

UTS Students' Association Standing Orders

As adopted by the UTS Student Representative Council
25-02-2021

Table of Contents

1. Objectives.....	2
2. Definitions	2
3. Interpretation	3
3.6. Points of Order.....	3
4. Agenda of Council Meetings.....	3
5. Notice and Quorum requirements for Council Meetings.....	4
5.1. Notice	4
5.2. Notice for Extraordinary Meetings	5
5.3. Deadlines set out in the Notice.....	5
5.4. Quorum.....	5
6. Conduct of Council Meetings.....	5
6.6. Confirmation of Minutes.....	6
6.7. Office Bearer Reports	6
6.8. Business Arising on Notice and General Business	6
6.9. Observers.....	7
7. The Chair and Deputy Chair.....	7
8. Apologies and Proxies.....	7
9. Motions	8
9.14. Amendments	9
10. Procedural Motions	9
10.10. Dissent Motion	10
10.11. No Confidence Motion.....	10
11. Discussion and Formal Debate.....	11
12. Voting	11
12.7. Election of Deputy Chair	12
12.8. Election for other positions.....	12
13. Executive Meetings.....	13
14. Committee Meetings.....	15

1. Objectives

The objectives of the Standing Orders are:

- 1.1. To ensure meeting procedures of the Association are fair, predictable and consistent;
- 1.2. To create clear guidelines with respect to the conduct and procedure of meetings of the Association;
- 1.3. To strengthen the ability of the Association to represent the students of UTS;
- 1.4. To assist Councillors with interpreting the Constitution with respect to the conduct and procedure of meetings; and
- 1.5. To ensure Councillors are able to advance the objectives of the Constitution effectively.

2. Definitions

- 2.1. The definitions in article 1.2 of the Constitution shall apply to these Standing orders.
- 2.2. Words that are defined within any individual Standing Order apply to the entirety of this document.

2.3. Further Definitions

For the purpose of these Standing Orders the following definitions apply:

Absolute Majority is any number more than half of the total number of people eligible to vote in that meeting.

Article means an article of the Constitution.

Constitution refers to the Constitution of the UTS Students' Association, as amended from time to time.

Executive is as set out by article 9.1 or refers to an Executive Member.

Executive Member is any person who holds a position expressed in article 9.1.

Extraordinary Meeting is a meeting called by the method set out in article 8.

Notice means written notice, see article 20.

Ordinary Meetings is a meeting called by the method in article 7.

Quorum is the minimum number of people required to be present to constitute a valid meeting of Council, Executive or a Committee.

Resolution is a matter that is resolved by a vote of Council or the Executive.

S.O. is an abbreviation of Standing Orders.

Section refers to a section of the By-Laws, unless otherwise stated.

Simple Majority is any number more than half of the number of members present.

Written Notice is as set out in article 20.

3. Interpretation

- 3.1. Where a Standing Order is inconsistent with the Constitution, the latter prevails and the former is invalid to the extent of the inconsistency.
- 3.2. The Standing Orders are valid where relevant to the interpretation of the Constitution with regard to the conduct of meetings. The Standing Orders are valid subject to articles 3.2(j) and 18.4 and may be enacted, in accordance with article 18.5, as a schedule of the By-Laws.
- 3.3. If a word is defined in the Definitions (S.O. 2) then that shall be its only definition unless the context otherwise provides further meaning. Words or expressions defined in the Constitution have the same effect as set out in the Constitution, unless the context otherwise requires. If a word is not defined and the meaning is not clear in its context, the Macquarie Dictionary shall be used to define the word.
- 3.4. Resolutions adopted before the enactment of these standing orders, in specific regard to the operation and conduct of Council and Executive Meetings, are rescinded.
- 3.5. The Standing Orders are to be interpreted consistently and in full view of the Objectives (S.O. 1) and the principles set out in S.O.3.

3.6. Points of Order

A Councillor may, at any time, call attention to the Chair for the purpose of raising a point of order. A point of order must relate specifically to the interpretation or execution of a standing order, By Law, Regulation or article of the Constitution. The Chair is to rule on the point of order immediately, giving their interpretation of the relevant regulation. Rulings made by the Chair are subject to "Dissent" (S.O. 10.10).

