

University of Canberra Students' Association Incorporated

Standing Orders

Last amended 3 April 2002

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1. Definitions

1.1 These regulations are the Standing Orders of the University of Canberra Students' Association Incorporated and are formed under section 30 of the Association's Constitution.

1.2 These Standing Orders shall be applicable to all meetings of the Association.

1.4 In these Standing Orders, unless the contrary intention appears:-

1.4.1 The definitions adopted in the SA Constitution will be accepted.

1.4.2 "the Chair" shall be the Presiding Officer as defined in 14.2 of the Constitution.

1.4.3 The Chair's ruling shall be subject to dissent.

1.4.4 An "eligible member" shall be a member present and entitled to vote at a meeting.

1.4.5 All majorities will be majorities of those members present and voting.

1.4.6 A majority shall be more than half of members present and voting.

1.4.7 In matters not covered by the Standing Orders or the Constitution, the Chair shall give a ruling.

2. Quorum and Time

2.1 Where there is a quorum as defined in 14.5 of the Constitution, a meeting shall commence promptly at the time set out on the notice paper.

2.2 A meeting shall terminate not later than two (2) hours from the advertised commencement time, except where an extension or extensions are agreed to by the meeting.

2.3 Any member may move an extension of time, provided that such extension does not

exceed one half-hour.

2.4 In the case of further extensions the proposal shall be determined by a two-thirds majority of the votes cast by those present and voting.

2.5 Not more than thirty (30) minutes shall be allowed for the discussion of any subject; and when such time has expired, unless extended by the consent of the meeting, the motion shall then be put.

3. Notice of Business

3.1 Subject to the provisions of the Constitution, any member of the Association may submit in writing a notice of business to the General Secretary for inclusion in the agenda for the next meeting.

3.2 Any notice of business must include a proposed motion intended to be voted on by the meeting, unless it is for information only.

3.4 The Chair may rule that a notice of business is not for information only, and therefore must include a proposed motion. Each proposed motion must have a proposer. A seconder is not necessary for the business to be included on the agenda.

3.5 The Chair may submit a notice of business, and may propose a motion.

4. Agenda and Subject Matter

4.1 The order of discussion of notices of business to be published as an agenda shall be at the sole discretion of the Chair.

4.2 All matters to be considered by the meeting shall be submitted to the Secretary not later than 48 hours prior to the commencement of the meeting.

4.3 An agenda and motions on notice for the next meeting shall be published and available to all members of the Students' Association and the Association Committee at least twelve hours before the scheduled commencement of that meeting.

4.4 No business other than that appearing on the agenda shall be dealt with at a meeting except after all other items appearing on the agenda have been dealt with, or by leave of the meeting.

4.5 The agenda shall be gone through in the order in which it is set out, unless otherwise determined by the meeting.

5. Speaking Rights

5.1 Unless otherwise resolved by the meeting, each member shall have the right to speak:-

5.1.1 Once on any motion before the Chair;

5.1.2 Once on any amendment;

5.1.3 In reply, if the proposer of a motion.

5.2 No further discussion or amendment shall be allowed after the proposer has replied.

5.3 Any member seconding a motion without speaking to it may subsequently speak to it where not otherwise precluded from doing so by these Rules.

5.4 A member desiring to speak shall rise and address the Chair. If two or more members desire to address the Chair at the same time, the Chair shall call upon the member who, in the Chair's opinion, was the first to rise.

5.5 No member shall be interrupted by another while speaking except to raise a point of

order or to move that the speaker be no longer heard.

5.6 At the discretion of the Chair, any member may at any time make a personal explanation although there may be no question before the Chair, or, if the member has already spoken to a motion before the Chair, to make explanation in regard to some material part of his speech which has been misquoted, but such case the member shall not introduce any new matter or interrupt any member addressing the Chair, or speak for more than three (3) minutes.

5.7 During a debate on a motion, any member may direct a question through the Chair to a previous speaker on the motion, at the discretion of the Chair, in order that some ambiguity or obscurity in the member's speech may be elucidated, to which question such previous speaker may make a personal explanation, as provided for in Rule 5.6.

