

## **Bye-Law 3**

### **Annual Members' Meeting**

---

#### **1. Constitution**

1.1 There shall be an Annual Members' Meeting as defined in the Articles of Association.

#### **2. Membership**

##### **2.1 Members**

2.1.1 The members of an Annual Members' Meeting shall be:

- (i) Each and every student at Queen Mary, University of London who has not opted out by notifying Queen Mary, University of London or the Union of his or her wish not to be a member of the Union; and
- (ii) The Officer Trustees of the Union.

##### **2.2 Chair**

2.2.1 The Chair shall be the Student Council Chair referred to in the Student Representatives and Part-time Officers Bye-Law.

2.2.2 The Deputy Chair shall be the Student Council Deputy Chair elected at the first meeting of Student Council in the academic year.

2.2.3 The Deputy Chair shall undertake the duties and responsibilities assigned to the Chair in the Bye-Laws in the absence of the Chair.

2.2.4 In the absence of the Chair and the Deputy Chair, the members present may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Student Council Chair in the Bye-Laws.

2.2.5 The Chair shall be impartial.

2.2.6 Subject only to a challenge, as referred in the Bye-Law, the Chair's ruling shall be final.

2.2.7 The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.

2.2.8 If any member causes a disturbance or acts in contravention of the Bye-Laws the Chair may record the offender's name in the minutes. If that member persists they shall be expelled from that meeting.

##### **2.3 Quorum**

2.3.1 The quorum shall be 120 members entitled to vote.

2.3.2 For a meeting to start there must be quorum within thirty minutes of the time stated on the agenda.

2.3.3 If a meeting loses quorum and quorum and is not present within fifteen minutes the Chair shall close the meeting.

#### **3. Attendance at Meetings**

- 3.1 Any member may attend and speak on agenda items.
- 3.2 Any Trustee may attend and speak on agenda items.
- 3.3 The Annual Members' Meeting Clerk and persons nominated by the Chief Executive to support Student Council meetings shall attend.
- 3.4 Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

#### **4. Frequency of Meetings**

- 4.1 The Annual Members Meeting shall be held at least once an academic year at a time and date determined by the Chair and the President.
  - 4.1.1 If in any Academic Year the Union holds a Company Law General Meeting of the Union for the purposes of the Companies Acts or another Annual Members' Meeting called in accordance with 4.2 it is no longer required to also hold another Annual Members' Meeting in that Academic Year.
- 4.2 Additional meetings shall be convened by the Chair and the Annual Members' Meeting Clerk if requested to do so by:
  - (i) The members provided such request is signed by at least 120 members having the right to attend and vote at an Annual Members' Meeting;
  - (ii) Student Council provided such request has been approved by a majority vote of Student Council;
  - (iii) The Board of Trustees provided such a request has been approved by a majority vote of the Board of Trustees; or
  - (iv) The Executive Committee provided such a request has been approved by a majority vote of the Executive Committee.

#### **4.3 Notice of an Annual Members' Meeting**

- 4.3.1 At least 10 working days' notice of Annual Members' Meeting shall be provided to all members of the Union.

#### **5. Authority**

- 5.1 An Annual Members' Meeting shall conduct its business in accordance with the Articles of Association and the Bye-Laws.

#### **6. Duties**

- 6.1 The duties of an Annual Members meeting shall be to:
  - (i) Set the policy of the Union, and refer Policy to Referendum or to the members in a Company Law General Meeting, as they deem appropriate.
  - (ii) Receive the Trustees' Annual Report and Accounts for the previous academic year if by then approved and signed.
  - (iii) Require reports from Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.

- (iv) Approve a list of all the Union's affiliations including those of the societies, sports clubs and other recognised student groups to external bodies.

6.2 In addition to the above, an Annual Members Meeting may also:

- (i) Commend or censure, or no-confidence Trustees, Student Representatives and Part-time Officers.
- (ii) Mandate Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.

## 7. **Reporting Procedures**

7.1 Minutes of an Annual Members' Meeting will be made available online.

7.2 Policies passed in an Annual Members' Meeting will be published to all members.

7.3 Minutes of an Annual Members' Meeting will require the approval of the Chair to be passed as an accurate record.

## 8. **Clerking Arrangements**

8.1 The Chief Executive shall appoint the Annual Members' Meeting Clerk.

8.2 The Annual Members' Meeting Clerk shall provide administrative support to the Annual Members' Meeting and shall keep minutes of proceedings.

8.3 The Annual Members' Meeting Clerk shall undertake all duties and responsibilities assigned to them in the Bye-Laws.

## 9.0 **Agenda**

9.1 The order of business for an Annual Members Meeting shall be:

- (i) Chair's announcements
- (ii) Minutes from the last meeting
- (iii) The Trustees' Annual Report and Accounts for the previous academic year if by then approved and signed
- (iv) Reports from and questions to the Executive Committee
- (v) Reports from and questions to Student Representatives and Part-time Officers
- (vi) Motions and amendments
- (ii) Policy lapse

9.2 Agenda items must be submitted to the Student Council Clerk at least five working days before the meeting.

9.3 Amendments to motions can be submitted during the meeting.

9.4 Any member may submit agenda items and amendments.

9.5 The Agenda and papers will be prepared by the Annual Members' Meeting Clerk and published to all members.

9.6 Agenda items that could not have been put on the agenda at least five working days before the meeting may be added to the agenda at the Chair's discretion,

## 10 **Motions and Amendments**

### 10.1 **Motions**

10.1.1 Motions shall have a proposer and a seconder.

10.1.2 Any member may propose or second a motion.

10.1.3 Motions shall be debated and require the approval of a simple-majority of those members present at an Annual Members' Meeting to be carried and passed as policy.

