

## **BYE-LAW | SENATE**

Last updated: 11<sup>th</sup> June 2015

### **Outline**

#### **General rules**

##### *Purpose and powers*

1. There shall be a Senate of the Students' Union ("the Senate"), which shall fulfil the functions of the Union Assembly as set out in the Articles of Association.
2. The Senate is responsible for representing students, helping determine the policies of the Students' Union and holding democratically elected representatives to account.
3. The Senate has power to:
  - (a) Amend the Bye-Laws, provided any such decision is approved by a 2/3 majority and the Trustees;
  - (b) Propose amendments to the Articles of Association to the AGM, provided such amendments are approved by a 2/3 majority;
  - (c) Request, receive and approve reports and minutes from Officers, its Committees or any other part of the Students' Union's democratic structures;
  - (d) Request and receive reports from the Trustee Board or any of its Committees;
  - (e) Enact policy on behalf of the Students' Union and its members;
  - (f) Call for a referendum on any matter;
  - (g) Declare an opinion on any matter;
  - (h) Censure or dismiss ('no confidence') any Officer of the Union, provided any such decision is approved by a 2/3 majority;
  - (i) Do anything else as may be jointly agreed with the Trustees.

##### *Interpretation and other rules*

4. Notwithstanding Article 1, any dispute on the interpretation of this Bye-Law (or any other rules made under its provisions) or any uncertainty on a matter not provided for in this Bye-Law shall be resolved as follows:
  - (a) If the dispute or uncertainty arises outside of a meeting of the Senate, this shall be resolved by a ruling of Steering Committee;
  - (b) If the dispute or uncertainty arises during a meeting of the Senate, this shall be resolved by a decision of the Chair.
5. Steering Committee is empowered to make rulings to further implement or clarify the provisions of this Bye-Law in more detail, subject to the provisions of this Bye-Law.

#### **Membership**

##### *Members of the Senate*

6. The voting members of the Senate are:
  - (a) The Executive Officers;
  - (b) The Student Officers;
  - (c) Members of the Activities Committee;
  - (d) The Chair (or equivalent) of each of the Residents' Associations and JCRs;

- (e) One person co-opted by the Senate to be a representative for each of the following groups:
  - (i) student parents,
  - (ii) student carers,
  - (iii) part-time students,
  - (iv) mature students,
  - (v) distance learner students,
  - (vi) students living off-campus;
- (f) A panel of 20 students randomly selected to be representative of the general student population according to directions set by Steering Committee.
- 7. At the final meeting of each academic year, the Executive Officers-elect (if not already voting members) shall be voting members.
- 8. The Chair of Senate and the Athletic Union President shall be non-voting members of the Senate.

*Other persons eligible to attend meetings of the Senate*

- 9. Any student who is a member of the Union may attend or speak at Senate meetings.
- 10. A staff member of the Students' Union shall be appointed as the Senate Secretary.
- 11. Staff members of the Students' Union may be invited by the Chair or another member of the Senate to address a meeting to explain or clarify a point of fact.
- 12. Steering Committee may invite persons external to the Students' Union to give speeches at any Senate meeting, provided that the relevant regulations regarding visiting speakers are complied with.
- 13. Membership of the Senate held by representatives of organisations or bodies may be filled by any member of the Committee of that organisation or body, or by any other person duly authorised to be their representative at a Senate meeting.

*Removal of members*

- 14. Members of the Senate shall be removed from their position on the Senate if they fail to attend two consecutive meetings, or three meetings in total, without giving apologies in advance to the Senate Secretary.
- 15. In the case of any Officer of the Union, removal from the Senate under the rule above shall constitute an automatic no confidence vote, and shall have the same effect as if a disciplinary proposal of no confidence was passed against that Officer by the Senate.

**The Chair of Senate**

*The Chair*

- 16. There shall be a Chair of the Senate ("the Chair"), who shall be recruited in accordance with the processes for appointing members of the Union's permanent staff on the basis of their skills and experience and their ability to impartially moderate debate. The Chair must be a member of the Students' Union, and no Officer of the Union may be the Chair.
- 17. The Chair shall not be eligible to stand in any election held at a meeting of the Senate.

*Acting Chair*

- 18. If, for any reason, the Chair is unable to attend a meeting and gives advance notice to this effect, Steering Committee shall appoint another person to fulfil this role as Acting

Chair. If no notice is given and an absence becomes apparent only at the beginning of or during a meeting, the Senate shall elect another person from those present to be Acting Chair.