5.8 The proposer of a motion shall be allowed five (5) minutes to introduce the motion, and four (4) minutes to reply to the debate. Other speakers shall be limited to four (4) minutes. The meeting may by resolution extend the time during which any speaker may be allowed to continue.

5.9 GAG MOTION : A member may at any time move 'that the motion now be put' and this gag motion shall be submitted by the Chair to the vote without discussion, and if affirmed, the Chair shall put the question under discussion to the vote without further debate except that the mover of the motion may exercise right of reply. (see 5.12).

5.10 The Chair need not accept the gag motion.

5.11 A member may at any time move 'that the speaker be no longer heard' and it shall be submitted by the Chair to the vote without discussion and such motion shall lapse at the completion of the debate of the particular motion, or at such time as the meeting resolves. (see 5.12).

5.12 A two-thirds majority is required to pass motions under Rules 5.9 and 5.11.

5.13 Any member may move to amend a motion before the Chair. No amendment shall be accepted by the Chair which shall be a direct negation of the motion, or which is not relevant to the substance of such motion.

6. Motions and Amendments

6.1 All motions or amendments:-

6.1.1 shall be duly proposed, and must be seconded, before voting can take place;

6.1.2 may be amended or withdrawn by the proposer with the consent of the seconder;

6.1.3 may be withdrawn by the mover without the consent of the seconder, but the seconder has primary option to move the motion again.

6.2 Motions only may be adjourned.

6.3 If required by the Chair, the proposer of a motion or amendment shall submit it in writing.

6.4 A motion or amendment shall lapse if its mover is not present or if it is not seconded after it has been introduced, provided that a motion may be adjourned if it would otherwise lapse, with the consent of the meeting.

6.5 Any motion or amendment lapsing and its reason for lapsing shall be recorded in the minutes.

6.5.1 A motion or amendment may be foreshadowed at any time.

6.5.2 A foreshadowed motion or amendment shall be considered when the previous

motion or amendment has been decided.

6.5.3 Discussion to a motion or amendment may be carried on in the light of a foreshadowed motion or amendment.

6.6 When an amendment is before the Chair, no further amendments shall be placed before the meeting, until such first amendment has been disposed of.

6.7 No motion passed by any meeting may be amended or rescinded at that meeting, save purely procedural motions.

6.8 No motion passed by any previous Committee meeting may be amended or rescinded, unless passed by a two-thirds majority present and voting at a Committee meeting.

6.9 No motion passed by any previous general meeting may be rescinded, unless passed by a two-thirds majority present and voting at a general meeting.

7. Points of Order

7.1 Any member during a debate may raise a point of order, whereupon the speaker called to order shall sit down. The member rising to order shall state concisely within two (2) minutes the point of order. When the Chair gives a ruling on the point of order, the person speaking when the point was raised shall continue speaking.

7.1.1 A point of order may be raised with regard to any irregularity in the proceedings.

8. Voting

8.1 In submitting the motion before the Chair to the meeting, the Chair shall read the motion. On putting the motion the Chair shall re-read the motion with amendments if any. No member shall speak on any motion after the same has been put by the Chair.

8.2 A motion shall be decided on the votes. The Chair shall declare the motion carried or lost, and, in the absence of a demand for a show of hands, the Chair's declaration shall be recorded in the minutes.

8.3 If any eligible member requests a formal count, the Chair shall call for a show of hands for and against the result of the further vote and the Chair's declaration shall be final and conclusive unless subject to dissent and shall be recorded in the minutes.

8.4 If not less than five, or in the case of Executive meetings two, eligible members request that a count of the votes for and against any resolution be recorded in the minutes such count shall be so recorded.

8.5 If not less than five, or in the case of Executive meetings two, eligible members call for a secret ballot, the Chair shall count the votes which will be open to scrutiny and shall declare the result, which shall be final and conclusive unless subject to dissent and shall be recorded in the minutes.

8.6 At the direction of the meeting, or at the discretion of the Chair, the Chair shall appoint a Returning Officer to count the show of hands or secret ballot.

8.7 A member may have recorded in the minutes the fact that they voted for or against or abstained from voting on a motion.

9. Rights of the Chair

9.1 When the Chair rises during a debate, any member standing shall be seated, and the

Chair shall be heard without interruption.