### 10.2 **Amendments**

10.2.1 Any member may propose an amendment.

10.2.2 If an amendment is accepted by the proposer of the motion it shall be included in the motion.

10.2.3 If an amendment is not accepted by the proposer of the motion it shall be debated and require the approval of a simple-majority of members present to be carried and included in the motion.

10.2.4 If an amendment not accepted by the proposer of the motion is passed, the Chair shall make the proposer of the amendment the new proposer of the motion.

### 10.3 **General**

10.3.1 Motions of no-confidence shall be tabled in the same way as any other motion but shall require the support of at least four members.

10.3.2 A motion or amendment may be withdrawn by the proposer, but shall be open to the seconder or other member to propose, provided that it is done immediately after such withdrawal.

10.3.3 The Chair shall rule a motion or amendment out of order if it:

- (i) Is in contravention of the Articles of Association and the Bye-Laws.
- (ii) Is not within the duties of an Annual Members' Meeting.
- (iii) Is factually inaccurate, submitted without appropriate evidence or out of date.
- (iv) Has already been submitted that academic year and there has been no significant change in circumstances.
- (v) Seeks to commit the Trustees, the Student Representatives and Part-time Officers, the Directors of the subsidiary companies or the Union's resources to an illegal or unlawful act.
- (vi) Seeks to amend the Bye-Laws or the Articles of Association.

## 11. **Standing Orders**

### 11.1 **Debate**

11.1.1 The order of speeches for debate shall be:

- (i) A three minute speech for the proposal

- (ii) A three minute speech against the proposal
- (iii) An equal number of two minute speeches for and against the proposal
- (iv) A two minute summation for the proposal

11.1.2 Amendments shall be debated following the first speech for the motion it seeks to amend. After all amendments have been debated, debate on the motion shall resume with the first speech against the motion as amended.

11.1.3 At the chairs discretion, no item shall be discussed for more than thirty minutes. After thirty minutes there shall a summation followed immediately by a vote.

## 11.2 **Points of Order**

11.2.1 Outside of speeches and voting any member may raise a point of order by calling "point of order". The Chair shall immediately hear the point of order and rule on it.

11.2.2 Points of order, in order of precedence, shall be:

- (i) A call of quorum
- (ii) Challenge to the Chair's ruling
- (iii) Clarification
- (iv) Procedural motions

## 11.3 **Challenge to the Chair's Ruling**

11.3.1 A challenge to the Chair's ruling shall only be raised on the grounds that it contravenes the Articles of Association, the Bye Laws or policy.

11.3.2 While a challenge is made the Chair shall relinquish the role of Chair. The proposer of the challenge and the Chair shall have up to one minute to state their case. A challenge shall require the approval of a simple-majority of members present to be carried and overturn the Chair's ruling.

## 11.4 **Clarification**

11.4.1 Clarifications may be requested by members from speakers, but shall be taken at the Chair's discretion.

11.4.2 Clarifications shall only relate to matters raised by the speaker.

11.4.3 Requests for clarifications shall not express opinion on a proposal.

## 11.5 **Procedural Motions**

11.5.1 Procedural motions, in order of precedence, shall be:

- (i) Move to a vote
- (ii) A vote is taken in parts
- (iii) A vote is referred to referendum
- (iv) A vote be adjourned to a later meeting

- (v) A vote be referred to a sub-committee, forum or working group
- (vi) A vote is not taken
- (vii) The meeting is adjourned temporarily
- (viii) The meeting is adjourned

11.5.2 When a procedural motion is called the proposer of the procedural motion and an opposer shall have up to one minute to state their case. Further rounds of speeches may be granted. A procedural motion shall require the approval of a simple-majority of Student Council members to be carried.

## 12. **Voting**

12.1 Each member present shall have one vote.

12.3 If there are an equal number of votes both for and against the Chair shall exercise the casting vote. The Chair shall not otherwise vote even if they have temporarily stepped out of the Chair.

12.4 'Simple majority' shall mean at least half the votes cast plus one, excluding abstentions.

12.5 'Two-thirds majority' shall mean at least two-thirds of votes cast, excluding abstentions.

12.6 The Chair can choose to make it an anonymous vote if there are compelling reasons.

## 13 **Policy Lapse**

13.1 Policy passed at Student Council, in an Annual Members' Meeting, by Referendum or in a Company Law General Meeting more than two academic years earlier shall be presented to Student Council with a recommendation from the Executive Committee to retain or lapse.

13.2 Recommendations shall require the approval of a simple-majority of Student Council members to be carried.

13.3 A member may, at any time, bring policy that is considered to be out of date to the attention of Student Council and debated.