

Bye-Law 7

Student Council

1. **Constitution**

1.1 There shall be a Student Council as defined in the Articles of Association.

2. **Membership**

2.1 **Members**

2.1.1 The members of Student Council shall be:

- (i) All Student Representatives and Part-time Officers referred to in the Student Representatives and Part-time Officers Bye-Law.
- (ii) The Student Council Chair.
- (iii) All Executive Officers referred to in the Executive Officer Bye-Law.

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 An election for Student Council Deputy Chair shall be held as the first item of business at the first meeting of the academic year.

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

2.2.4 In the absence of the Student Council Chair and the Student Council Deputy Chair, Student Council members 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 fifty-per cent of Student Council members.

2.3.2 Remote attendance of Student Council members via conferencing arrangements shall count towards quorum when made available.

- 2.3.3 For a meeting to start there must be quorum within fifteen minutes of the time stated on the agenda.
- 2.3.4 If a meeting loses quorum and quorum and is not present within ten 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 Student Council 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 Student Council Chair and Student Council Clerk shall present a schedule of meetings and dates at the first meeting of the academic year and published to all members.
- 4.2 Additional meetings shall be convened on the written request of:
 - (i) The Board of Trustees
 - (ii) The Executive Committee
 - (iii) One-half of Student Council members plus one.

5. **Authority**

- 5.1 Student Council shall conduct its business in accordance with the Articles of Association and the Bye-Laws.
- 5.2 Student Council shall have the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

6. **Duties**

- 6.1 In accordance with the Articles of Association and the Bye-Laws the duties of Student Council shall be to:
 - (i) Request the Trustees call a Company Law General Meeting.
 - (ii) Ratify the appointment of External Trustees on the recommendation of the Appointments Committee.
 - (iii) Represent the views of students within the University, locally and nationally.
 - (iv) Set the policy of the Union, and refer Policy to Referendum or to the Members in a Company Law General Meeting or at an Annual Members' Meeting, as they deem appropriate.

- (v) Receive a quarterly report from the Trustees.
- (vi) Appoint associate members.
- (vii) Require reports from Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.

6.2 In addition to the above, Student Council may also:

- (i) Commend or censure, or no-confidence Trustees, Student Representatives and Part-time Officers.
- (ii) Jointly with the trustees make, repeal and amend the Bye-Laws.
- (iii) Appoint Associate Members.
- (iv) Mandate Executive Officers, Student Representatives and Part-time Officers on any matter except staffing and confidential issues.

7. **Reporting Procedures**

7.1 Minutes of Student Council Meetings will be circulated to all Student Council members and published to all members.

7.2 Policies passed in Student Council Meetings will be published to all members.

7.3 Minutes of Student Council meetings will require the approval of a simple majority of Student Council members to be carried and passed as an accurate record.

8. **Clerking Arrangements**

8.1 The Chief Executive shall appoint the Student Council Clerk.

8.2 The Student Council Clerk shall provide administrative support to Student Council and shall keep minutes of proceedings to include names of all persons present at each such meeting.

8.3 The Student Council Clerk shall be responsible for the reporting procedures for Student Council.

8.4 The Student Council Clerk shall undertake all duties and responsibilities assigned to them in the Bye-Laws.

9.0 **Agenda**

9.1 The order of business for Student Council shall be:

- (i) Membership and apologies
- (ii) Chair's announcements
- (iii) Elections and related business

Section A: Reports

- (iv) Approval of minutes from the last meeting

- (v) Minutes from committees
- (vi) Reports from the Trustees
- (vii) Reports from and questions to the Executive Committee
- (viii) Reports from and questions to Student Representatives and Part-time Officers
- (ix) Appointments of Trustees and Associate Members

Section B: Motions and Amendments

- (x) Amendments to the Bye-Laws
 - (xi) Motions and amendments proposed by Zone Committees, Sub-Committees and Campaign Groups.
 - (xii) Other Motions and amendments
 - (xiii) 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 and additional papers must be submitted to the Student Council Clerk at least three working days before the meeting.
- 9.4 Any member may submit agenda items, amendments and additional papers.
- 9.5 The Agenda and papers will be prepared by the Student Council Clerk, circulated to all Student Council members 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 Student Council members 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 Student Council members 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 **Amendments to the Bye-Laws**

10.3.1 Any member may propose an amendment to the Bye-Laws.

10.3.2 Amendments to the Bye-Laws shall be debated and require the approval of a simple majority of Student Council members to be carried.

10.4 **General**

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

10.4.2 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.

10.4.3 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 Student Council.
- (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 unless it is properly submitted as such according to section 10.3 of the Student Council Bye-Law.

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

11.2.2 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 Student Council members 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 a General Meeting
- (iv) A vote is referred to referendum
- (v) A vote be adjourned to a later meeting
- (vi) A vote be referred to a sub-committee, forum or working group
- (vii) A vote is not taken
- (viii) The meeting is adjourned temporarily
- (ix) 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 shall have one vote.

12.2 Student Council members shall exercise the right to vote in person or via conferencing arrangements, when made available, only.

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.

13 **Policy Lapse**

13.1 Policy passed 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.