

## **UNION ASSEMBLY | RULES OF PROCEDURE**

Last updated: 26<sup>th</sup> January 2015

### **General Conduct**

1. All persons present at a meeting of the Union Assembly shall behave in accordance with the Union's Constitution, Bye-Laws and relevant policies.
2. All persons present at a meeting of the Union Assembly 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.
3. When speaking, all persons must confine their remarks to the topic under discussion.
4. No person shall speak without the recognition of the Facilitator.
5. The remarks of speakers must be directed to the Facilitator.
6. 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. The Facilitator may ask a person to leave the meeting.
7. In extreme circumstances of disorder, the Facilitator may suspend the meeting for a period of time or abandon the meeting altogether.
8. At the discretion of the Facilitator, entry to a meeting of the Union Assembly may be restricted to only students with a valid student card and Union Staff members.

### **The Facilitator**

9. It is the responsibility of the Facilitator 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).
10. The Facilitator shall impartially moderate all proceedings and discussions in meetings of the Union Assembly. They shall not give an opinion on any idea or report before the Assembly, and only shall speak during meetings to make rulings, manage business and provide guidance.
11. Any matter not provided for in these rules shall be resolved by a decision of the Facilitator.
12. Any person present may ask a question of the Facilitator to seek guidance or explanation in relation to proceedings at any time.

### **Ideas and amendments**

13. Ideas will be submitted online and passed to the Executive Committee in accordance with the Bye-Law on Policy. Ideas must be submitted at least 6 working days in advance of an Assembly meeting to be able to be considered at that meeting.
14. All ideas referred to a meeting of the Union Assembly by the Executive Committee will be advertised on the Students' Union website as soon as possible after to allow for students to view the ideas.

15. Any student may submit an amendment to a submitted idea. Amendments to ideas advertised on the website will be accepted until the working day before the Assembly meeting. Amendments to amendments will not be accepted.
16. Amendments may add, delete or alter any of the text of an idea. However, any text added by an amendment must be relevant to the topic of the original idea. The Executive Committee will decide whether text is relevant or not, and this decision will be reported to the next meeting of the Assembly.
17. The Executive Committee may merge amendments that are similar. The Executive Committee may also make minor changes for grammatical or formatting reasons, provided that this does not substantively change the meaning of any amendment.
18. Any idea that proposes a change to the Bye-Laws must:
  - a. Explicitly state in its text that a change to the Bye-Law is part of the idea;
  - b. Specify the exact changes that are to be made to the Bye-Laws.

### **Debate on ideas and amendments**

19. Every student present shall have the right to participate in debate on an idea, amendment or report, and the Facilitator will seek to ensure that as many people as possible are able to speak within the time available.
20. Members of staff of the Union may speak during a meeting at the request of any student present to clarify a point of fact or give an explanation.
21. Only one idea (or amendment to an idea) will be discussed at any one time. If there is more than one idea (or more than one amendment to an idea) submitted, these will be discussed in turn as on the agenda.
22. For all ideas, the debate on an idea will be discussed as follows:
  - a. Opening speech by the proposer of the idea;
  - b. Questions to the proposer of the idea;
  - c. Debate on any submitted amendments;
  - d. Debate on the final motion text;
  - e. Final speech against the idea;
  - f. Final speech for the idea.
23. If amendments have been submitted to an idea, these shall be discussed as follows:
  - a. Opening speech by the proposer of the amendment;
  - b. Questions to the proposer of the amendment;
  - c. Debate on the amendment;
  - d. Final speech for the amendment;
  - e. Final speech against the amendment.
24. The final speech for an idea or amendment shall be reserved for the proposer of the idea.
25. The proposer of an idea or amendment may waive their speaking rights to another person or to the meeting.

### **Votes**

26. Votes will be taken at the conclusion of discussion on an idea, report or amendment, and no idea, report or amendment may be approved without a vote.

27. Voting will normally be done by electronic means, but in the event that this is not possible, a secret ballot on paper will be taken.

### **Reports and Accountability**

28. Every person, group or Committee that is accountable to the Union Assembly shall produce a report at every meeting setting out their work since the previous meeting was held.
29. Reports must be submitted no later than 7 days before each meeting, and will be advertised on the Students' Union website as soon as possible after submission to allow students to read them.
30. Time will be made available at every meeting to hear the presentation of reports by the relevant person, and for questions to be asked of the presenter by any person present.
31. Questions may be submitted in advance of the meeting by any student, in which case they shall be read out by the Facilitator.
32. All questions must comply with the rules on general conduct.

### **Organisation of meetings and timekeeping**

33. The dates and times of all meetings of the Union Assembly shall be advertised before the start of each academic year. Notice of any change to the date or time of an Assembly or of any additional meetings shall be given at least two weeks in advance.
34. On the agenda, reports shall be discussed before ideas, and the order of ideas shall be determined by the order in which the ideas were submitted to the Students' Union.
35. Any person present may request that an item should be moved up the agenda and this may be debated by a one minute speech in favour and one minute speech against. A simple majority vote of the panel shall be required to approve the request.
36. The Facilitator shall have discretion to set time limits for the overall time allocated to discussing an idea, report or amendment, and the time allocated to individual speakers, provided that the overall time for speakers for and against an idea, report or amendment shall be equal.
37. No meeting of the Union Assembly shall last more than 2 hours (exclusive of breaks), except if extended by a majority vote.
38. A break of at least 10 minutes will be scheduled at least every 90 minutes.
39. Any business that is not discussed at a meeting for lack of time available shall be placed on the agenda for the next meeting. If there are no more meetings scheduled for the academic year, ideas (and amendments proposed to those ideas) shall fall.