4. Agenda of Council Meetings

4.1. The agenda for an ordinary meeting of Council shall be as follows:

1. Opening of Meeting
 - 1.1. Acknowledgement of Country
 - 1.2. Confirmation of Deputy Chair
 - 1.3. Attendance, Apologies and Proxies
 - 1.4. Declarations of Interest
2. Confirmation of Previous Minutes
 - 2.1. Executive Business
3. Matters Arising from the Minutes
4. Correspondence
5. Office Bearers' Reports
 - 5.1. President
 - 5.2. General Secretary
 - 5.3. Assistant General Secretary
 - 5.4. Education Officer
 - 5.5. Welfare Officer
 - 5.6. Women's Officer
 - 5.7. International Students' Officer
 - 5.8. Indigenous Students' Officer
 - 5.9. Postgraduate Students' Officer

- 5.10. Cultural Diversity Officer
- 5.11. Accessibility Officer
- 5.12. Queer Students' Officer
- 5.13. Environment Officer
- 6. Other Reports
 - 6.1. Committees
 - 6.2. Reports from Councillors, Convenors and Staff as requested or required.
- 7. Operational and Procedural Business, Stipends and Reimbursements.
- 8. Other Business Arising on Notice
- 9. General Business
- 10. Close of Meeting

4.2. In accordance with article 8.3, the agenda for an extraordinary meetings of Council shall be as follows:

- 1. Opening of Extraordinary Meeting
 - 1.2. Acknowledgement of Country
 - 1.3. Election of Deputy Chair
 - 1.4. Attendance, Apologies and Proxies
 - 1.5. Declarations of Interest
- 2. Emergency Business
- 3. Close of Extraordinary Meeting

4.3. In accordance with articles 1.2 and 12.3, the agenda for the first meeting of Council, which shall be a Representatives Elect Meeting, shall be as follows:

- 1. Opening of Meeting
 - 1.1. Acknowledgement of Country
 - 1.2. Attendance, Apologies and Proxies
 - 1.3. Declarations of Interest
 - 1.4. Introduction to Council/President's Welcome
 - 1.5. Confirmation of previous minutes
- 2. Appointment of the Returning Officer
 - 2.1. Tabling of the Election Report (if applicable)
 - 2.2. Business, on notice, required to be discharged for the purpose of the Meeting.

Returning Officer to take the Chair
- 3. Election of Internal Association Positions
 - 3.1. Cultural Diversity Officer
 - 3.2. Accessibility Officer
 - 3.3. Queer Students' Officer
 - 3.4. Environment Officer
 - 3.5. Director of Student Publications

Chairperson to resume the Chair
- 4. Urgent Business Arising on Notice
- 5. General Business
- 6. Close of Meeting

5. Notice and Quorum requirements for Council Meetings

5.1. Notice

Consistent with article 7.3, the General Secretary or, at the request of the General Secretary, the Assistant General Secretary must:

- (a) provide at least 14 days written notice of the time and place of any ordinary meeting and may provide deadlines for the receipt of business or reports; and
- (b) circulate the agenda, any business received by the deadline, and written notice of the time and place of the meeting, at least 48 hours prior to the ordinary meeting; and
- (c) circulate any Office Bearer reports, correspondence, and other relevant documents not requiring approval received by the relevant deadline at least 24 hours before the ordinary meeting.

5.2. Notice for Extraordinary Meetings

In accordance with article 8.4, the General Secretary or, at the request of the General Secretary, the Assistant Secretary, must provide at least 48 hours written notice of the time, date and place of a valid extraordinary meeting (article 8) and the agenda, including the proposed resolution.

5.3. Deadlines set out in the Notice.

The General Secretary may set deadlines for the receipt of Office Bearers' reports and business on notice for ordinary meetings.

- (a) The deadline for the receipt of business on notice shall not be longer than 72 hours, but not less than 48 hours, before the meeting.
- (b) The deadline of the receipt of Office Bearer reports shall not be longer than 48 hours, but not less than 24 hour, before the meeting.
- (c) In the absence of deadlines in the original notice, business on notice must be sent to the General Secretary at least 49 hours before the meeting, and office bearer reports any other material must be sent to the General Secretary at least 25 hours before the meeting.