19. Should a motion of no confidence in the Chair (or Acting Chair) be carried, the meeting shall elect another person to be Acting Chair for the remainder of the meeting.
20. Only those persons eligible to be appointed as the Chair are eligible to be Acting Chair.
21. For all intents and purposes, a person who is Acting Chair shall have all the powers, roles and responsibilities provided to the Chair in this Bye-Law. For the avoidance of doubt, a person who is Acting Chair shall not be able to vote.

#### *Responsibilities of the Chair*

22. It is the responsibility of the Chair to ensure that all meetings are run in an orderly manner and in accordance with these rules (and other relevant aspects of the Union's Constitution).
23. The Chair shall impartially moderate all proceedings and discussions in meetings of the Union Assembly. They shall not give an opinion on any item of business being considered by the Senate, and only shall speak during meetings to make rulings, manage business and provide guidance.

### **Organisation of meetings**

#### **Procedure before meetings**

##### *Convention and notice*

24. The Senate shall meet at least three times each Semester, and the dates and times of the meetings of the Senate shall be determined by Steering Committee.
25. Additional meetings to those scheduled may be convened by Steering Committee, and Steering Committee must convene an additional meeting at the request of at least 5 members of the Senate.
26. Notice of the date and time of any meeting of the Senate must be given to all members of the Senate at least 2 weeks in advance.

##### *Submission of items and powers of Steering Committee*

27. The deadline for policy proposals, written questions and reports to be submitted to Steering Committee shall be 23:59 on the Sunday two weeks before a meeting of the Senate.
28. The deadline for amendments to proposals to be submitted to Steering Committee shall be 23:59 on the Sunday one week before a meeting of Senate.
29. In the case of a public holiday (or equivalent closure of the Union) falling on one or more consecutive days after a deadline, the deadline will be extended so as to be 23:59 on the final consecutive day of holiday.
30. Steering Committee will consider all items of business submitted to every meeting of the Senate. In this regard Steering Committee shall be empowered to:
  - (a) Refer items of business to other Union bodies for consideration;
  - (b) Reject an item of business on the grounds that it falls into any of the grounds for rejection below;

- (c) Amend any submitted item of business so as to no longer fall into any of the grounds for rejection;
  - (d) Reword any item of business to ensure plain English and good grammar or correct formatting, provided that this may not be used to bring about a substantive change in the meaning of an item;
  - (e) Merge items of business on the grounds that they are similar, and where necessary to convert a proposal into an amendment to another similar proposal.
31. No item submitted to meeting of the Senate may be accepted if it falls into any of these categories ("the grounds for rejection"):
- (a) It is not in accordance with this Bye-Law or another element of the Constitution;
  - (b) It would be in violation of the Union's Equal Opportunities or Safe Space Policies;
  - (c) It is sufficiently uncertain or unclear as to be meaningless or ineffectual;
  - (d) It is defamatory;
  - (e) It seeks to authorise explicit items of unbudgeted expenditure;
  - (f) It mentions individual members of staff in any regard, or criticises the staff of the Union generally;
  - (g) It is too similar to a proposal that has previously been rejected in the current semester, and would have the effect of violating the rule against re-votes.
32. Any matter not discussed at a meeting of the Senate because of the time limit shall be placed on the agenda for the next meeting of the Senate, except that matters outstanding at the final meeting of the year may not be carried over into the next academic year.
33. No matter will be discussed at a meeting of the Senate that has not been approved by Steering Committee.
34. Steering Committee may make regulations as to the format of items.

## **Standard documents**

### *Agenda*

35. There shall be two versions of the agenda for a meeting of the Senate:
- (a) The draft agenda, which shall contain all items to be considered except for amendments and late proposals;
  - (b) The final agenda, which shall contain all items to be considered at the meeting.
36. Steering Committee will meet and publish the draft agenda at least one week before a meeting of the Senate, and will meet and publish the final agenda at least one day before a meeting of the Senate.
37. No item may be discussed at a meeting of the Senate which has not been put on the final Agenda.
38. The order of business for a meeting of the Senate shall be as follows (except if otherwise required by Steering Committee):
- (a) Election of Acting Chair (when required)
  - (b) Introduction from Chair and Notices to Senate
  - (c) Steering Committee Report
  - (d) Approval of the minutes of the previous meeting
  - (e) Reports from Committees
  - (f) Reports from the Executive Officers
  - (g) Elections
  - (h) Fast-track proposals

- (i) Motions of Censure or No Confidence
  - (j) Constitutional proposals
  - (k) Policy proposals
  - (l) Other resolutions
39. Steering Committee will have discretion as to the form of the agenda of a Senate meeting and the order in which items are considered.
40. Steering Committee may approve a timetable to set out how any item of business will be discussed, and any time limits on debate. Timetables will be advertised on the final agenda, and members of the Senate must comply with these timetables during debate.

