

THE ENGINEERING STUDENTS' UNION, HKUSTSU
Standing Orders for the Conduct of General Meeting

The Chair

1. The Chair shall be the sole interpreter of the Standing Orders and shall address the meeting from the Chair order to explain or administer these orders, to put motions to the vote and announce decisions, to rule on points of order, or to answer questions put to him/her on point of fact.
2. The Chair shall declare the opening, adjourning or closing of the meeting, direct the discussion, and ensure observance of the Standing Orders and other statutory regulations. The decision of the Chair shall be final unless challenged by a procedural motion.
3. The conduct of a meeting shall be subject to the Chair's discretion. The Chair may move Procedural Motions at his/her discretion. In the absence of the Chair, unless otherwise specified, the meeting shall elect one.
4. The Chair shall be heard in silence. Other speakers shall address themselves solely to the Chair, precedence being given to the person who first "catches the eye" of the Chair.
5. Unless otherwise specified, the Chair may not participate in debate and shall have only a casting vote.
6. The meeting, by Procedural Motion, shall have the power to suspend the Chair for the remainder of the meeting.

Notice

6. The Chairperson shall prepare and mail a notice of the meeting along with a proposed agenda to all members according to the regulations in the Constitution of the Union.

Quorum

7. 50 or 5% of all voting members shall form a quorum, whichever shall provide a higher number of attendances.
8. The meeting shall be postponed in case of absence of the quorum for not less than ninety minutes. The date and time of the postponed meeting shall be determined and announced by the Chairperson 3 days prior to the postponed meeting.
9. The Chair shall, at his/her discretion or at the request of any member, take a count of those present at a meeting. If the meeting is found to be inquorate, it shall be adjourned forthwith.

Interjections

10. A point of Order may be heard at all times, except during the act of voting. It shall be a procedural

motion, or a question, to the Chair relating to the conduct of the meeting. The member rising to put the point of order must prove one or more of the following:

- a. That the speaker is traveling outside the scope of the motion under discussion.
- b. That the speaker is using improper or non-official language.
- c. That the speaker infringing a statutory rule or a standing order.

No speech or debate is permitted on a point of order and no other member shall speak until the Chair has given his ruling.

11. The Secretary of the meeting shall note the rulings and interpretations of the Standing Orders made by the Chair and the circumstances in which the ruling was made. These rulings and interpretations shall not be binding in the future but shall inform and guide the Chair.
12. A point of Parliamentary Inquiry shall be made to the Chair to obtain information on a matter of Standing Order bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist members to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The Chair is not obliged to answer hypothetical questions.
13. A point of Information shall consist of information related to the subject under immediate discussion. If a point of information is requested from a person holding the floor, he/she may decide whether or not he/she wishes to be interrupted at that time.
14. A point of Personal Explanation shall seek to clear up misunderstanding but not to introduce any new matter.

Motions

14. A motion must be proposed and seconded. No motion once proposed and seconded shall be withdrawn without consent of the meeting. When it is agreed that an original motion be withdrawn, any amendment to it will be considered as withdrawn too.
15. The proposer shall explain his motion before the motion is seconded. The seconder may speak at once on the motion or may reserve his right to speak later during the discussion.
16. In debate on any question, no member who has already spoken on the question may speak again on the same question as long as any participant who has not spoken on that question desires the floor. No member may speak for longer than 10 minutes at any one time without the permission of the meeting.
17. No amendment, which substantially alters the meaning and spirit of the substantive motion, shall be introduced at a meeting. The Chair shall determine whether an amendment substantially alters the meaning and spirit of the substantive motion.
18. In the event of an amendment being carried, which was not accepted by the proposer and seconder of the motion, the amended motion shall stand in the names of the movers of the amendment.

Amendments to a motion which is withdrawn shall fall.

19. The person in whose name a motion stands shall have the right to reply to debate on the motion immediately before a vote is taken.
20. "Recommendations" may be put to a meeting, which shall not require a seconder and shall have no binding force.
21. In the absence of opposition to a motion, it shall be open to the Chair to declare it carried.

Procedural Motions

22. There shall be the following procedural motions listed in order of precedence. During discussion of, but not during voting on, a procedural motion, a motion of higher precedence may be out relating to the substantive motion:
 - a. Suspension of the Chair
 - b. Challenge of the Chair
 - c. Adjourn
 - d. Recess
 - e. That the motion be withdrawn
 - f. That the matter be laid on table
 - g. That the motion be now put
 - h. That the debate time be limited
 - i. That the list of speakers be closed
 - j. That the matter be postponed definitely
 - k. That the matter be committed to a specific body
 - l. That the motion be amended or taken in parts
 - m. That the matter be reconsidered
 - n. That observers be allowed to speak
 - o. That the meeting go into closed session
 - p. That a secret vote be taken
 - q. That Standing Orders be suspended in whole or in part
23. A procedural motion shall be moved by the proposer before a seconder is sought. If seconded, further discussion shall be at the discretion of the Chair. Procedural motions may not be proposed while another member is speaking on Order, Personal Explanation or Information, or during voting.
24. A procedural motion that the motion be now put or be taken in parts shall be proposed and voted upon immediately. If carried, the motion to which it relates shall be replied to, and put immediately.
25. The Chairperson shall vacate the Chair during discussion of, and voting on, procedural motions of suspension of, and challenge to, the Chair.
26. A procedural motion that the meeting go into closed session shall require a simple majority of those present and eligible to vote. In the event of a meeting going into closed session, its proceedings and minutes shall be available only to members.

27. If the procedural motion to limit debate to a certain specified period of time is carried, the Chair shall draw up a list of those wishing to make their first speech on the subject and allot each one an equal proportion of the specified period. The proposer of the original motion under discussion shall be allowed a minimum of five minutes to reply before the original motion is put to vote.

Voting

28. Unless otherwise stated, a motion shall be declared carried if a simple majority of votes cast for the motion.
29. If an equal number of votes cast for and against a motion, the motion shall be put to vote again. Upon a further tie of votes, the Chair shall have the casting vote.
30. Voting shall be by show of hands holding cards, or as otherwise agreed by the meeting. Tellers may be appointed by the Chair. The Chair shall ensure that only those persons eligible to vote shall do so.
31. A re-count may be asked for by 5 members or more. No member who did not participate in the original vote may vote in the re-count.
33. A Procedural motion that the matter be reconsidered shall be declared carried, the number of votes cast for the motion, shall be at least equal to two-thirds of the number of members present, excluding the Chair.

Observers

34. Observers shall, by a procedural motion, have the right to speak only with the consent of the meeting.

Suspension of Standing Orders

35. Any part of this chapter may be suspended, by procedural motion, for any part of a meeting, by a two-thirds majority of those present and eligible to vote. This shall not apply to Article 7, Quorum.

Matter not provided for in Standing Orders

36. In any matter not provided for in these Standing Orders, the practice and procedure to be followed shall be such as may be decided by the Chair.

18 February 2016