



**DIT Students' Union**

**Student Council**

**Standing Orders**

**(Meeting Guidelines & Procedures)**

**18<sup>th</sup> October 2018**

## 1. The Agenda will be as following (time will be allocated to each item)

1. Minutes of the last meeting
2. Matters Arising from the minutes
3. Correspondence
4. Elections
5. Standing Agenda Item Updates
  - USI
  - Technological University for Dublin (TU4D)
  - Grangegorman/Broombridge
  - Societies Update
  - Clubs Update
6. Council Items for discussion
7. General/Fallen/Expired Motions and Policies
8. Officer Reports – Questions & Answers
9. Committee Reports
  - Board of DITSU CLG
  - Electoral Commission
  - Student Activities Committee
10. Any Other Business

## 2. The Chairperson

Constitutional Article 9.15 - The Student Council shall appoint a person who shall not be a member of the Students' Union to act as its Chairperson and shall prescribe the duties of the Chairperson within Schedule E of the Constitution.

- 2.1 If the Chairperson is absent, the meeting will be chaired by the Deputy Chairperson. Article 9:18 *"The Student Council shall elect from one of its number no later than the second meeting, a Deputy Chairperson. The Deputy Chairperson shall act if the Chairperson is temporarily incapacitated and will not receive an honorarium. The Deputy Chairperson shall act in an independent capacity whilst performing the role of the Chairperson."*
- 2.2 The Chairperson will make sure that speakers for and against the topic, address the council alternatively.
- 2.3 Whenever the Chairperson speaks they will be heard in silence and all members shall stop speaking at once.
- 2.4 The Chairperson shall not take part in any debate.
- 2.5 The Chairperson shall have a vote only in the event of a tied vote, unless otherwise specified by the Constitution.
- 2.6 The Chairperson can point out to the meeting when a member is making the same point over and over again, or if a member raises irrelevant or tedious points and may, after reasonable warning, ask that member to stop speaking.
- 2.7 The ruling of the Chairperson on questions of order and on matters arising in debate shall be final and not open to discussion except in the case of a Procedural Motion 9e or 9f.
- 2.8 The Chairperson shall sign a Code of Conduct and exercise the powers of the Chairperson in a professional and responsible manner.

### 3. General conduct of a meeting

- 3.1 Every motion, policy, amendment to a motion/policy or report must be in a written format and be proposed and seconded by another councillor in writing to the Clerk. The motion or policy will be put forward once the proposer has concluded their opening speech. The proposer has the right to reply immediately before a vote is taken. Before motions/policies go to debate – Councillors may have the opportunity to ask clarifying questions.
- 3.2 All reports, or other communications including those prescribed by the Constitution, shall be submitted to the Clerks' Office five working days before the scheduled meeting. Emergency motions will be accepted at the discretion of the Chairperson.
- 3.3 In accordance with Article 9.23 of the constitution all questions in the Student Council shall, as otherwise provided by this Constitution, be determined by a majority of the votes of the members present and shall immediately form policy, mandate or a decision of the Council.
- 3.4 The minutes must be signed off at each meeting as a true and accurate reflection of the previous meeting. They may only be amended where it is deemed, by a majority of the members present, that the minutes are not a true and accurate reflection of the decision taken. If this happens, the minutes will be updated to reflect the amended version agreed by the Council.
- 3.5 The minutes of the last council meeting of each academic year will be signed off as a true and accurate reflection of the meeting by the Chairperson of the Council, within one calendar month of the meeting concluding.
- 3.6 All 'matters arising' will remain on the agenda until completed to the satisfaction of Council
- 3.7 "Any Other Business" must be submitted to the Chairperson prior to the meeting. The Chairperson will decide whether to include this in the agenda, at their sole discretion.
- 3.8 Any amendment to a motion or policy must be accepted by the proposer and seconder of the motion/policy. If the proposed amendment is not accepted, the motion/policy shall stand in its original format. A member is within their rights to challenge the motion/policy, either in its original or amended format, under standard procedural motions 9a – 9f below.
- 3.9 If an amendment is passed, the original motion/policy/report with the amendment will become the substantive motion/policy, and further amendments can be made.
- 3.10 Only one motion/policy or report, or any amendments to a motion, policy or report may be put before the meeting at any one time.
- 3.11 A member wishing to submit a written question must do so in writing to the Clerk to Student Council, five working days before the Student Council Meeting.
- 3.12 The Executive Council members shall sit at the front of the Student Council, where possible beside the Chairperson and Clerk to the Student Council.
- 3.13 Any member who wishes to address the Council must stand up, where possible, stating their name
- 3.14 Each member of the Executive Council must be available for questions on their Officer Report. They can make verbal additions to their Report at the discretion of the Chairperson.
- 3.15 The lengths of speeches are determined by the Chairperson, once time allocated is equal.
- 3.16 If at any time there is no discussion, the Chairperson may ask whether there is any discussion, opposition or amendment and if not, shall declare the question carried.