#### *Minutes*

41. Minutes must be kept of all meetings of the Senate by the Secretary or their nominee.
42. Draft minutes must be sent to all members of the Senate with the draft Agenda.
43. The Chair shall offer the opportunity to propose amendments or corrections before moving to a vote on accepting the minutes.

### **Proposals**

#### *General*

44. There shall be the following types of proposals:
- (a) Fast-track proposals, which shall be used to approve business of an uncontroversial nature;
  - (b) Policy proposals, which shall be used to create, amend or repeal Policy of the Students' Union;
  - (c) Constitutional proposals, which shall be used to create, amend or repeal Bye-Laws of the Union, and to amend the Articles of Association (the core constitution);
  - (d) Disciplinary proposals, which shall be used to censure or dismiss ('no confidence') an Officer of the Union;
  - (e) Resolutions, which shall be used to consider other items of business and ascertain the opinion of Senate;
  - (f) Late proposals, which shall be those items of business that could not have been submitted in time for the normal deadline.
45. Any student who is a member of the Students' Union shall be eligible to put forward a proposal (act as "the proposer") of any type to a meeting of the Senate.
46. Committees of the Senate shall also be eligible to put forward proposals of any type, provided that:
- (a) A proposal may only be made in the name of a Committee if a majority decision of a quorate and minuted meeting (or appropriate out-of-committee decision) has agreed to submit the proposal;
  - (b) Any member of a Committee present may act as the proposer of a proposal made in the name of that Committee.

#### *Fast-track proposals*

47. Steering Committee shall be empowered at its discretion to classify items of business of a routine or uncontroversial nature as fast-track proposals.
48. No fast-track motion may be put to any meeting that has not been advertised on the draft agenda, and no late proposal may be considered as a fast-track proposal.

49. A fast-track motion will be deemed to have been passed by the meeting without a vote or debate if:
  - (a) It is advertised on the draft agenda, and
  - (b) No objection from any person is delivered to the Chair or Steering Committee before the start of that meeting.
50. Should an objection to a fast-track proposal be received, the item of business shall be re-classified as another type of proposal appropriately on the agenda by Steering Committee, and will then be debated and voted upon accordingly.

#### *Policy proposals and resolutions*

51. If in the view of Steering Committee a proposal is put forward that creates or alters policy of the Union, it shall be classed as a policy proposal. Every policy proposal that is put to a meeting of the Senate will be assigned to an Executive Officer and a Senate Committee (or Sub-Committee) who shall be responsible for its implementation in the event it is passed.
52. Items which in the view of Steering Committee require a vote by Senate but do not seek to alter the policy of the Union or any aspect of the Constitution shall be classed as a resolution.

#### *Constitutional proposals*

53. Any proposal that explicitly seeks to amend the Bye-Laws or the Articles of Association (or any other aspect of the constitution) shall be classed as a constitutional proposal by Steering Committee.
54. Changes to the constitution can only be made effective by the passing of a constitutional proposal. A proposal that does not set out explicit changes to the constitution may not be classed as a constitutional proposal.
55. If, in the view of Steering Committee, a proposal implicitly intends for a change to the constitution to be made but does not include explicit changes to the constitution in its text, then Steering Committee may at its discretion amend the proposal so as to include explicit changes and enable the proposal to be classed as a constitutional proposal.
56. A constitutional proposal shall require a 2/3 majority to pass.