5.4. Quorum

- (a) In accordance with article 7.4, quorum for any meeting of Council shall be the higher of:
 - (i) one half of all Councillors who have not apologised in writing plus one; and
 - (ii) seven Councillors.
- (b) Vacant positions are not included in the calculation of quorum.
- (c) If a Councillor is both an ex-officio member and an Executive member, or an Officer, or a General Member, then for the purpose of calculating quorum the Councillor will only sit in their capacity as an Executive member, or an Officer, or a General Member and the relevant ex-officio position will be considered vacant.
- (d) In accordance with article 7.5, If quorum is not present within 30 minutes after the notified time for the start of the meeting:
 - (i) the meeting stands adjourned to the same day in the next week and the same time and place, or
 - (ii) to such other day, time and place as the General Secretary appoints with at least 7 days' written notice to all Councillors.

6. Conduct of Council Meetings

6.1. Meetings shall be opened by the President at the time, date and place specified in the notice, or at a time when quorum is confirmed by the General Secretary. The General Secretary shall take the minutes, in accordance with article 10.4(c).

6.2. If the General Secretary is absent, the Assistant General Secretary shall be the General Secretary for the purpose of the Meeting, unless otherwise specified.

- (a) If both the General Secretary and the Assistant General Secretary is absent at the start of a meeting, the Deputy Chair shall take the minutes.

6.3. Unless otherwise specified, once a meeting is open, and after the acknowledgement or welcome to country, the Council must immediately elect the Deputy Chair.

6.4. Councillors and observers may only address the meeting when called on by the Chairperson.

6.5. If the Meeting is a Representatives Elect Meeting:

- (a) The Returning Officer shall become the Chair for the purpose of internal elections conducted under agenda point 3. The former Chair shall become the Deputy Chair.
- (b) There is no requirement to elect a Deputy Chair at any point.
- (c) No resolution may be decided on during Representatives Elect, other than:
 - (i) For the purpose of an election, or
 - (ii) Those required by the Constitution, By-Laws or any other Regulation, or
 - (iii) Procedural motions set out in S.O. 10, or
 - (iv) For the purpose of tabling, adopting or accepting a report from the RO (if applicable or required), or
 - (v) Urgent motions, which are motions submitted to the SRC by at least two Executive members. Urgent motions must require approval by the Chair.

6.6. **Confirmation of Minutes**

- (a) Minutes of the previous meeting are to be confirmed as a true and accurate record during agenda item 2 by resolution of Council. The meeting may resolve that an error be corrected and the minutes are to be resubmitted with the errors corrected in the next meeting. Notwithstanding this, all resolutions of Council are binding and operable upon agreement.
- (b) In accordance with article 11.8, during agenda item 2.1 the General Secretary must table any minutes of Executive Meetings if accepted as a true and accurate record. In addition, any resolutions of Executive Meetings held before the current meeting shall be tabled.

6.7. **Office Bearer Reports**

Office Bearer Reports must be in the form set out in the By-Laws (s 1.7.2).

- (a) If an Office Bearer report is received by the General Secretary before the deadline and has been circulated to members of the Council, then the Office Bearer may read their report, speak to their report, or take their report as read without requiring a vote .
 - (i) Office Bearers are able to add or amend their report during the delivery of their report to Council.
 - (ii) If the Office Bearer is absent the report shall be taken as read, unless that Office Bearer nominates a Councillor to read the report and that Councillor accepts that nomination.
- (b) If an Office Bearer report has not been circulated to Council, the report must be submitted in writing during the meeting of Council and read aloud. The report cannot be taken as read.

6.8. **Business Arising on Notice and General Business**

Only matters which have been received on notice shall be heard under agenda point 7 in the order on the notice. Any other matter may be heard during general business.

- (a) Any Councillor may submit any matter which does not require a vote for discussion during general business without notice.
- (b) If a matter is urgent, Council may resolve by two-thirds majority agreement to allow a vote on a matter.
 - (i) If it is necessary for a matter during General Business to be resolved by Council and that matter has not been put to a vote it may arise under agenda point 3 in the next ordinary meeting.

- (c) The Chair may hear motions together that are substantially the same or similar, despite the order they were listed on the agenda or in the notice.

6.9. Observers

Any student of UTS or staff member of the Association shall be permitted to observe meetings of Council and may be permitted to speak in matters before Council.

7. The Chair and Deputy Chair

7.1. The President shall be the Chair, referred to as the 'Chairperson', in accordance with article 7.8.

7.2. Unless otherwise specified or determined by Council, the Deputy Chair, referred to as the 'Deputy Chairperson', is the General Secretary. The General Secretary may decline to take the Deputy Chair. If an election of Deputy Chair is required, the method is set out in S.O. 12.6.

