



## **Schedule F - Standing Orders for the Regulation of Student Council Meetings**

For the regulation of meetings of the Technological University Dublin Students' Union

### **Guiding Principles**

- i. In the conduct of its business, all meetings of the Union will always operate to safeguard the standing of the Union among its members and other parties.
- ii. All members will be afforded the opportunity to fully contribute to meeting deliberations and where necessary, provide constructive challenge. At the same time, the Chair and members will guard against attempts by a member/s to exert excessive influence over decision making.
- iii. The Chairperson will foster a culture which supports openness and debate and facilitates effective contributions from students and others invited to participate in any part of any meeting.

### **1. Introduction.**

- 1.1 These Standing Orders are adopted to set out the approach that the Students' Union aspires to in planning for and conducting all its meetings. The spirit – and as far as is possible, the letter of these Standing Orders, will inform the procedures to be adopted before, during and after all meetings, except for meetings of the Student Council, which must comply with the totality of these Standing Orders.
- 1.2 These Standing Orders are also binding on the Executive except as otherwise set out in Appendix One, where some specific modifications are recognised, given the frequency of its meetings and the numbers of its members.
- 1.3 At its first meeting, the Student Council shall agree its schedule of meetings. Meetings shall not be postponed unless it is known in advance that any specific meeting will be inquorate and therefore will be unable to conduct any business. These schedules will be published online.

### **2. Notice of Meetings and Agenda**

- 2.1 The Chairperson, following consultation with the members, may require the convening of an additional unscheduled meeting.



- 2.2 An unscheduled/short notice meeting may, at any reasonable time, be convened by the Chairperson, or on request from at least 20% of those entitled to attend, provided there are 30% of members present. Such shorter notice will be valid only if ratified by at least 50% of those entitled to attend the meeting called at short notice. Where such a meeting is validly held the minutes of such a meeting are laid before the next scheduled Meeting.
- 2.3 All documentation to be circulated for meetings must be submitted to the Clerk no later than seven (7) working days in advance of the meeting.
- 2.4 At least five (5) working days before any meeting, every member entitled to attend shall be issued with an electronic copy of:
  - 2.4.1 A notice convening the meeting giving time and place,
  - 2.4.2 A draft Agenda (which shall only be issued with the prior agreement of the Chairperson)
  - 2.4.3 All reports and other documents referred to in, or to be read with the Agenda.
- 2.5 The notice for the meeting will be forwarded to every member entitled to attend. If there are any reports or other documents, copies of which cannot for good reason be circulated with the Agenda, these may, at the Chairperson's discretion, be tabled at the meeting and will subsequently be circulated in electronic form to all members. Verbal reports should not be accepted as normal practice especially at meetings of the Students Council and Executive.
- 2.6 Failure to receive notice of a meeting will not invalidate a meeting or any business transacted at that meeting, provided proof of its being sent is available.
- 2.7 Any matter or business not set out in the Agenda may be raised at the meeting and may be discussed or decided, provided the consent of the Chairperson is sought in advance of the meeting and if agreed by the majority of members present at the time of the adoption of the Agenda for the meeting.
- 2.8 The Clerk will normally make all necessary arrangements for meetings and will inform the Chairperson in advance of all such arrangements.
- 2.9 A majority of those present, provided that number constitutes a quorum, may adjourn any meeting to any other time or place.

### **3. Quorum**



- 3.1 Except where it is specifically set out in the Constitution the quorum for each type of meeting will be 25% plus one person of the total number of people entitled to attend that meeting.
- 3.2 Any council member can call for quorum, at which point a count of members present will be done. If the meeting is not quorate, no decision which will bind the Union can be made and the official meeting will be suspended.

#### **4. Proceedings at Meetings**

At a meeting:

- 4.1 The Chairperson shall, if present, be chairperson of the meeting.
- 4.2 If the Chairperson is not present, or the office of the Chairperson is vacant, a member previously chosen as Deputy Chairperson shall act as Chairperson. Where a Deputy has not been previously chosen the meeting shall elect a chairperson solely for the purpose of the specific meeting. Any power or duty assigned to the Chairperson under these Standing Orders in relation to the conduct of a meeting may be exercised by the person presiding at such meeting.
- 4.3 Where any member present at a meeting has a material interest in a matter for discussion they shall:
  - 4.3.1 Disclose such interest no later than under the standard item on the agenda, 'Declaration of Conflict(s) of Interest'.
  - 4.3.2 Neither influence nor seek to influence a decision to be made in relation to the matter
  - 4.3.3 Absent themselves from the meeting when the matter is being discussed.
  - 4.3.4 Take no part in relevant deliberations.
  - 4.3.5 Refrain from voting on any relevant matters.
  - 4.3.6 Not count for quorum purposes for that item only.
  - 4.3.7 Relevant disclosures shall be recorded in the minutes of the meeting(s) concerned.
- 4.4 The Chairperson of the Student Council shall ensure fair and orderly conduct of a meeting. They shall seek a speaker on each item who shall have a maximum three minutes to speak. Speakers taking an alternative position shall then alter with each other to debate any matter and this may be interspersed with questions seeking clarity



