

## **CHRIST'S JCR STANDING ORDERS**

Section A: Procedure for Open Meetings

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*Standing Orders last revised: Michaelmas 2022*

## Section A. Procedure for Open Meetings

- (1) Notice of an OM shall be published at least five days in advance, stating the time and venue of the meeting, and the deadline for motions as under Section A(3). Motions must be published no less than twenty-four hours before the meeting.
- (2) All ordinary and constitutional motions must be submitted to the Secretary no less than forty-eight hours before the OM. Motions must be proposed and seconded by members of the JCR, or by the Council collectively. The proposer retains the right to withdraw their motion at any time.
- (3) Emergency Motions must be submitted to the Chair before the beginning of the meeting. The OM shall decide by a two-thirds majority whether it wishes to consider the motion. Emergency Motions may not discuss the amendment of the Constitution or Standing Orders or propose a vote of no confidence.
- (4) The OM shall be chaired by a member of the Exec, who in the first instance shall be the President. The Chair shall not vote, except in the case of a tie in which case they have the casting vote. If Standing Orders require interpretation then the Chair's ruling is final.
- (5) A member of the Exec, who in the first instance shall be the Secretary, shall be appointed to take minutes. These minutes shall be published no less than twenty-four hours before the next meeting for approval by the OM. If the minutes are rejected, then they shall be modified according to any recommendations and approved within the meeting if possible, or if impractical they shall be re-submitted to the next OM.
- (6) The Chair may impose a time limit on individual motions or on the meeting as a whole, if considered appropriate.
- (7) After an OM is declared open, the items of business shall be as follows:
  - (i) The minutes of the last meeting are approved by simple majority;
  - (ii) Matters arising from the minutes of the last meeting are discussed;
  - (iii) Reports from officers, representatives, coordinators, and committees of the JCR are given and discussed;
  - (iv) Questions to the Council;
  - (v) Ordinary and Constitutional Motions are debated and voted on;
  - (vi) Emergency Motions are debated and voted on;
  - (vii) Any other business.

(8) Debates shall begin with an opening speech by the proposer or their nominee. The Chair shall then solicit questions to the proposer, or else further speeches in favour of or opposition to the motion, endeavouring to keep the debate balanced. Members of the meeting may propose amendments to motions, and amendments not accepted by the proposer as 'friendly' shall be discussed and voted upon. If passed by simple majority, the amendment shall immediately become part of the motion. The debate shall end when a speech is not taken, or if a procedural motion to move to a vote is passed, or if a time limit imposed by the Chair expires.

(9) Procedural motions may be proposed at any point in the debate, and are voted on by simple majority:

- (i) That the motion/amendment should not be put (i.e. that it should be withdrawn). This can only be used if the motion/amendment is likely to cause offence, or if its resolution(s) are judged to be impractical or inapplicable;
- (ii) That the matter should be referred back to the Council;
- (iii) That the motion/amendment should be voted on immediately;
- (iv) That the motion/amendment should be voted on in parts;
- (v) That the motion/amendment should be voted on by secret ballot;
- (vi) That part of the motion/amendment should be deleted;
- (vii) That a specified part of section A of the Standing Orders should be suspended for the OM;
- (viii) That any suspended part of the Standing Orders should be reinstated;
- (ix) That the Chair give their immediate ruling on the procedure of the OM;
- (x) That the Chair stand down for the duration of the OM and that the present members of the JCR Council elect a new Chair;
- (xi) That a standing time limit be extended for a specific period.

(10) Anyone making a remark judged to be hate speech, as defined by the Public Order Act 1986, shall be asked by the Chair to withdraw that remark, and if they refuse to do so, they shall be asked to leave the OM.

## Section B: JCR Council Officers

(1) In addition to the Executive Committee, the following elected Officers shall sit on the Council:

(i) Access Officer - The Access Officer shall be responsible for liaising with the Admissions Department and promoting College open days and the Cambridge shadowing scheme. They shall also strive to encourage applications to the College amongst those from minority and disadvantaged backgrounds.

(ii) Entertainments Officer - The Entertainments Officer shall be responsible for hosting a wide variety of events at College, including bops, in consultation with the other members of the Council and, should they wish to appoint one, an Entertainments Committee. They shall also maintain the JCR store cupboard.

(iii) Green and Charities Officer - The Green and Charities Officer shall encourage both JCR members and College authorities to act in a manner that is consistent with high standards of sustainability as well as leading and organising the college's charity fundraising events.

(iv) Catering and Facilities Officer - The Catering and Facilities Officer shall manage student facilities in the JCR room, TV Room, Gym, and Buttery, and regularly liaise with the Catering Manager to ensure the high quality of food at College.