9.2 The Chair may direct any member to leave the meeting or to remain silent until specifically called upon to speak.

9.3 The Chair may move that the motion now be put. If affirmed by the meeting, the motion shall proceed immediately to the vote.

9.4 The Chair shall have a deliberative and a casting vote, except in motions of dissent from the Chair, when the Chair will have a deliberative vote only.

10. Dissent from the Chair

10.1 In the event of a motion being moved dissenting from the ruling of the Chair, the Chair shall vacate the Chair after appointing a successor subject to Rule 11.2 then the member dissenting may state concisely within two (2) minutes the reasons for dissent and the Chair may then state concisely within two (2) minutes the reasons for their ruling. The motion of dissent shall then be put immediately. If carried the Chair must resume the Chair and reverse the original ruling. If lost the Chair must resume the Chair and continue the meeting.

11. Vacation of the Chair

11.1 The Chair must vacate the Chair to participate in the debate on any particular subject, except to introduce a motion for no more than (2) minutes.

11.2 In the event of the Chair vacating the Chair, the Chair may nominate a successor subject to the approval of the meeting. If the meeting does not approve, a successor shall be elected by the meeting.

11.3 The Chair may close the meeting at any time. Such closure shall be subject to dissent, except where such closure is pursuant to Rule 2.2.

12. Adjournment

12.1 If at any time the Chair considers the meeting has become disorderly, the Chair may adjourn the meeting for such periods no less than five (5) minutes nor exceeding half an hour as the Chair thinks fit, and such adjournment shall not be subject to dissent.

12.2 Any member may at any time move the adjournment of the meeting. Such motion shall thereupon supersede business before the Chair, and shall immediately be put to the meeting. The requisite majority for approving such adjournment shall be two-thirds of the votes cast by those present. If it be carried, the meeting shall stand adjourned, after time and place have been decided. If the motion be lost, the meeting shall continue with the business before the Chair at the time when the motion for adjournment was proposed.

13. Leaving the Meeting

13.1 No member may leave the meeting once it has commenced without first seeking leave of the Chair.

13.2 Any member who is not present for all the debate on any particular motion must abstain from voting on that motion.

14. Suspension of Standing Orders

14.1 No motion to suspend Standing Orders or any Rule of Standing Orders shall be

moved unless as a matter of urgency. The member proposing to move that as a matter of urgency such a motion be forthwith put by the Chair, and unless carried by a two-thirds majority of the votes cast by those present, no motion for the suspension shall be moved. Standing Orders shall only be suspended for a period decided by the Chair provided that this period shall not exceed one half hour.

15. Flying Minutes

15.1 Decisions may be made without resolution at a general meeting or Committee meeting by;

15.1.1 a subcommittee, exercising a power properly delegated to that sub-committee in accordance with the Constitution;

15.1.2 the Executive, subject to the powers provided for in the Constitution or delegated by the Committee;

15.1.3 by Flying Minute, subject to section 15.2 of these Standing Orders;

15.1.4 by such other means as Committee may, from time to time determine.

15.2 Flying Minutes: Flying Minutes must be approved by a meeting of the Committee or of the Executive and must:

15.2.1 be duly proposed and must be seconded before voting can take place;

15.2.2 clearly state the resolution, as approved according to 15.2; and

15.2.3 include a minimum of one paragraph of background information regarding the motion.

15.3 Flying minutes require a two-thirds majority of the current members of Committee to sign in the affirmative to be passed.

15.4 It shall be the responsibility of the mover of the resolution to notify members of Committee of the Flying Minute.

15.4 There shall be one copy only of a Flying Minute, which shall be kept in the Students' Association's registered office, by the General Secretary, for a period of not less than three and not longer than ten academic days.

15.4.1 If after ten academic days the Flying Minute has not gained the required majority, then the resolution shall be lost.

16. First Meeting of New Committee Members

16.1 The first meeting of the Students' Association Committee following the Annual General Meeting shall be held on the Bruce campus of the University after the induction course (as defined in s3.3 of the Association's Staff Regulations) has been completed at a time that the majority of Committee members are available to attend.

17. Copies of Standing Orders

17.1 Copies of these Standing Orders shall be shall available on demand from the Public Officer of the Association.