7.3. In the case that the Chair becomes vacant, the Deputy Chair shall take the Chair as Acting Chair and Council are to immediately elect a Deputy Chair.

7.4. In the case the Chair is vacant at the opening of a meeting, the General Secretary becomes the Chairperson, until otherwise decided by Council who may immediately nominate and elect another Councillor to take the Chair – consistent with article 7.8.

7.5. The Chairperson shall:

- (a) Keep the meeting in order,
- (b) Be responsible for the conduct of the meeting, including taking votes,
- (c) Not, unless otherwise specified, move or second motions before the Chair,
- (d) Unless otherwise specified, have a casting vote if there is an equality in votes in any matter,
- (e) Interpret and apply the Standing Orders in meetings,
- (f) Rule on all matters of procedure not detailed in the Constitution, By-Laws Standing Orders or other Regulation.

7.6. The Chairperson may:

- (a) Direct discussion and debate,
- (b) Maintain a speaking list for discussion and debates,
 - (i) Any student may be placed on, or removed from, the speaking list by indicating to the Chair. A speaker may request to move down the list by indicating to the Chair.
- (c) Name any person who, after three warnings, disrupts the meeting,
 - (i) At the request of the Chair, a naming can be recorded in the minutes.
 - (ii) A person who has been named shall not be recognised by the Chair until the Chair is satisfied that the person will not continue to disrupt the meeting.
 - (iii) A person named may be referred to the Grievance Committee by the Chair if a person continues to disrupt the meeting.
- (d) Withdraw a naming at their discretion, and
- (e) Request a Councillor or observer withdraw a remark made during a meeting.

7.7. For the purpose of these Standing Orders, an Acting Chairperson has the same responsibility as a Chairperson and is obliged to act in accordance with these Standing Orders as Chair.

8. Apologies and Proxies

8.1. The General Secretary or, at the request of the General Secretary the Assistant General Secretary, must accept and record in the minutes any written apology if satisfied the apology

details why the Councillor is unable to attend the meeting and it is received at least 24 hours before the scheduled start of a meeting.

- 8.2. In accordance with article 7.9, a Councillor who has apologised ('the apology') may proxy their vote to any other Councillor for that meeting by informing the General Secretary in writing at least 24 hours before the meeting.
 - (a) The apology may specify an order of priority by sending an ordered list of Councillors to the General Secretary.
- 8.3. In accordance with article 7.10, a Councillor can only hold a maximum of two votes including proxies.
- 8.4. A Councillor may proxy their vote to another Councillor during a meeting if they are unable to continue to attend by notifying the Chair. A Councillor may reclaim their vote if they return to the meeting.
 - (a) A Councillor cannot proxy another Councillor's proxy vote.

9. Motions

- 9.1. All motions must have a mover and seconder, otherwise the motion lapses.
- 9.2. All motions must be either:
 - (a) submitted in writing on notice to the General Secretary in accordance to the Constitution, By-Laws and Standing Orders; or
 - (b) submitted in writing to the General Secretary during a meeting if a matter requires a resolution.Otherwise the motion cannot be considered.
- 9.3. A motion arising under S.O. 9.2.b must not incur any costs to the Association and must be strictly related to the business arising on notice. If this is not the case the motion can be considered under agenda item 3 in the next meeting at the request of both the mover and seconder.
- 9.4. Motions arising under agenda item 7.1 (Operational and Procedural Business, Stipends and Reimbursements) require notice unless the motion is in regard to a reimbursement by a staff member, or Collective member or Office-bearer. A motion to reimburse without notice requires a receipt or invoice, Collective minutes (if applicable) and must not total more than \$200, otherwise the motion to reimburse requires notice.
- 9.5. Motions should begin with 'that' and include an action. If a motion is not in the required form the Chair shall give the opportunity to the mover to rephrase the motion.
 - (a) A policy motion can contain the following:
 - A preamble: containing background information.
 - Platform(s): containing expressions and other statements to be adopted by the Association.
 - Action(s): from the substance of a motion. They contain directions for Council and/or its Officers, written in form "That...".
- 9.6. The Chair may rule out any motion which is inconsistent with the Constitution, By-Laws, the Standing Orders, other Regulations or the law. The Chair shall give the mover the opportunity to rephrase the motion so that is consistent with the Constitution, By-Laws, the Standing Orders, other Regulations or the law. A rephrased motion in any instance cannot be substantially different from the original motion.

