

Meetings Guidelines

General Guidelines

These guidelines shall apply to all meetings, except where specified otherwise in this Appendix.

GEN1. Who may speak at meetings?

GEN 1.1. Only the members of the meeting (as defined in Appendix 1) may speak. Any individuals who are not members may only speak with the permission of the meeting.

GEN2. Who may vote at meetings?

GEN 2.1. Only the elected members of the meeting (as defined in Appendix 1) may vote.

GEN3. How many people need to be there?

GEN 3.1. The quorum for meetings is half the filled voting posts plus one, the meeting cannot make decisions on any matter until this figure is reached, although discussion may take place.

GEN4. Who runs the meeting?

GEN 4.1. The Chair shall be responsible for the agenda

GEN 4.2. Vice President (Communications) shall be responsible for co-ordinating the publication and distribution of all the details of the next meeting.

GEN 4.3. The Chair is responsible for ensuring that the meetings run smoothly and in accordance with the **Chairing Guidelines**.

GEN 4.4. The Chair is responsible for informing all members of the procedures required for submitting items and calling an Emergency Meeting.

Referendum

R1 Polling students on their opinions

R1.1 The Returning Officer shall be responsible for organising a Referendum when instructed:

R1.1.1 by a decision of Annual General Meeting or Union Council, taken by two-thirds of those present

R1.1.2 on receipt of a petition of 100 full members of the Union

R1.1.3 or in the case of a question of continued affiliations to any particular organisation by a petition of 5% or more of full members of the Union.

R2 Calling a Referendum

R2.1 The Returning Officer will be responsible for the good conduct and co-ordination of the administration of the Referendum.

R2.2 The Returning Officer will publicise that a referendum has been called for and details of the reason why within eight (8) working days of receipt of notice

R2.3 The Referendum shall be arranged in accordance with the following timetable (of working days prior to voting)

15 days: Publish the proposal and date(s) for the referendum, seeking any alternative proposals within 3 days

12 days: Cease accepting alternative proposals

10 days: Publish the proposal, with any alternative proposals, and the arrangements for meeting(s) required to debate it. See R3.1.

7 days: The question and campaign material need to be finalised for publication.

5 days: Publish the question and campaign material

R2.4 Any alternative proposal shall be directly related to the original proposal

R3 General Arrangements

R3.1 Prior to the Referendum it shall be the responsibility of the Returning Officer to organise at least one meeting, open to all ordinary Members, to debate the proposal and define the question to the letter.

R3.2 The open meeting shall nominate 2 agents who will be responsible for running the "Yes" vote campaign and the "No" vote campaign.

R3.3 If there is not an agent for both campaigns, then the Returning Officer may refer the issue back to Union Council for decision.

R3.4 Each agent shall be given a publicity allowance paid for by the Union of:

Free allowance £10

Additional expenditure £5

R3.5 Election rules will apply.

R4 Voting

R4.1 All ordinary members shall be eligible to vote.

R4.2 The Returning Officer in conjunction with the Publicity team shall publicise the times and location of voting stations.

R4.3 The Returning Officer in conjunction with the Publicity team shall advertise arrangements for postal votes.

R5 Results

R5.1 The Returning Officer shall be responsible for declaring the result of the referendum once they are satisfied that the Referendum has been conducted properly.

R5.2 A minimum of 5% of Full Members shall be required to cast votes in the Referendum for the decision to be binding.

R5.3 The result of a Referendum will take precedence over any existing policy on the same issue. The issue may not be reopened in any democratic forum of the Union for a period of not less than twelve (12) months.

Annual General Meeting

AGM1. What does it do?

AGM2. How often does it meet?

AGM3. Who may attend?

AGM4. Who does it report to?

See Appendix 1.

AGM5. Who may speak at an AGM?

AGM 5.1. Any ordinary member of the University of Bath Students' Union may speak at an Annual General Meeting. Any individuals who are not ordinary members may only speak with the permission of the meeting.

AGM6. Who may vote at an AGM?

AGM 6.1. Only ordinary members who are present at the meeting may vote.

AGM 6.2. The Chair may not vote unless the vote is tied, in which case they have the casting vote.

AGM7. How many people need to be there?

AGM 7.1. The quorum for Annual General Meeting is 100 ordinary members. The meeting cannot make decisions on any matter until this figure has been reached, although discussion may take place.