#### *Disciplinary proposals*

57. Disciplinary proposals shall be of two types:
  - (a) A motion of censure, which is a formal statement of disapproval;
  - (b) A motion of no confidence, which shall have the result of dismissing the person it is made against from their position within the Union.
58. Disciplinary proposals may only be made against the Officers of the Union.
59. A motion of censure or no confidence must contain within it the grounds or reasons for the proposal being brought.
60. No motion of censure shall be proposed at a meeting unless it is accompanied by a petition of 50 students, and no motion of no confidence may be proposed unless it is accompanied by a petition of 100 students. In the case of any Disciplinary proposal brought against the Women's Officer, the petitioners must all self-define as women or as having a gender identity that includes woman. This rule shall not apply to any Disciplinary proposal brought by the Scrutiny Committee.
61. A disciplinary proposal shall require a 2/3 majority to pass.

### *Late proposals*

62. A proposal may be submitted to a meeting of the Senate at the same time as the deadline for amendments if in the view of Steering Committee the matter is urgent or cannot be addressed by Senate at a future date. Such a proposal shall be classed as a late proposal.
63. No disciplinary proposal or constitutional proposal may be submitted as a late proposal.
64. Any proposal that was submitted late and has been rejected for not meeting the criteria for late proposals shall be automatically submitted to the next meeting of the Senate, except that no item may be carried over to the next academic year under this rule.

### *Amendments*

65. Amendments may be submitted to any proposal. Amendments must clearly state what they intend to add, delete or alter in the original proposal.
66. If an amendment is submitted to a fast-track proposal, this shall be considered as an objection and both the proposal and the amendment shall be reclassified by Steering Committee.

### **Accountability**

#### *Steering Committee report*

67. Steering Committee will produce a report on its rulings and decisions made since the prior meeting, which will be circulated with the final agenda and presented at the start of every meeting of the Senate. In particular, it shall report:
  - (a) The items of business that were submitted to the meeting and accepted by Steering Committee;
  - (b) Any changes or modifications Steering Committee has made to items of business;
  - (c) Any items that were rejected and the grounds on which such decisions were made.
68. If a challenge to the Steering Committee report is approved, that shall have the effect of over-ruling or overturning the decision in question of Steering Committee.

#### *Committee reports*

69. Every Senate Committee shall produce a report at every meeting of the Senate setting out their work and decisions they have taken since the previous meeting was held.
70. The General Secretary shall report to Senate at every meeting on the general condition of the Union and any matters from the Trustees for the attention of Senate.
71. It shall be the responsibility of every Officer to ensure any report required under this Bye-Law is authored and submitted in time. In the case of Committees, this shall be the responsibility of the Committee's Secretary.
72. Reports from Committees and Officers shall be submitted in writing in time for the deadline for proposals and circulated with the draft agenda.

#### *Questions to Officers and Committees*

73. Steering Committee will provide time on the agenda of every Senate meeting for questions to the Senate Committees and the Officers of the Union.
74. Questions may be submitted in advance in writing to the Chair or may be made orally at a meeting.

## **Procedure within meetings**

### **Conduct**

#### *Standards of conduct*

75. All persons present at a meeting of the Senate shall behave in accordance with the Union's Constitution, Bye-Laws and relevant policies.
76. All persons present at a meeting of the Senate shall in particular:
  - (a) Refrain from using offensive language or swearing, or from making personal comments about any person present;
  - (b) Not harass, bully, threaten, or intimidate any person, nor heckle or shout at any person present;
  - (c) Ensure that meetings remain a safe space for all participants.
77. When speaking, all persons must confine their remarks to the topic under discussion.
78. No person shall speak without the recognition of the Chair.
79. The remarks of speakers must be directed to the Chair.
80. No matter concerning the employment or performance of any individual staff member of the Union may be discussed at a meeting of the Senate.

#### *Disciplinary powers of the Chair with regards to conduct*

81. If the conduct of any person does not fulfil these standards, they may be refused recognition for any period or the remainder of the meeting. In the most serious of cases or if they continue to breach these rules the Chair may require a person to leave the meeting.
82. In extreme circumstances of disorder, the Chair may suspend the meeting for a period of time or abandon the meeting altogether.
83. At the discretion of the Chair, entry to a meeting of the Senate may be restricted to only students with a valid student card and Union Staff members.

#### *Points of order*

84. Any person present may ask a question of the Chair to seek guidance or explanation in relation to proceedings at any time (referred to as a "point of order"), except during a speech (unless it is relating to the content of the speech) or during an election.
85. In particular, a person present may request as a point of order:
  - (a) A ruling on this Bye-Law (or another aspect of the Constitution);
  - (b) A ruling on the content of a speech;
  - (c) A clarification or explanation of the correct procedure.
86. If multiple points of order are received simultaneously, the Chair will resolve them in the priority order of the list above, with matters not falling into those categories resolved last.
87. There shall be no debate or discussion on a point of order, and there will be no comments from those present on the merits of the point of order or whether it is justified.