- 9.7. A motion may be withdrawn by the mover. A withdrawal shall be recorded in the minutes unless otherwise specified by the mover.
- 9.8. Once a motion is moved and seconded, the question before Chair is that the motion be agreed to.
- 9.9. Councillors may, on request, cause the motion to be read to the meeting in whole, or in part, by the mover or the Chair.
- 9.10. At the conclusion of any discussion or formal debate, the motion is to be put in manner prescribed in S.O. 12.1.
- 9.11. The mover of a motion shall have speaking rights and a right of reply in any case. The seconder shall have a right to speak directly after the mover. Speaking rights may be reserved.
- 9.12. Motions may be rescinded at a later meeting by a rescission motion on notice. A rescission motion must be recorded in the minutes.
- 9.13. In accordance with article 3.3, a successful motion or resolution of a meeting is binding across terms. If two motions or resolutions of Council or the Executive are inconsistent the former is inoperable to the extent of the inconsistency and the latter prevails.

9.14. **Amendments**

At any point during a discussion or formal debate, a Councillor may move an amendment. If the amendment is accepted by (amenable to) the mover of the original motion, the amendment becomes a part of the motion. Otherwise, the amendment requires a seconder. Once the amendment is seconded, the question before the Chair is that the amendment to the motion be agreed to.

- (a) If an amendment is before the Chair, discussion should be confined to the amendment. At the conclusion of discussion or debate the question is to be put.
- (b) If the amendment is answered in the affirmative the motion is amended. The question before the Chair is then, that the motion as amended be agreed to.
- (c) Amendments cannot alter a motion or its action points to enact the opposite effect of the original motion, this does not prevent amendments which remove action points.

10. Procedural Motions

A procedural motion amends the procedure or agenda of a meeting, set out in these Standing Orders, for a specific purpose.

- 10.1. A procedural motion requires a mover and a seconder. The Chair may move or second a procedural motion.
- 10.2. Notwithstanding any other S.O., a procedural motion may be moved at any time, including when someone is speaking. The Chair may dismiss the same or similar procedural motion from being moved directly after each other or in a sequence.
- 10.3. Procedural motions are to be put immediately after being seconded without discussion or debate. The Chair may make remarks for the purpose of clarifying the motion. The method of voting is the same as that in S.O. 12.1, unless otherwise specified.
- 10.4. A procedural motion cannot be amended with the exception of procedural motions relating to time.

- 10.5. The Chair may have a deliberative vote on any procedural motion, except motions on matters of dissent (S.O. 10.10) or confidence (S.O. 10.11).
- 10.6. Voting members of a meeting cannot abstain on matters of procedure.
- 10.7. Procedural motions that require a simple majority:
- (1) That the question be put.
 - (2) That the speaker be no further heard.
 - (3) That the speaker(s) be heard for [an additional or lesser amount of time].
 - (4) That the speaking list be closed at the end of the next speaker.
 - (5) That agenda items are to be discussed together (en bloc).
 - (6) That an agenda item should be moved [before/after another agenda item].
 - (7) That the matter be laid on the table.
 - (8) That the meeting moves into formal debate.
 - (9) That the meeting moves in camera.
 - (10) That the meeting adjourns for [a specific length of time].
 - (11) That the Executive is empowered to hear the matter at the next meeting of the Executive.
 - (12) Any other procedural motion not listed in S.O. 10.
- 10.8. Procedural motions that require an absolute majority.
- (1) That the meeting dissents from the Chair's ruling. See S.O. 10.10.
- 10.9. Procedural motions that require a two-thirds majority of votes present.
- (1) That the meeting be adjourned.
 - (i) Any items of the agenda not disposed of during an ordinary meeting which has been adjourned shall be carried over to the next ordinary meeting.
 - (2) That the standing orders be suspended [for a specific purpose].
 - (3) That the Chair does not possess the confidence of this meeting of Council. See S.O. 10.11.
- 10.10. **Dissent Motion**
- Any ruling by the chair may be dissented to by moving 'That the meeting dissents from the Chair's ruling' (S.O. 10.8.(1)). Upon the dissent motion being moved and seconded, the Deputy Chair shall oversee the dissent motion as follows:
- (a) An alternative ruling is to be proposed by the mover. The Chair-in-dissent may have a right of reply. The question is then put immediately. The Chair-in-dissent shall have a deliberative vote only.
 - (b) The Deputy Chair shall count the votes and have a casting vote only.
 - (c) If the motion is carried, the alternative ruling proposed comes into effect.
 - (d) If the vote is lost, the ruling stands.
 - (e) At the conclusion of a dissent motion, the Chair is to resume the meeting.
- 10.11. **No Confidence Motion**
- (a) Consistent with article 7.8, if the Chair is not the President, a Councillor may move at any time: 'That this meeting of Council does not have confidence in the Chair'.
 - (b) Upon the motion being moved and seconded the Deputy Chair becomes Acting Chair.
 - (c) The mover may speak to the motion. The previous Chair, in whom confidence is being challenged, may reply. There is then a formal debate.
 - (d) If the motion is carried, in accordance with S.O. 10.8., the previous Chair, in whom confidence has been withdrawn, is to formally vacate the Chair for the remainder of the