AGM8. Who runs the meeting?

AGM 8.1. The SU President shall be responsible for the agenda

AGM 8.2. The Vice President (Communications) shall be responsible for co-ordinating the publication and distribution of all the details of AGM at least 5 days before the meeting.

AGM 8.3. The Chair of Council shall chair the meeting and shall be responsible for ensuring that the meeting runs smoothly and in accordance with the **Chairing Guidelines**.

AGM9. What is talked about at the Annual General Meeting?

AGM 9.1. The agenda shall be taken in the following order:

- 1) Register of attendance
- 2) Apologies for absence
- 3) Notification of Any Other Urgent Business
- 4) Reading, correction and acceptance of the minutes
- 5) Matters arising
- 6) Questions to Officers
- 7) BUSU Annual Report consisting of:
 - a) Summary Report
 - b) Incoming Executive Team
 - c) Officer reports
 - d) Accounts
 - e) Budgets
 - f) Affiliations

- g) Council decisions
- 8) Amendments to Constitution
- 9) Any Other Urgent Business

AGM10. How to get things done

- AGM 10.1. The Vice President (Communications) shall ensure that the date and venue for the AGM shall be made freely available at least 15 working days in advance of the meeting.
- AGM 10.2. The agenda shall be circulated at least 5 working days in advance of the meeting
- AGM 10.3. Notice of the following items shall be made to the Chair at least 2 working days in advance of the meeting:
- AGM 10.3.10. Corrections to the minutes
 - AGM 10.3.11. Matters arising from the minutes
 - AGM 10.3.12. Queries about decisions made by Union Council
 - AGM 10.3.13. Queries about the accounts or budgets
 - AGM 10.3.14. Any other Urgent Business
- AGM 10.4. The above items for discussion require the signature of at least two ordinary members of BUSU (except for Corrections to the minutes and Matters arising from the minutes)

AGM11. How to call an Emergency General Meeting

- AGM 11.1. An Emergency General Meeting to discuss a particular decision of Union Council may be called by:
- AGM 11.1.10. A simple majority of Union Council
 - AGM 11.1.11. A petition signed by 100 ordinary members of BUSU submitted to the SU President
- AGM 11.2. The SU President shall make arrangements for the Emergency General Meeting to be held within 10 working days of receipt of notice.

Union Council

UC1. What does it do?

UC2. How often does it meet?

UC3. Who may attend?

UC4. Who does it report to?

See Appendix 1

UC5. Who may speak at Union Council?

UC 5.1. Only the members of Union Council (as defined in Appendix 1) may speak at Union Council. Any individuals who are not councillors may only speak with the permission of the meeting.

UC6. Who may vote at Union Council?

UC 6.1. Only elected councillors who are present at the meeting may vote at Union Council.

UC 6.2. The Chair of Council may not vote unless the vote is tied, in which case, the Chair has the deciding vote.

UC7. How many people need to be there?

UC 7.1. The quorum for Union Council is half the filled voting posts plus one (i.e. 20 people if all posts filled), the meeting cannot make decisions on any matter until this figure is reached, although discussion may take place.

UC8. Who runs the meeting?

UC 8.1. The SU President shall be responsible for the agenda

UC 8.2. Vice President (Communications) shall be responsible for co-ordinating the publication and distribution of all the details of Union Council at least 5 days before each meeting.

UC 8.3. At the first Union Council of the academic year, a Chair of Council shall be elected from the membership of Union Council for a period of one year

UC 8.4. A Sabbatical Officer may not stand for election as Chair of Council

UC 8.5. The Chair of Council shall chair Union Council and Annual General Meeting and is responsible for ensuring that the meetings run smoothly and in accordance with the **Charing Guidelines**.

UC9. What is talked about at Union Council?