- 3.17 Should disorder arise, the Chairperson at their discretion is entitled to adjourn the meeting and quit the chair. On doing so, the meeting shall be immediately adjourned. The Chairperson shall give their reason for doing so at the following meeting of the assembly, where there shall be no discussion thereon.
- 3.18 No member shall use any offensive expression to any member of the assembly.
- 3.19 No member shall conduct themselves in a way that is against the maintenance of order. Any member who has been disruptive to the meeting will get a warning by the Chair, and this will be minuted. After the 2<sup>nd</sup> warning, the member will be suspended from the meeting.
- 3.20 In the event of any member at a meeting of the Student Council disregarding the authority of the Chairperson, or being guilty of obstructive or offensive conduct, the Chairperson may suspend such a member from the meeting and may in addition order that that member be escorted from the meeting.
- 3.21 The use of mobile phones, laptops and other electronic devices may be allowed where it is the view of Student Council that their use contributes to the proceedings.
- 3.22 Where electronic devices are utilised, Student Councillors and ex officio office holders shall be bound by these Standing Orders.
- 3.23 There should be a break during every Student Council meeting, exercised at the discretion of the Chairperson, where the meeting runs over two hours.

#### **4. Standing Orders**

Standing Orders for procedures at democratic meetings of DITSU shall be binding on all meetings, unless otherwise directed by the members of the Student Council.

#### **5. Points of Order**

Points of Order shall have priority over all other business except the acts of voting (unless they refer to the conduct of the vote) and they will not be discussed. Any member may raise a Point of Order, providing that they do so immediately and state that they rise on a 'Point of Order'. The point shall be related only to the conduct of the meeting.

A Point of Order is a matter raised during the debate of a motion or policy concerning the rules of procedure. A Point of Order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The Point is resolved before business continues. The Point of Order calls on the Chairperson to make a ruling. It is not allowed to use a Point of Order to ask a question of information or procedure. The Chairperson may rule on the Point of Order or submit it to the judgment of the assembly.

#### **6. Points of Information**

Points of Information may be raised in the same way as Points of Order, but only if allowed by the speaking member. They shall consist of relevant information offered to or asked of that member.

#### **7. Guests and Visitors**

Ordinary students and observers (Guests) are welcome to attend the Student Council. On arrival they should identify themselves as visitors to Council to the Chairperson. They will be invited to sit at the back of the room and must remain seated at all times. If guests wish to speak on a motion or policy they must inform the Chairperson before the meeting commences, so that an appropriate place in the agenda can be found for them to do so.

Guests cannot speak while a formal motion or policy is being put to the meeting, and at all other times should only contribute to the meeting, on the consent of Council by simple majority. A Councillor can opt to allow a guest to speak for them during a motion or policy, if they receive the consent of Council by simple majority.

External visitors must be invited by Student Council to attend meetings, or apply to present to the Council, through the administrative processes.

## **8. The Guillotine**

Where Standing Orders are raised to extend the Guillotine, it shall automatically refer to extending the time of the meeting to finish discussing the issues on the Agenda, unless expressly said so.