provided these are not contributions either for or against the position of the initial speaker on the item. The Chair may also facilitate contributions from members who are neither for nor against any item, but who wish to make a contribution.

- 4.5 Only members of the Student Council may speak at a meeting. Non-members may only speak with the express permission of a majority of the members present.

## **5. Order of Business**

- 5.1 The Order of Business at meetings will include:

5.1.1 To choose a person to chair the meeting if the Chairperson is absent

5.1.2 Adoption of the Agenda.

5.1.3 To approve as a correct record and sign the minutes of the last meeting and any short notice meeting which may have been held since the last scheduled meeting

5.1.4 Matters arising from the minutes not on the agenda for information only.

5.1.5 Motions and Policies, if any

5.1.6 Elections, if any

5.1.7 Discussion Items

5.1.8 Questions for Part-Time Officers

5.1.9 Reports from Full-Time Officers and others assigned tasks at previous meetings

5.1.10 Reports from appropriate other bodies within the Union, the University and any body to which the Union is affiliated/is a member

- 5.2 The above order of business may be varied by the Chairperson at their discretion.

- 5.3 At a short notice meeting of any meeting of the Union only business specified in the notice convening that meeting will be transacted at that meeting.

## **6. Decision making Processes**

- 6.1 Every motion, policy, amendment to a motion/policy must be in a written format and be proposed and seconded in writing to the Clerk. The motion or policy will be put forward once the proposer has concluded their opening speech. The proposer has the right to reply immediately before a vote is taken.



- 6.2 Councillors may not ask clarifying questions when a motion/policy is being proposed or debated except at the discretion of the Chairperson.
- 6.3 All questions for part-time officers or other communications including those prescribed by the Constitution, shall be submitted to the Clerk by 12 noon on the day of the scheduled meeting. The Chairperson may allow questions for part-time officers at the meeting at their absolute discretion. Emergency motions not on the Agenda will be accepted at the discretion of the Chairperson.
- 6.4 All 'matters arising' will remain on the agenda until completed to the satisfaction of the meeting.
- 6.5 Any matters not included when the agenda is circulated, which a member wishes to have on the agenda, must be submitted to the Chairperson prior to the meeting. The Chairperson will decide whether to include this in the agenda, at their sole discretion but in general it shall be disallowed unless the Chairperson believes it is a matter which cannot wait until the next scheduled meeting.
- 6.6 If an amendment is passed on a motion/policy/report that was itself passed in a previous meeting, the original motion/policy/report with the amendment will become the substantive motion/policy, and further amendments can be made.
- 6.7 Only one motion/policy or report, or any amendments to a motion/policy/report that was itself passed in a previous meeting, may be put before the meeting at any one time.
- 6.8 Each Full-Time or Postgraduate Officer must be available for questions on their written Officer Report. They can make verbal additions to their Report at the discretion of the Chairperson.
- 6.9 If at any time there is no discussion, the Chairperson may ask whether there is any discussion, opposition or amendment and if not, shall declare the matter to be approved.
- 6.10 Should disorder arise, the Chairperson at their discretion is entitled to adjourn the meeting and quit the chair. On doing so, the meeting shall be immediately adjourned. The Chairperson shall give their reason for doing so at the following meeting, where there shall be no discussion thereon.
- 6.11 No member shall use any offensive expression to any member of the meeting.
- 6.12 No member shall conduct themselves in a way that is against the maintenance of order. Any member who has been disruptive to the meeting will get a warning from the Chair, and this will be minuted. After the 2nd warning, the member will be suspended from the meeting with the approval of the majority of the members present.



- 6.13 The use of mobile phones, laptops and other electronic devices may be allowed where it is the view of the Chairperson that their use contributes to the proceedings.
- 6.14 There should be a break during every meeting, exercised at the discretion of the Chairperson, where the meeting runs over two hours.