UC 9.1. The agenda shall be taken in the following order:

- 1) Register of attendance
- 2) Apologies for absence
- 3) Notification of Any Other Urgent Business
- 4) Correction and acceptance of the minutes of the previous meeting
- 5) Matters arising from the previous meeting
- 6) Questions to Officers
- 7) Part 1 business – items for discussion, including reports from Executive (a chance for people to gauge Union Council's thoughts on a particular subject and discuss Sabbaticals' work)

- 8) Part 2 business – items for approval, rejection or referral back (policy proposals, mandates, i.e. things to vote on. Usually items here should have been brought up on Part 1 business of previous meeting).
Included in this section are:
- Approval of Strategic Plan (or revisions)
 - Reports from Working Parties
 - Amendments to Constitutional Appendices
 - Elections to Committees/Conferences (only for first meeting)
 - SU Elections Committee x 7
 - SU Finance & Commercial Services Committee x 3
 - Council/Senate/Students' Union x 3
 - Union Disciplinary Panel x 6
 - SESC (Student Experience & Strategy Committee) x 1
 - University Disciplinary Panel x 3
 - University Arts Committee x 1
 - NUS South West Regional Conference x 3
- 9) Part 3 business – items for noting (usually minutes of meetings etc, only given for information. If you wish to discuss anything in this part of the agenda you must email the SU president or Union Chair 24 hours before the meeting.
- 10) Any Other Urgent Business

UC10. How to get things done

- UC 10.1. The Vice President (Communications) shall ensure that the date and venue for the next Union Council shall be made freely available at least 15 working days in advance of the meeting.
- UC 10.2. All items for discussion or decision (hereinafter to be called debates) must be submitted to the SU President eight (8) working days before the meeting
- UC 10.3. The agenda shall be circulated at least 5 working days in advance of the meeting
- UC 10.4. Notice of the following items shall be made in writing to the Chair at least 24 hours in advance of the meeting:
- UC 10.4.1.* Corrections to the minutes
 - UC 10.4.2.* Matters arising from the minutes
 - UC 10.4.3.* Queries about decisions made by Union Executive
 - UC 10.4.4.* Queries about the Strategic Plan (or revisions)
 - UC 10.4.5.* Queries about reports from Working Parties
 - UC 10.4.6.* Amendments to debates
 - UC 10.4.7.* Any other Urgent Business
- UC 10.5. The above items for discussion require the signature of at least two ordinary members of BUSU (except Corrections to the minutes and Matters arising from the minutes)

UC11. How to call an Emergency Union Council

- UC 11.1. An Emergency Union Council to discuss a particular urgent issue may be called by:

- UC 11.1.1.* A petition signed by 50 ordinary members of BUSU submitted to the SU President
- UC 11.2. The SU President shall make arrangements for the Emergency Union Council to be held within 10 working days of receipt of notice.

Union Executive

EX1. What does it do?

EX2. How often does it meet?

EX3. Who may attend?

EX4. Who does it report to?

See Appendix 1

EX5. Who may speak at Union Executive?

EX 5.1. Only the members of Union Executive (as defined in Appendix 1) may speak at Union Executive. Any individuals who are not members may only speak with the permission of the meeting.

EX6. Who may vote at Union Executive?

EX 6.1. Only the Sabbatical Officers who are present at the meeting may vote at Union Executive.

EX7. How many people need to be there?

EX 7.1. The quorum for Union Executive is half the filled voting posts plus one (i.e. 3 people if all posts filled), the meeting cannot make decisions on any matter until this figure is reached, although discussion may take place.

EX8. Who runs the meeting?

EX 8.1. The SU President shall be responsible for the agenda

EX 8.2. Vice President (Communications) shall be responsible for co-ordinating the publication and distribution of all the details of Union Executive at least 2 working days before each meeting.

EX 8.3. The Union Executive shall elect a Chair from its members and rotate this Chair on a regular basis

EX 8.4. The Chair is responsible for ensuring that the meetings run smoothly and in accordance with the **Chairing Guidelines**.

EX9. What is talked about at Union Executive

EX 9.1. The agenda shall be taken in the following order:

- 1) Register of attendance
- 2) Apologies for absence
- 3) Notification of Any Other Urgent Business
- 4) Correction and acceptance of the minutes of the previous meeting
- 5) Matters arising from the previous meeting
- 6) Questions to Officers
- 7) Reports from:

- a) Trading Services
- b) Student Activity Executives
- c) Steering Groups
- d) Finance Committee
- e) Elections Committee (for information only)
- f) University Committees
- 8) Strategic planning issues
- 9) Items for discussion
- 10) Any Other Urgent Business

EX10. How to get things done

EX 10.1. The Vice President (Communications) shall ensure that the date and venue for the next Union Executive shall be made freely available at least 5 working days in advance of the meeting.