meeting. Councillors may then nominate to take the Chair. A nominee is elected to the Chair if they command a simple majority. The Acting Chair may be a nominee. If the Acting Chair is elected to the Chair, an election for Deputy Chair shall then take place immediately.

- (e) If the motion is lost, the Chair, in whom confidence was questioned, immediately resumes the Chair.

11. Discussion and Formal Debate

11.1. Council may discuss a matter openly and freely, when the Chair so declares that a matter is open for discussion. The Chair must open matters for discussion if it has been placed on notice or is otherwise requested by three members of Council.

11.2. Upon the relevant procedural motion, the meeting may move into formal debate.

11.3. Formal Debate

In formal debate:

- (a) Discussions must be confined to the motion or amendment before the Chair,
- (b) Every speaker must address themselves to the Chair and direct their comments through the Chair,
- (c) Speakers may speak for a maximum of five minutes and the mover may have an additional two minutes to reply once all speakers have been heard, unless otherwise decided by Council by way of procedural motion,
- (d) The seconder of the motion may speak directly after the mover or may reserve their right to speak at a later time in the debate.
- (e) All speakers shall:
 - (i) speak only when called by the Chair;
 - (ii) other than the mover, speak for a maximum of three minutes, unless otherwise decided by Council by way of procedural motion;
 - (iii) respect other speakers and the Chair;
 - (iv) follow the direction of the Chair.
- (f) Speakers may only speak once, unless they are seeking:
 - (i) leave of the meeting to speak or table a document;
 - (ii) to make a personal explanation;
 - (iii) as the mover, to exercise their right of reply at the end of the debate, in which case the debate is closed and the question is put.In each case the Chair must deal with the matter.
- (g) The Chair shall:
 - (i) have general control of the debate;
 - (ii) ensure that the standing orders are being followed;
 - (iii) allow reasonable time for Council to exercise their full rights as set out in the Constitution, By-Laws, Standing Orders and any other Regulation;
 - (iv) as far as practicable, call on speakers for and against alternatively, subject to the right of the seconder to speak after the mover;
 - (v) either maintain a speaking list or otherwise ensure the debate is fair.
- (h) If two consecutive speakers have both argued either for or against the motion or amendment, the question shall be put, subject to the mover's right of reply.

12. Voting

12.1. The method of voting shall be as follows:

- (a) If a proposed resolution has not otherwise lapsed, the chair shall call for any dissent. If there is no dissent the proposal is carried unanimously. If any member expresses dissent the question shall be put to a vote.
- (b) The chair shall determine the result by asking for:
 - (i) Those in favour; then
 - (ii) Those against; then
 - (iii) Those abstaining.
- (c) Unless otherwise specified, the chair shall decide in favour of the proposed resolution if there is a simple majority of votes in favour. If there is an equality of votes and the Chair does not cast a tie-breaker vote, the proposal shall fail.

12.2. Votes shall be by show of hands.

12.3. The result of the vote, including number of votes in favour and against shall be recorded in the minutes.

12.4. A recount can be requested by one half of Councillors present. A recount shall be conducted immediately, without discussion, by the same method in S.O. 12.1. The result of a recount is final.

12.5. Any dissent in the final result of a vote can be recorded in the minutes upon request.

12.6. Any abstentions may be recorded in the minutes upon request. Councillors may abstain when calling for dissent in S.O. 12.1.(a).

