair, whose ruling has been challenged, may reply.
- e. The motion must then be put to the vote with no further discussion.
- f. If this motion is carried, the alternative ruling proposed takes effect.
- g. If this motion is lost, the Chairs ruling stands.
- h. The previous Chair whose ruling was challenged resumes the Chair as soon as the motion of dissent has been voted on.
- i. At any stage of the meeting, a Member may move the motion "That the Chair does not possess the confidence of this meeting".
- j. Upon this motion being moved the Chair must be vacated and the General Secretary shall Chair the debate, including the vote.
 - i. If the General Secretary is the Chair when a motion of dissent is ruled, then the SRC President shall chair the debate and the vote.
- k. The mover of the motion of dissent must speak to the motion, and the Chair in whom confidence is questioned, may reply. Debate may then take place.
- l. If this motion is carried, the General Secretary must conduct the election of a new Chair.
- m. If this motion is lost, the Chair may resume their responsibility for the meeting.

13. Committee Debate

- a. In Committee Debate, discussion shall be on a specific agenda item, but not restricted to a formal motion or amendment.

14. Formal Debate

- a. The meeting may resolve "That the meeting move into Formal Debate".
- b. The mover shall have five minutes to present argument in support of his or her motion and three minutes to reply once all other speakers have been heard.
- c. The seconder of such motion and all subsequent speakers shall be limited to three minutes in which to speak on the motion or amendment.
- d. Members may only speak once to any given motion or amendment (other than to move procedural motions), unless by way of personal explanation, with leave of the meeting or to exercise his/her right of reply, which reply shall close the debate.
- e. The Chair shall decide the right of priority in speaking, and shall as far as practicable call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover.
- f. If two consecutive speakers have both argued for or against a motion or amendment, and there is no Member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or amendment shall (subject,

in the case of a motion, to the right of the movers right of reply) be put without further debate.

- i. Notwithstanding s(9.h) speakers must speak alternately for or against the motion; no further speakers against a motion shall be heard if there are no further speakers for, and vice versa.

15. Voting

- a. Voting shall be by show of hands, except where otherwise provided for in the Constitution or these Standing Orders.
- b. The Chair shall determine the result by asking:
 - i. for those in favour of the motion
 - ii. for those against the motion
 - iii. for those abstaining
- c. The Chair shall then declare as to which has the majority.
- d. A recount will be held if a third of those voting support such a demand, the result of which will be final.
- e. During a recount access to the meeting place shall be closed and only those participating in the original count may participate
- f. Any Voting Member of Council is entitled to request that his/her dissent be recorded in the minutes. This request must be made immediately after the result is declared.

16. Minutes

- a. Minutes must be taken and kept of all Council meetings detailing:
 - i. All elections or appointments purporting to have been made at the meeting; and
 - ii. All motions or resolutions purporting to have been duly moved and seconded at the meeting, their mover and seconder and whether they were carried or lost.
- b. On the motion to confirm the Minutes no question except as to their accuracy shall be raised.
- c. Meeting minutes and documents tabled at meetings, once confirmed, must be made available for Students to inspect both online on the SRC website and in person as soon as is practicable.
- d. Copies of the minutes are to be distributed to all Members of Council before any subsequent meeting.

17. In Camera Meetings

- a. Where a meeting resolves, by a motion passed by a simple majority vote, it may move in camera.
- b. The motion must read "That this meeting resolves to proceed in camera for the purpose of discussing" then must list in general terms, the purpose of the meeting moving in camera.
- c. Whilst in camera, the meeting may only consider matters relating to the purpose of moving in camera as stipulated in the motion.
- d. Notwithstanding any other requirements of these regulations, the minutes of an in camera session of a meeting must be distributed in the normal fashion excepting:
 - i. The minutes must be distributed to members of council in a separate document to the regular minutes;

- ii. Minutes may not be distributed to persons not on the council unless a meeting of council decided, by absolute majority to release the minutes or until 5 years after the meeting the minutes relate to, or as required by law.
- iii. In camera minutes shall not be disclosed to persons required to be absent on issues relating to in camera item(s).

18. Internal Elections

- a. Returning Officer
 - i. Where a ballot is required, the Council must appoint a Returning Officer.
 - ii. The Returning Officer may not nominate for a position that is to be filled by the election they are conducting.
 - iii. The Returning Officer must be fair and impartial.
- b. Notice
 - i. The Returning Officer must give notice of any position to be filled by election at least seven (7) days prior to the election taking place.
 - ii. The notice stipulated in clause 18.b.i must include:
 - 1. the eligibility requirements set out above;
 - a. a description of positions to be filled by election;
 - 2. the contact details of the Returning Officer
 - 3. where relevant, any other details the Returning Officer deems necessary;
 - iii. The Returning Officer must make reasonable steps to inform all persons eligible to nominate for the position.
- c. Nominations
 - i. Any Member eligible to nominate for a position to be filled by election may nominate in writing to the Returning Officer before the close of nominations.
 - ii. Nominations must include:
 - 1. the nominees name;
 - 2. the nominees contact details; and
 - 3. the position for which the person is nominating.
 - 4. A declaration that the person nominating meets the criteria.
- d. Conduct of Election at Meeting
 - i. The Returning Officer must, at the meeting at which the election is conducted:
 - 1. disclose the list of valid nominations received, as well as any invalid nominations;
 - 2. close nominations prior to the ballot, and before any speeches by nominees;
 - 3. allow all nominees to speak for an equal period of time set at the Returning Officers discretion, but which may not be set at less than two (2) minutes;
 - 4. conduct the ballot immediately after the speeches.
 - ii. Voting

- iii. The Returning Officer must distribute one ballot paper containing the names of all eligible nominees, in the order of nominations received, to every present eligible voter.
 - iv. The Returning Officer must inform candidates of the correct manner for completing their ballot paper.
 - v. Every eligible nominee is entitled to appoint one scrutineer to observe the vote, other than themselves or another eligible nominee.
 - vi. The Returning Officer shall conduct the election in accordance with the Hare-Clark Optional Preferential Voting System, or where multiple positions are to be elected at one election, the Hare-Clark Optional Preferential Proportional Voting System.
 - vii. Scrutineers shall not interfere with the count, other than to object.
- e. Declaration of Result
- i. The Returning Officer must declare the nominees with the most votes elected.
 - ii. The Returning Officer must also report:
 - 1. the number of valid votes cast;
 - 2. the number of informal votes; and
 - 3. where relevant, any other details the Returning Officer deems necessary;

Appendix A

Agenda

- 1 Procedural Matters
 1. Acknowledgement of Indigenous Owners
 2. Attendance
 3. Apologies
 4. Adoption of agenda
- 2 Confirmation of previous minutes
- 3 Matters arising from previous minutes
- 4 Correspondence
- 5 New Members
- 6 Motions on notice
- 7 General Business
- 8 Office Bearer Reports
- 9 Other Reports
 1. Executive
 2. University Committees
- 10 Emergent Business