## **7. Points of Order**

- 7.1 A Point of Order shall be related only to the conduct of the meeting and not the subject of the debate. Points of Order shall have priority over all other business except the acts of voting (unless they refer to the conduct of the vote) and they will not be discussed. Any member may raise a Point of Order, providing that they do so immediately and state that they rise on a 'Point of Order'.
- 7.2 A Point of Order is a matter raised during the debate of a motion or policy concerning the rules of procedure as set out in the Constitution these Standing Orders or other policy of the Union. A Point of Order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The Point is to be resolved before business continues. The Point of Order calls on the Chairperson to make a ruling. It is not allowed to use a Point of Order to ask a question of information or procedure. The Chairperson may rule on the Point of Order or submit it to the judgment of the meeting.

## **8. Points of Information and Clarification**

- 8.1. Points of Information may be raised in the same way as Points of Order, but only if allowed by the speaking member. They shall consist of relevant information offered to that member.
- 8.2 Points of Clarification may be raised in the same way as Points of Order. They shall consist of relevant questions that are neither for or against the presented issue.

## **9. Procedural Motions**

Procedural motions are used to assist the chair in moving debate along. Procedural motions empower members to take control of the debate and ensure it is moving in an appropriate direction. The procedural motions are:

- a. A motion that the question be now put forward
- b. A motion that the question not be put forward



- c. A motion that the question be amended (this may include the inclusion or deletion of text)
  - d. A motion to refer the matter to a specified later time, date, meeting, officer or committee
  - e. A challenge to the Chairperson's ruling
  - f. A motion of no confidence in the Chairperson for the remainder of the meeting
- 9.1. Procedural motions must have a seconder. They may not be proposed while any member is speaking on a Point of Order, Point of Information, Point of Clarification or during the act of voting.
- 9.2. The Chairperson may refuse to accept a procedural motion which is similar or related to the same subject which was defeated in the previous 15 minutes. The Chair may also decline or accept a Procedural Motion 9a or 9b, prior to two speakers speaking for and against.
- 9.3. Procedural motions 9(a-f) shall be voted on without discussion. The proposer may speak for 2 minutes followed by a speaker against for 2 minutes. It shall then go to a vote.
- 9.4. In the event of procedural motion 9a being passed the Chairperson shall allow the proposer of the original motion to summate before the vote.
- 9.5. Once a procedural motion 9c has been called, the Council shall firstly vote on whether to accept the amendment to the motion/policy as outlined by the proposer. If this is not passed, the motion/policy shall proceed in its original format.
- 9.6. In the event of a procedural motion 9e being called, the Chairperson shall have priority in speaking against the motion and shall leave the chair until a vote is taken. In proposing a 9e the proposer must state where the Chairperson's ruling has not followed points of order and procedure either within the Constitution or these Standing Orders.
- 9.7. For a procedural motion 9f to proceed, a motion must be put before the meeting and must receive the support of two thirds of those in attendance at that meeting. The Chairperson has priority speaking against the motion and will leave the chair until a vote is taken.
- 9.8. In the event of a procedural motion 9f being passed, the Deputy Chairperson shall preside over the remainder of the meeting.
- 9.9. No procedural motion shall be called whilst another procedural motion is being discussed unless a 9e or 9f is called.



## **10. Student Visitors and External Guests**

- 10.1. Students who are not members of the meeting are welcome to attend the Student Council meeting as visitors. On arrival they should identify themselves to the Chairperson. They will be invited to sit at the back of the room and must remain seated at all times. If they wish to speak on any matter before the meeting, they must inform the Chairperson before the meeting commences, so that an appropriate opportunity, at the Chairpersons discretion, can be found for them to do so or with the express permission of a majority of the members present.
- 10.2. Visitors cannot speak while a formal motion or policy is being put to the meeting, and at all other times should only contribute to the meeting, with the consent of the meeting by simple majority. A Student Councillor can opt to allow a visitor to speak for them during a motion or policy, if they receive the consent of Council by simple majority.
- 10.3. External guests may be invited by to attend meetings, or apply to present to the Council, through the Clerk at least seven (7) working days prior to the meeting. Their attendance will be decided on by the Chairperson with the approval of the meeting.

## **11. Suspension of Standing Orders**

- 11.1. These Standing Orders may be suspended when a motion to that effect is passed by a 2/3 majority of those in attendance at any meeting. Such motions will require a proposer and a seconder and shall state why Standing Orders should be suspended. The motion will be put to a vote without discussion. Such a motion may not be proposed during a Point of Order/Information or during the act of voting.
- 11.2. Only the business for which Standing Orders has been suspended, may be discussed during the suspension of Standing Orders.