12.7. Election of Deputy Chair

The process for the election of Deputy Chair shall be as follows:

- (a) The Chair calls for nominations for Deputy Chair. The Chair may nominate a Deputy. If there is one nomination that person becomes Deputy Chair. If there are no nominations the General Secretary becomes Deputy Chair.
- (b) If there are more than one nominee, the chair will call for votes of each nominee. The vote shall be conducted as follows:
 - (i) Those in favour of 'nominee one'
 - (ii) Those in favour of 'nominee two'
 - (iii) And so on until each nominee is called.
- (c) Councillors shall have only one vote, the Chair may vote in the case of a tie break.
- (d) A nominee is successful if they command a simple majority. Once a simple majority is established the vote is concluded.
- (e) If no nominee commands a simple majority, the nominee with the fewest votes, or nominees in the case of a tie amongst nominees with the fewest votes, is eliminated and the chair shall repeat the process in 12.7.(b).
- (f) Nominees can withdraw their nomination at any point.
- (g) Unless otherwise determined, candidates may speak for a maximum of two minutes, if all the nominations are received and a vote is required, in the order the nominations were received by the Chair. Speeches shall take place before the vote

12.8. Election for other positions

The process for the election of other positions required by Council to fill, shall be as follows:

- (a) If there is one position to be filled, the same process outlined in S.O. 12.7 is to be used, with a view to substituting the words 'Deputy Chair' with the name of the position to be filled. Nominees do not have to present in the meeting but must consent to being nominated.

- (b) If there is more than one position to be filled for a specific role (for example a committee member) the Chair shall call for nominations, noting:
 - (i) Councillors may submit a list, on notice, and with consent of each person on the list, for the purpose of an election for multiple positions for a specific role.
 - (ii) If lists are submitted, then the lists are considered first before calling for nominations.
 - (iii) If there are multiple lists, then each list is considered in turn until a list achieves a simple majority. If a list is agreed to by a simple majority of that meeting, then those people on the list are declared elected.
 - (iv) Nominees do not have to be present in the meeting but must consent to being nominated.
- (c) If the amount of nominations is the same or less than the amount of positions to be filled, those nominees are elected. Any vacant positions may be filled at a later meeting.
- (d) If there are more nominations than there are positions, then the Chair will call for votes for each nominee. Similar to the method in S.O. 12.7(b)
- (e) A nominee is elected if they command a simple majority. Once elected they are excluded from the following rounds.
- (f) The vote shall otherwise continue in rounds, eliminating the nominee receiving the lowest number of votes until the number of remaining nominees is equal to the positions to be filled. The Chair shall declare those nominees are elected. Only one candidate shall be excluded each round.
- (g) Notwithstanding 12.8(f), if the bottom number of nominees are tied then they are excluded unless the remaining number of nominees is less than the required positions, then those remaining nominees are declared elected and excluded.
- (h) The vote continues in rounds (as in S.O. 12.8(a—f)) until all positions are declared elected by the Chair.
- (i) Unless otherwise determined, candidates may speak for a maximum of two minutes, if all the nominations are received and a vote is required, in the order the nominations were received by the Chair. Speeches shall take place before the vote.

13. Executive Meetings

13.1. Application of Standing Orders

Only S.O. 1—3, 9—10, inclusive of subsections, shall apply to Meetings of the Executive when appropriate – with a view to substituting the words “Council”, “SRC”, and “meetings (of Council)” with “Executive Meetings”. If this standing order (S.O. 13, inclusive of subsections) is inconsistent with any other standing order, for the purpose of a meeting of the Executive, S.O. 13 shall prevail and the relevant standing order is inoperable to the extent of the inconsistency.

13.2. Agenda

The agenda for Executive meetings is as follows:

1. Opening of the Meeting
 - 1.1. Acknowledgement of Country
 - 1.2. Apologies and Proxies
 - 1.3. Declarations of Interest
 - 1.4. Confirmation of Previous Minutes
2. Business Arising on Notice
3. General Business
4. Close of Meeting

13.3. Notice

In accordance with article 11, notice shall be issued by the General Secretary, or by two other members of the Executive. The Executive(s) issuing notice must give at least 48 hours written notice of the time and place of any Executive meeting.

- (a) In accordance with article 11.4, an extraordinary Executive meeting can be held with less than 48 hour's notice if reasonable attempts have been made to notify all members of the Executive and Officers of the Association of the time and place of the meeting.

13.4. Quorum

Quorum for a meeting of the Executive is three.