EX 10.2. All items for discussion or decision must be submitted to the SU President two (2) working days before the meeting

EX 10.3. The agenda shall be circulated at least 1 working day in advance of the meeting

EX 10.4. Notice of Any other Urgent Business shall be made in writing to the Chair at least 24 hours in advance of the meeting.

EX11. How to call an Emergency Executive

EX 11.1. An Emergency Executive Committee Meeting to discuss a specific urgent issue may be called by four members of the Executive Committee writing to the SU President.

Working Groups

WG1. What do they do?

WG2. How often do they meet?

WG3. Who may attend?

WG4. Who do they report to?

See Appendix 1

WG5. Who may speak at a Working Group?

WG 5.1. Working Groups define their own membership and decide who may speak

WG6. Who may vote at a Working Group?

WG 6.1. Working Groups are informal discussion groups and formal votes are generally not required. However, if a vote is required, the Working Groups shall decide who may vote, acting in the interest of fairness

WG7. How many people need to be there?

WG 7.1. The informal nature of Working Groups means that there is no quoracy, the group will decide what is appropriate.

WG8. Who runs the meeting?

WG 8.1. Union Council shall nominate a suitable Chair for each Working Group. Chairs do not necessarily have to be Union Council members.

WG 8.2. The Vice President (Communication) shall be responsible for publicising the existence of such groups and details of how to become a member.

WG 8.3. The Chair is responsible for ensuring that the meetings run smoothly and in accordance with the **Chairing Guidelines**.

WG9. What is talked about at a Working Group?

WG 9.1. Union Council will define the terms of reference for these Working Groups including a timetable when they should report back by.

WG 9.2. Working Groups shall conclude by making a set of recommendations to Union Council for approval, referral or rejection.

WG10. How to get things done

WG 10.1. The Working Group Chair shall decide procedures for the Working Group.

Action Groups

AC1. What do they do?

AC2. How often do they meet?

AC3. Who may attend?

AC4. Who do they report to?

See Appendix 1

AC5. Who may speak at an Action Group meeting?

AC 5.1. Action Groups define their own membership and decide who may speak

AC6. Who may vote at an Action Group meeting?

AC 6.1. Action Groups are informal discussion groups and formal votes are generally not required. However, if a vote is required, the Working Groups shall decide who may vote, acting in the interest of fairness

AC7. How many people need to be there?

AC 7.1. The informal nature of Working Groups means that there is no quoracy, the group will decide what is appropriate.

AC8. Who runs the meeting?

AC 8.1. Each Action Group will elect a Chair at the first meeting.

AC 8.2. The Chair is responsible for ensuring that the meetings run smoothly and in accordance with the **Chairing Guidelines**.

AC 8.3. The Vice President (Communication) shall be responsible for publicising the existence of such groups and details of how to become a member.

AC 8.4. The Vice President (Communication) shall be responsible for ensuring that all the Union's support groups are informed of the existence of these Action Groups and clearly invited to join.

AC9. What is normally talked about at an Action Group meeting?

AC 9.1. The Chair shall be responsible for the agenda of Action Group meetings

AC10. How to get things done

AC 10.1. The Chair shall be responsible for the agenda of Action Group meetings

Steering Groups

SG1. What do they do?

SG2. How often do they meet?

SG3. Who may attend?

SG4. Who do they report to?

See Appendix 1

SG5. Who may speak at a Steering Group meeting?

SG 5.1. Steering Groups define their own membership and decide who may speak

SG6. Who may vote at a Steering Group meeting?

SG 6.1. Steering Groups are informal operational groups and formal votes are generally not required. However, if a vote is required, the Steering Groups shall decide who may vote, acting in the interest of fairness

SG7. How many people need to be there?

SG 7.1. The nature of Steering Groups means that there is no quoracy, the group will decide what is appropriate.

SG8. Who runs the meeting?

SG 8.1. Union Executive shall nominate a suitable Chair for each Steering Group.

SG 8.2. The Chair is responsible for ensuring that the meetings run smoothly and in accordance with the **Chairing Guidelines**.

SG9. What is normally talked about at an Steering Group meeting?