#### *Chair's rulings and challenges*



88. When faced with any procedural request, point of order or other matter requiring a judgement, the Chair will immediately make a ruling as to the appropriate course of action. There shall be no discussion from those present on the subject of the decision.
89. The decision of the Chair will not be a subject for debate except if challenged by the relevant procedural motion.

#### *Quorum*

90. The quorum for all meetings of the Senate shall be half of the total membership (excluding vacant positions).
91. If the quorum is not met within 20 minutes of the advertised start time, the meeting will be adjourned to a date 7 days later (or some other date within 14 days as Steering Committee may find practicable).
92. The quorum at a meeting of the Senate adjourned from a previous occasion for lack of a quorum shall be one third of the total membership (excluding vacant positions).
93. No business may be voted upon or discussed if there is a lack of a quorum. Any meeting purporting to consider business on an indicative basis shall be null and void.
94. If, during a meeting, it transpires on the announcement of a vote result that insufficient members were present, the meeting shall be declared inquorate and shall terminate immediately. In this case, all items of business considered since the previous quorate vote shall have the status of not being discussed, and their votes shall be nullified.
95. Any matter not discussed at a meeting of the Senate for lack of a quorum shall be placed on the agenda for the next Senate meeting, except that no business may be carried over to the next academic year.

#### *Timing*

96. No meeting of the Senate shall last longer than 2 hours (exclusive of breaks) unless extended by procedural motion.
97. The Chair may decide at any time to take breaks in Senate meetings, and a break of at least 10 minutes must be taken at least every 90 minutes at every Senate meeting.

### **Consideration and debate of items**

#### *Stages of debate*

98. Debate on any proposal or other item of business (except where otherwise noted) shall be composed of 4 stages:
  - (a) Introduction
  - (b) Amendment stage
  - (c) General debate
  - (d) Summing up
99. Reports shall be debated as follows:
  - (a) Presentation of report
  - (b) Challenges
100. In the case of any opportunity to ask questions during debates, the Chair shall have power to select questioners as they see fit within the time available.
101. Only one item (or amendment to an item) shall be considered at once.

102. All speakers at any stage of debate must confine their remarks to any time limit set by Steering Committee or the Chair.

#### *Introduction*

103. The introduction to an item shall be taken by the proposer of an item, who shall introduce the item and advocate for its adoption, provided that:
  - (a) If the person who has put forward a proposal ("the proposer") is not in attendance for the meeting of the Senate and has not nominated another person to be the proposer in their place, or if the proposer does not wish to move the proposal, then it shall be offered to any other person present to be the proposer;
  - (b) If the proposer is not present, no nominee has been made and no person present is willing to be the proposer, the proposal or item shall be discarded;
  - (c) In the case of a proposal from a Committee, any member of the Committee present may act as the proposer.
104. Once introduced, no item of business may be withdrawn without the approval of the Senate.
105. The Chair will offer the opportunity to ask questions of the proposer before moving to the next stage of debate.

#### *Amendment stage*

106. If any amendments have been submitted to a proposal, then the debate will consider those amendments in the order on the agenda.
107. Once an amendment has been introduced by its proposer, the Chair will ask whether the proposer of the main proposal considers an amendment as a friendly amendment (one that only improves the original proposal). If the proposer agrees, and there are no objections to this from any other person present, then the amendment will be agreed to without a vote or further debate.
108. Amendments that are not considered as friendly amendments will be debated as if they were proposals in their own right (however amendments to amendments are not permitted), except that the final speech against the amendment (reserved to the proposer of the main proposal) shall be taken after the final speech for the amendment (reserved to the proposer of the amendment).
109. If an amendment is agreed, its changes shall immediately modify the main proposal. If a non-friendly amendment is agreed to, then the proposer of that amendment shall become the proposer of the main proposal (for the purposes of summing up and approving subsequent amendments as friendly or not).
110. If an amendment logically contradicts another amendment, then acceptance of the first conflicting amendment shall automatically reject any subsequent conflicting amendments. All such inter-relationships must be indicated in advance on the agenda by Steering Committee and clearly explained by the Chair before all relevant votes are taken.