(v) First Year Officer (x2) - The First Year Officers shall organise events and initiatives for first year students, and their primary responsibility shall be to lead the organisation of Freshers' Week in the first week of Michaelmas term. They shall be first year undergraduates at the time of their election. One officer must not identify solely as male, and the other officer must not identify solely as female.

(vi) Internationals' Officer - The Internationals' Officer shall support International Students to thrive in Christ's, and lead the organisation of International Freshers' Week.

(vii) LGBT+ Officer - The LGBT+ Officer shall support LGBT+ students and coordinate requests for use of the Gender Expression Fund.

(viii) Ethnic Diversity Officer – the Ethnic Diversity Officer shall support students from an ethnic minority background and encourage the awareness and celebration of different cultures and traditions.

(ix) Women's Officer – The Women's Officer shall support female and non-binary students, and they shall run the sustainable period product scheme as well as other related initiatives.

(x) Class Act Officer – The Class Act Officer shall support students who self-identify as having experienced social, educational, cultural or economic disadvantage, including working-class, low income, first generation, care experienced, young carer, state-comprehensive school educated or estranged students.

(xi) Disabled Students' Officer – The Disabled Students Officer shall support students with long-term health conditions and disabilities, and they shall also work to improve accessibility within College.

(2) The Internationals', LGBT+, Ethnic Diversity, Women's, Class Act and Disabled Students' Officers shall identify as belonging to the group which they represent, and shall ensure the fair representation of said group on the Council.

(3) In addition to the above roles, there shall be a Webmaster co-opted onto the Council by simple majority vote as soon as is practicable after a new Council comes into office. The Webmaster shall keep the JCR website up to date and administrate the JCR's email system, as well as the JCR-run mailing lists (along with the President). The Webmaster may also hold an elected Council post.

(4) The President of the Christ's College MCR, or their nominee, shall have a standing invitation to attend meetings of the Council, though they may not take part in votes.

(5) Once elected, the Welfare Officers shall decide between them which one shall be a representative of the JCR to the Governing Body, along with the President, Vice President and Treasurer. If no agreement can be reached, then the representative shall be decided by a vote of the Exec.

## Section C. Procedure for Council Elections

(1) All members of the JCR shall be entitled to vote in Council elections, except in the following cases:

(i) Only undergraduates in their first year may vote for the posts of First Year Officers;

(ii) To vote for the Internationals', LGBT+, Ethnic Diversity, Women's, Class Act or Disabled Students' Officer, an individual must self-identify as belonging to the group that the officer represents.

(2) Only members of the JCR shall be able to stand for election to the JCR Council. Holding a position on the MCR Executive Committee shall prevent a JCR member from holding a position on the JCR Council. Members of the JCR can hold only one elected JCR Council position at any one time, though may be co-opted to additional roles should they remain vacant following by-elections.

(3) To stand for the position of President a candidate must have attended a minimum of three meetings of the JCR in the twelve months prior to the day of the election, including at least one of the Council and one of the Exec, as recorded by the Secretary in the minutes; this condition shall be publicised by the Secretary at the beginning of Michaelmas term. If no candidate fulfilling this condition applies for President before the initial deadline, then this condition will be suspended for the duration of the election.

(4) Elections shall be administered by a Democracy Committee of three members of the JCR, one of whom shall be the Junior Returning Officer. The second shall be nominated by the Exec, and the third by the Council. The Junior Returning Officer shall be the principal administrator, but any decisions to be taken or matters of dispute shall be determined by the full Democracy Committee. In the event that an OM mandates the Council to hold an election using a physical ballot box, the specific arrangements for this shall be agreed by the Democracy Committee. No incumbent member of the Democracy Committee may openly support any candidate, nor may they stand for election to the JCR Council.

(5) Any complaints about the handling of an election should be raised with the Democracy Committee, who shall make every attempt to resolve the complaint. If the complainant is not satisfied, or the grievance is with the conduct of the Democracy Committee itself, the complaint shall be referred to the Senior Returning Officer.

(6) Nominations shall be opened at least six days before the election and closed no later than three days before the election. Candidates shall submit a manifesto, comprising one side of A4 paper, to the Junior Returning Officer, with confirmation from their tutor and bearing the signatures of two members of the JCR designated as proposer and seconder.

(7) Voting and counting shall be by Alternative Vote (AV). and shall abide by the rules of conduct for AV as published in the guidance notes to these Standing Orders.