SG 9.1. The Chair shall be responsible for the agenda of Steering Group meetings

Debating Guidelines

DE1 Order of speeches

DE1.1 The order of debate shall be:

- A speech proposing the main motion
- Any amendments
- A speech against the entire substantive (the amended main motion)
- A speech summing the motion
- Vote on the entire substantive

DE1.2 When an amendment has been submitted, there shall be the following order of speeches:

- A speech proposing the amendment
- A speech against the amendment
- A speech summing the amendment
- Vote on the amendment

DE2 Speeches

DE2.1 Speakers shall be entitled to speak for 1 minute per speech, after which time the chair shall call time

DE2.2 There will be an even number of speeches for and against all motions and amendments. There shall be no more than one speech for and one speech against a procedural motion.

DE2.3 Any speakers have the right to waive any speech

DE2.4 The summation speech shall contain no new information

DE2.5 All proposing and summation speeches shall be the property of the proposer of the motion or amendment in question

DE3 Points of Order

DE3.1 A point of order may be raised at any time, except as specified below. Points of order take precedence over any other business

DE3.2 A point of order may not be raised during a speech or during a vote (unless it relates directly to the conduct of that vote)

DE3.3 Points of order will be voted on immediately, without debate and will be passed with a simple majority

DE3.4 The following points of order may be called - in order of priority:

- DE3.4a Request for quorum count*
- DE3.4b Request for ruling from chair*
- DE3.4c Request for counted vote*
- DE3.4d Request for recount*
- DE3.4e Other point of order*

DE4 Procedural Motions

DE4.1 A procedural motion may be raised at any time, except as specified below

DE4.2 A procedural motion may not be raised during a speech or during a vote (unless it relates directly to the conduct of that vote)

DE4.3 When a procedural motion is called, there shall be the following order of speeches:

- A speech proposing the procedural motion
- A speech against the procedural motion
- Vote on the procedural motion

DE4.4 There shall be no more than one speech for and one speech against a procedural motion

DE4.5 A procedural motion may be passed by a simple majority

DE4.6 The following procedural motions may be called – in order of priority:

- DE4.6a No confidence in chair*
- DE4.6b To overturn the chair's ruling*
- DE4.6c To vote by secret ballot*
- DE4.6d To adjourn or close the meeting*
- DE4.6e Question now be put*
- DE4.6f Question not be put*
- DE4.6g Question be adjourned*
- DE4.6h Question to be referred to another body or person*
- DE4.6i Speaking rights*
- DE4.6j Debate motion or amendment by parts*

DE4.7 Procedural motion DE3.6j (debate motion or amendment by parts) can only be called before the summation speech of the motion of amendment in question

DE5 Debating by parts

DE5.1 When procedural motion DE3.6j (debate motion or amendment by parts) is called, there shall be the following order of events:

- The proposer will explain to the chair which parts are to be debated separately
- The chair will give notice of the parts
- A speech to remove the parts by the proposer
- A speech to keep the parts
- Vote on the parts

DE5.2 If parts of a motion are removed, they shall be deleted from the motion. If parts of a motion are retained, they shall become BUSU policy.

DE5.3 If parts of an amendment are removed, they shall be deleted from the amendment. If parts of an amendment are retained they shall move directly to the substantive.

DE6 General Rules

DE6.1 Points of information may be raised by any member at any time, providing that the speaker occupying the floor signifies their intention to give way

DE6.2 Debates shall require a simple majority to be passed except where otherwise specified in the Constitution

DE6.3 In the event any situation arising that is not covered by meeting rules, then the Chair shall rule on the procedure to be adopted. Such a ruling shall be subject to any challenge under procedural motion 4.6b

Chairing Guidelines

The core functions of the Chair of any meeting are:

- to ensure the smooth running of the meeting.
- to ensure that the meetings are run to order and in accordance with the Equal Opportunities policy.
- to liaise with other Chairs within the Union, sharing advice and information about effective chairing skills.

Specific Duties:

- to ensure that ALL Union policies are adhered to during meetings.
- to liaise with the Vice President (Communication) with respect to the democratic running of the SU and its constitution.
- to determine the order of agenda items.
- to receive (Any Other Urgent Business) AOUBs and determine their relevance and urgency.
- to take an attendance register and submit it to the minute secretary for inclusion in the minutes.
- to ensure that all persons present at the relevant meetings are communicated the processes and provided the necessary clarification of any information presented during meetings if deemed appropriate.
- to make the casting vote on such an occasion when the vote is tied (abstention is allowed).
- to follow up the action points brought to meetings.
- to liaise with Union Officers and staff in order to maintain understanding of Union matters.