#### *General debate*

111. Following the conclusion of the amendment stage, or in the case that no amendments were submitted, the Chair will invite contributions from the meeting to discuss the main proposal (as amended).

112. The Chair will select speakers at their discretion, provided that as far as possible an equal balance will be maintained between speakers for and against the item and that as many people as possible who wish to speak are able to do so within the time available (but a strict alternation of speeches for and against an item need not be used).
113. Throughout the general debate, persons present may ask questions of the proposer or of any other person who has spoken.
114. If there are no persons willing to speak against a proposal or offer further comments or questions, then the Chair shall move straight to a vote.

#### *Summing up*

115. When the Chair judges that enough contributions have been heard, or the time limit is due to elapse, the debate will move to the summing up stage.
116. There shall be two final speeches in the summing up stage: the final speech against, and the final speech for the proposal.
117. The final speech for the proposal shall be reserved to the original proposer of the main proposal (or in the case of a proposal amendment amended by non-friendly amendments, the proposer of the most recent non-friendly amendment), but they may waive their speech to the meeting or to another person present.
118. Following the conclusion of summing up, the Chair shall move to a vote on the proposal.

#### *Challenges to reports*

119. Following the presentation of a report, the Chair shall invite challenges from the members present on any part of the report or the report as a whole.
120. If a challenge is submitted, the challenge shall be debated as if it were a proposal, with the challenger acting as the proposer.
121. Votes on a challenged report shall be taken as follows:
  - (a) If the challenges are to parts of the report, these shall be heard and voted upon in turn, following which the Chair shall move to a vote to accept the report;
  - (b) If the report as a whole is challenged, this shall be debated and voted upon. In the event that a vote to challenge the report as a whole is defeated, the report shall be deemed to be accepted.
122. In the event that a challenge is successful, this shall have the effect of over-turning or over-ruling the decision or action mentioned in the challenge.

### **Voting**

#### *Votes*

123. Except where otherwise noted, no item may be deemed to be approved without a vote of the Senate.
124. Before any vote is taken, the Chair shall explain what is being voted on and clearly set out the consequences of voting each way.
125. Votes shall be taken in the following ways:
  - (a) On any minor, routine or uncontroversial matter (and provided no objection is raised), by a show of hands;
  - (b) Where a secret electronic vote is unavailable, by secret paper ballot;
  - (c) In all other cases, by secret electronic vote;
126. At the Chair's discretion and provided no objection is raised, votes on minor or uncontroversial matters may be combined together.

127. The options to vote shall always be to vote for the matter, against the matter and to abstain on the matter.
128. Abstentions shall be treated in the following way:
  - (a) Abstentions shall be ignored for the purposes of determining whether or not an item has passed, and a 2/3 majority shall be calculated using only the 'for' and 'against' votes;
  - (b) If an item receives more votes in abstention than either 'for' or 'against', then the item shall be considered to be undecided and shall be re-voted upon;
  - (c) If a re-vote fails to produce a conclusive result to satisfy the requirement above, then the vote shall be repeated until a conclusive result is found.
129. In the event of a tie on any vote the matter shall be considered to have not been passed.

#### *Prohibition on re-votes*

130. Except in relation to abstentions (as above), there shall be no recounts or re-votes for any vote.
131. No matter that is the same or similar to an item which has been voted upon at a meeting may be reopened at that meeting or at any other meeting within the same semester.

### **Procedural motions**

#### *General*

132. A procedural motion is a democratic request made during a meeting of the Senate to alter the procedure of that meeting.
133. Procedural motions shall have precedence over all other items of business, and shall be immediately considered by the meeting, except that:
  - (a) Procedural motions will not interrupt speeches;
  - (b) Procedural motions may not be submitted during the summing up on an item;
  - (c) Procedural motions may not be submitted during a vote on any item;
  - (d) Procedural motions may not be submitted during elections.
134. Procedural motions shall be considered in the following manner:
  - (a) The proposer of the procedural motion shall make a speech lasting no more than 1 minute in favour of the procedural motion;
  - (b) There shall be a speech open to any person present against the procedural motion which shall last no more than 1 minute.
135. Requests to move a procedural motion shall be submitted in writing to the Chair.
136. If several procedural motions are moved simultaneously, they shall be considered in the priority order below.