## **12. Minutes of Meetings**

- 12.1. Minutes of all meetings will be kept by the Clerk and a draft will be circulated within seven (7) working days to each member who should raise any matters of clarification or accuracy within 7 days of having received the draft.
- 12.2. The minutes of each meeting shall be laid before the following meeting and as confirmed or amended, shall be authenticated by the signature of the Chairperson of that meeting.
- 12.3. The names of members present shall be recorded in the attendance list and a register shall be kept showing details of the meetings attended by members and a record of attendance shall be published on the Union's website after every meeting. Where a member has notified the Clerk, in writing, in advance of the meeting that they will not be present, the record shall show that the member sent apologies. Where no such





notification is received in advance of the meeting, the record shall show that the member was absent.

12.4. When minutes of proceedings have been adopted and confirmed by a subsequent meeting it will not be in order for any member to question their accuracy nor seek their amendment at subsequent meetings. Questions will only be permitted on matters arising out of the minutes.

12.5. The Clerk shall be responsible for the safe keeping of the minutes of meetings.

### **13. Attendance at Meetings**

13.1. If any member misses two meetings in a row, without sending apologies (or without due cause) it shall be accepted that they have vacated their membership in that meeting.

13.2. If a Student Councillor misses two meetings in a row, without sending apologies (or without due cause) they shall be expelled from Student Council.

### **14. Amendments to Standing Orders**

14.1. The Chairperson or any member may submit a proposal for any new Standing Order or alteration of any existing Standing Order which may seem to be required to ensure the more effective operating of a meeting. Such amendments will be considered in the manner of the amending of Schedules to the Constitution as set out in **Article 15**.

### **15. Continuance**

15.1. These Standing Orders shall remain in force until altered as set out in 14.1 above and the Clerk shall ensure that the altered version shall be on the Union website.

### **Appendix One: Exceptional Standing Orders relating to The Executive**

1. The Executive shall schedule meetings at least once a month, while being cognisant of the meetings of Council.
2. All documentation to be circulated for meetings must be submitted to the President no later than three (3) working days in advance of the meeting.
3. At least two (2) working days before any meeting, every member entitled to attend shall be issued, an electronic copy of:

A notice convening the meeting giving time and place

An Agenda (which shall only be issued with the prior agreement of the President)



All reports and other documents referred to in, or to be read with, the Agenda.

4. Minutes of all meetings will be kept by the President and a draft will be circulated within five (5) working days to each member who should raise any matters of clarification or accuracy within 5 days of having received the draft.
5. While it is desirable that members make every effort to attend an Executive meeting in person, where this is not possible, remote attendance via telephone/video link is acceptable for meetings, where it can provide reasonable levels of engagement between those physically present and the member at any remote location. Participation in any meeting via remote connection will be regarded as full attendance for all purposes.
6. It is critical that any member attending remotely can hear and speak to all members involved in the meeting. Should any issue arise in this regard, they should immediately indicate there is a problem. The Chairperson should specifically ask for agreement or otherwise of any remote participant on any decision being made at the meeting.
7. If a minimum of 3 of those present indicate their inability to fully hear the remote participant, the Chairperson shall hold a vote to ascertain if the remote participation should continue. Remote participation may be terminated by a simple majority of those attending, including those at any remote location, voting to terminate the link, cognisant of the effect such a vote may have on the ability of the meeting to continue with a quorum.
8. Order of Business

The Order of Business at meetings will include:

- Quorum
- To choose a person to chair the meeting if the Chairperson is absent
- Apologies
- Adoption of the Agenda
- To approve as a correct record and sign the minutes of the last meeting and any short notice meeting which may have been held since the last scheduled meeting
- Matters arising from the minutes not on the agenda for information only
- Correspondence
- Motions and Policies



- Nominations and Elections
  - Technological University
  - Campus Development
  - USI
  - Date of Next Meeting
9. The above order of business may be varied by the President at their discretion.
10. Every motion, policy, amendment to a motion/policy proposed by a member of the Executive must be seconded by the Executive before being put forward to the Student Council. Any member of the Executive seeking to be seconder on any motion or policy must inform the Executive in writing.
11. Any person who is not a member of the Executive seeking to attend a meeting must send the request in writing to the Chairperson. In the case of part-time officers, they have the right to speak on any matter before the meeting but may not vote on any motion or policy that is being put to the meeting.

External guests and staff of the Union may be invited by the Executive to attend meetings. They may speak on any matter before the meeting with the express permission of a majority of the members present.