13.5. Apologies and Proxies

- (a) All apologies received at any time before the start of the meeting shall be accepted by General Secretary.
- (b) In the case of an extraordinary Executive meeting, all apologies received at any time before the close of the meeting shall be accepted by the General Secretary.
- (c) An Executive can proxy their vote to any Executive at any time before or during a meeting by informing the General Secretary and/or the President. In accordance with article 11.10, a member of the Executive can only hold their vote and one proxy at any given time.

13.6. Observers

Consistent with article 11.5, any Councillor, Officer, Convenor or staff member of the Association shall be permitted to observe and may speak at meetings of the Executive. The Executive may resolve to permit other observers.

13.7. Chair and Deputy Chair

- (a) The Chair shall be the President or, in their absence, another member of the Executive agreed to by two other members of the Executive. The Chair has full moving and seconding rights.
- (b) The Deputy Chair shall be the General Secretary or, if they are the Chair or absent, the Assistant General Secretary. The Deputy Chair shall take the minutes.
- (c) If the Deputy Chair is vacant, another member of the Executive, agreed to by the members of the Executive, becomes the Deputy Chair.
- (d) If the Chair becomes vacant the Deputy Chair automatically becomes the chair for the purpose of deciding a new Chair, in which the Deputy Chair may nominate.

- 13.8. Resolutions adopted by the Executive are effective immediately, unless otherwise stated in the resolution, and are to be tabled at the next SRC meeting.

13.9. Votes

Matters are carried if agreed to by simple majority of Executive members present. The Chair has a deliberative vote in Executive meetings.

13.10. Conduct of the Meeting

The Chair has absolute authority over the conduct of the meeting, limited by only by this Standing Order (S.O. 13). Only a procedural motion, agreed to by the Executive, may alter a decision by the Chair.

- 13.11. Members of the Executive may, at any time, raise points of order relating specifically to an article of the Constitution, a By Law, Regulation or Standing Order. The matter is to be dealt with by the Chair. The Chair's decision is final.

14. Committee Meetings

14.1. Agenda

The agenda shall be set out at the discretion of the Chair. The agenda must be circulated with the notice of the Meeting. An acknowledgement or welcome to country must be the first agenda item after opening the meeting.

14.2. Meetings

- (a) The Chair shall provide Committee members with at least five days written notice of the time, date and place of any meeting.
- (b) An emergency Committee meeting may be held if deemed necessary by resolution of the SRC or the Executive, in which case only 48 hours' notice is required.
- (c) Quorum shall be, inclusive of the chair, the lowest number which forms the majority of those appointed to the committee or three, whichever is highest. If quorum is not met within 30 minutes of the time specified in the notice, the meeting is adjourned to a time, date and place chosen by the Chair, so that Committee members have at least seven days' written notice.

14.3. Conduct of Meetings

- (a) Meetings must be opened by the chair. Minutes shall be taken by the General Secretary or, if the General Secretary is the Chair, the Assistant Secretary, or, if both are not in attendance, a member of the Committee agreed to by the Committee.
- (b) The business before a committee must be specifically in reference to the terms of reference set out by Council and, in case of Committees set out in article 14, the responsibilities set out in Constitution or By-Laws.
- (c) Discussion and Debate
All matters are open to discussion. The Committee may resolve to enter into a formal debate, in accordance with these Standing Orders.

14.4. Chair

The Chair is the relevant Councillor named in the Constitution. If the Constitution does not specify the Chair, the SRC or Executive shall decide. The Chair shall have a deliberate vote in all matters. The Chair shall have the rights and responsibilities and set out in the By-Laws (see generally S.O. 7). There is no requirement to elect a Deputy Chair.

14.5. Reports to SRC

Committees shall report back to SRC and provide any minutes or documentation for the consideration of Council. Resolutions by Committees shall be Considered by Council on Notice.

14.6. Application of Other Standing Orders

The Standing Orders shall apply to Committees when appropriate with a view to substituting the words "Council", "SRC", and "meetings" with "meetings of Committees". If this standing order (S.O. 14, inclusive of subsections) is inconsistent with any other standing order, for the purpose of a meeting of a Committee, S.O. 14 shall prevail and the relevant standing order is inoperable to the extent of the inconsistency. The Grievance Committee may also determine regulation applicable to that committee. These Standing Orders are subject to any legitimate regulation agreed to by the Grievance Committee.

14.7. Observers

All Councillors and Staff members of the Association may observe and speak at a Committee meeting. A Committee may resolve to allow other observers. The Grievance Committee may set rules with respect to observers, subject to the By-Laws.