#### *Procedural motions relating to the Chair*

137. There shall be the following procedural motions relating to the Chair:
  - (a) No confidence in the Chair, which if passed shall remove the Chair (or Acting Chair) from their position for the remainder of the meeting;
  - (b) Overturn a ruling of the Chair, which if passed shall overturn the relevant ruling of the Chair, but this shall be of no effect if it purports to overturn any part of this Bye-Law.

138. The speech against any procedural motion relating to the Chair shall be taken by the Chair, and the debate on any procedural motions relating to the Chair shall be chaired by the Senate Secretary.
139. Procedural motions relating to the Chair shall require a 2/3 majority to pass.

#### *Procedural motions relating to the agenda*

140. There shall be the following procedural motions relating to the agenda:
  - (a) Alter a specified time limit by a specified period, which if passed shall alter the time limit on any speech, item or section of the agenda;
  - (b) Extend the meeting by a specified period, which if passed shall extend the length of the meeting;
  - (c) Alter the order of items, which if passed shall move a specified item or items up or down the agenda.
141. Procedural motions relating to the agenda shall require a 2/3 majority to pass.

#### *Procedural motions relating to an item of business*

142. There shall be the following procedural motions relating to an item of business:
  - (a) Withdraw an item, which if passed shall immediately end the debate on an item and the item shall have the status of never having been considered by the meeting;
  - (b) Postpone an item to a later meeting, which if passed shall push the debate on an item back to another specified meeting, provided that this cannot be used to move items into the next academic year;
  - (c) Refer the matter to a referendum, which if passed shall trigger a referendum on the item of business, and debate on the item shall end without a vote;
  - (d) Remit the matter to another body, which if passed shall delegate the matter to another specified Committee for discussion or decision (as specified);
  - (e) End further debate, which if passed shall move debate to the summing up stage and then straight to a vote on an item of business;
  - (f) Delete a specified part or parts, which if passed shall remove the specified part or parts from an item of business.
143. Procedural motions relating to an item of business may only relate to the item of business under active consideration by the meeting at the time at which they are proposed.

### **Elections conducted at meetings of the Senate**

#### *Outline and nominations*

144. This procedure will govern all elections for all elected posts that are filled by the Senate.
145. All positions to be elected at a meeting of the Senate must be advertised on the draft agenda for a meeting. No position may be filled which has not been advertised in this manner, except if:
  - (a) Through genuine error, the vacancy has been omitted from the draft agenda but is included on the final agenda;
  - (b) A proposal or amendment proposes to create a new position elected by Senate, in which case the proposal or amendment shall be sufficient notice of the election.
146. Steering Committee shall make clear in the advertisement any constraints or reserved places in place for an election to a position.

147. Nominations may be accepted up until the commencement of the elections during a meeting of the Senate. Nominations shall be submitted in writing according to a format agreed by Steering Committee.

#### *Uncontested elections*

148. If the number of candidates for a vacancy is less than or equal to the number of positions available (“an uncontested election”), then they shall be duly elected unless there is an objection from any person present.
149. Objections to nominations need not specify the candidate or candidates objected to.
150. Before declaring the election, the Chair shall invite objections from the meeting.

#### *Contested elections*

151. If the number of candidates for a vacancy is greater than the number of positions available, or a person has objected to an uncontested election, then a secret ballot of all those present and eligible to vote shall be conducted.
152. All ballots at Senate meetings shall follow this procedure:
- (a) Ballot papers will be circulated to eligible voters;
  - (b) The Chair shall announce the names of the candidates and will request that voters write these on their ballot papers;
  - (c) Each candidate (or another on their behalf) shall make a speech in favour of their candidacy, in accordance with a time limit set by the Chair which shall be equal between all the candidates;
  - (d) Questions may be put to candidates by those present, provided that questions shall be addressed to all candidates, shall be answered in a random order and responses shall have a time limit that is equal between the candidates;
  - (e) The Chair shall clearly re-state the names of the candidates and ask voters to cast their votes.
153. The Senate Secretary or another nominee of the Deputy Returning Officer (as defined in the Bye-Law on Elections) shall be the Acting Returning Officer for the counting of votes, and any disputes relating to an election at a Senate meeting shall be resolved by a decision of the Acting Returning Officer.
154. Votes shall be cast and counted using the Single Transferable Vote method, as specified by the Electoral Reform Society of Great Britain and Ireland in 1997.