(8) Re-open nominations (RON) shall be a candidate for every post. In the event of RON winning an election, the procedure contained in Section 4(6) of the Constitution shall be followed. RON is treated like a candidate for the purposes of the AV voting system (i.e. can be eliminated in rounds, and can have its votes redistributed).

(9) In the event of a tie for the candidate to eliminate (i.e. the lowest two candidates are tied in votes) then the number of second-highest preferences on remaining valid ballots will be used to break the tie. If this is also tied, then the next-highest preferences and so on are used to break it. If the tie is still not broken, a candidate is picked at random in the presence of the full Democracy Committee and the candidates in question using a coin toss.

(10) In the event of a physical ballot, the location and times of the election and count shall be published at least three days in advance. Any member of the JCR may observe the count. The Junior Returning Officer shall publish the results of the election as soon as possible.

(11) If a post falls vacant for any reason a by-election shall be held as soon as reasonably practicable unless the Council favours co-opting a member. In this case, all members of the JCR shall be given details of the proposed process and granted a period of one week to write to the JCR Secretary to object. If ten or more students do so, the Council must hold a by-election

(12) Hustings for every election or by-election shall be conducted as follows:

(i) A Hustings must be held by the Junior Returning Officer at least one day before the election. The Hustings shall be open to all members of the JCR.

(ii) All candidates must attend the Hustings and give a presentation as described in (iv), except if there are extenuating circumstances as determined by the Democracy Committee. Candidates not attending Hustings without the prior approval of the Democracy Committee shall be considered to have withdrawn their candidacy. A candidate shall be deemed to have attended Hustings if they are present for the duration of the proceedings relating to the position they are standing for.

(iii) The Hustings shall be chaired by the Junior Returning Officer.

(iv) For positions other than that of President, each candidate shall give a speech of no longer than three minutes. For the position of President, each candidate shall give a speech of no longer than five minutes. After all candidates for a role have spoken, up to fifteen minutes shall be allowed for questions.

(v) The positions shall be ordered in the Hustings at the discretion of the Junior Returning Officer, except that the President shall be the last position in that Hustings.

(vi) The candidates will be invited to speak during the time allotted to them as in (iv), in alphabetical order by surname. Candidates shall be alerted when they have one minute remaining, and stopped as soon as possible after the allotted time elapses. In the event that a candidate cannot attend the Hustings (given the provisions in (ii)) the Chair may read a written statement conforming to the time limits in (iv) on the candidate's behalf.

(vii) Questions will be solicited by the Chair from the audience after every candidate for a position has spoken. Questions must be addressed to the position, not to any individual candidate, and the candidates shall answer in rotational order as determined by the Chair. Members attending Hustings may ask one question at a time and must allow all candidates to answer without interruption.

(viii) Once the allotted time elapses, the Chair must conclude the questioning after all candidates have been given enough opportunity to answer the current question. The Chair may then propose the motion that the question period be extended, which shall be voted on by all those attending and shall pass by simple majority. This procedure may be repeated as many times as necessary. The Chair shall have final authority to end questions.

(13) The Junior Returning Officer shall distribute the candidates' manifestos to all members of the JCR by email. There shall be copies available wherever voting takes place, including online voting. There shall be no restrictions on campaigning for election to any contested office on the JCR Exec or Council from the closure of nominations to the opening of the vote, save that no candidate - or supporter of a candidate - may spend any money to support a campaign. Candidates may not print or display posters, but their manifesto will be placed on relevant JCR-run noticeboards by the Junior Returning Officer.

(14) Should these rules be broken as determined by the Democracy Committee, sanctions decided by the incumbent Democracy Committee may be imposed on a candidate. These may include docking a percentage of first preference votes or, in the most serious cases,



disqualification from the election. Any affected candidate shall have a right of appeal to the Senior Returning Officer before an announcement of results is made to the JCR.

#### Section D. Procedure for Referenda

(1) All members of the JCR are entitled to vote in referenda and may not be excluded on any grounds. Voting by proxy is prohibited.

(2) Referenda shall be administered by a Democracy Committee constituted in the same manner as for elections as described in Section C (4).

(3) Multiple motions may be considered on a single ballot. Each motion must be phrased as a 'yes' or 'no' question. The wording of each motion shall be at the discretion of the Democracy Committee, who shall act without bias.

(4) The location and time of the referendum and count, in the event of a physical ballot, shall be advertised by the Junior Returning Officer at least five days in advance. Any member of the JCR may attend the count. The Junior Returning Officer shall publish the results of the referendum as soon as possible

(5) Referenda shall take the form of an online vote unless an OM mandates the Council to hold it using a physical ballot box. In this case, the specific arrangements shall be agreed by the Democracy Committee.