## **9. Procedural Motions**

Procedural motions are used to assist the chair in moving debate along. Procedural motions empower members to take control of the debate and ensure it is moving in an appropriate direction.

- a) A motion that the question now be put.
- b) A motion that the question not be put.
- c) A motion that the question be taken in specific parts.
- d) A motion to refer the matter to a specified later time, date, meeting, officer or committee.
- e) A challenge to the Chairperson's ruling.
- f) A motion of no confidence in the Chairperson

Procedural motions must have a seconder. They may not be proposed while any member is speaking on a Point of Order, Point of Information or during the act of voting.

- 9.1. The Chairperson may refuse to accept a procedural motion which is similar or related to the same subject which was defeated in the previous 15 minutes. The Chair may also decline or accept a Procedural Motion 9(a) or 9(b), prior to two speakers speaking for and against.
- 9.2. Procedural motions 9 (a, b, c, d, e and f) shall be voted on without discussion. The proposer may speak for 2 minutes followed by a speaker against for 2 minutes. It shall then go to a vote.
- 9.3. In the event of procedural motion 9(a) being passed the Chairperson shall allow the proposer of the original motion to summate before the vote.
- 9.4. Once a procedural motion 9(c) has been called, the Council shall firstly vote on whether to take the motion/policy in parts. If this is not passed, the motion/policy shall proceed in its original format.
- 9.5. If the procedural motion passes, the motion/policy shall secondly be broken down into parts, and each part shall be voted on separately. If a part falls, it shall be removed from the substantive motion/policy. Council then returns to the overall motion/policy as amended, and votes on the final amended motion/policy.
- 9.6. In the event of a procedural motion 9(e) being called, the Chairperson shall have priority in speaking against the motion and shall leave the chair until a vote is taken. In proposing a 9(e) the proposer must state where the Chairpersons' ruling has not followed points of order and procedure either within the Constitution or these Standing Orders.

If a 9(e) passes that might directly contradict either the Constitution or these Standing Orders, the Chairperson must refer the matter to the Constitutional Tribunal for a ruling. If the Chairperson's ruling is not accepted by a member of the Council, a written request must be submitted to the Constitutional Tribunal stating the grounds for the challenge to that ruling. The decision of the Tribunal is binding.

9.7. In order for a procedural motion 9(f) to proceed, a motion must be put before the Student Council and must receive the support of two thirds of the total membership (67 members) of the Student Council (Constitutional Article 9.21). The Chairperson has priority speaking against the motion and will leave the chair until a vote is taken.

In the event of a procedural motion 9(f) being passed, the Chairperson will be removed from their position and a by-election will take place. The Deputy Chairperson shall preside over the meeting for this period. The new Chairperson's term of office will cover the Term of Office of the previous Chairperson.

9.8. No procedural motion shall be called whilst another procedural motion is being discussed unless a 9(e) or 9(f) is called.

## **10. Suspension of Standing Orders:**

10.1. These Standing Orders may be suspended when a motion to that effect is passed by a 2/3 majority of those voting. Such motions will require a seconder and shall state why Standing Orders should be suspended. The motion will be put to a vote without discussion. Such a motion may not be proposed during a Point of Order/Information or during the act of voting.

10.2. Only the business for which Standing Orders has been suspended, may be discussed during the suspension of Standing Orders.

10.3. A motion to that effect being passed by a 2/3 majority of those voting may amend the Standing Orders.

## **11. DITSU Plan of Work**

The DITSU Plan of Work shall be presented to the Council meeting twice per year (January and April), where updates shall be given.

## **12. Quorum**

The quorum for a meeting of the Student Council shall be 20% plus 1 of registered councillors<sup>1</sup>

## **13. USI Officer Hustings**

In accordance with Articles 3 and 8 of the Constitution, dealing with the USI Officer hustings at Council, the members shall vote for the USI Officer positions. The DITSU delegation at USI Annual Congress shall vote, supervised by the President, for all the candidates (including RON) in each position, using the preference as decided by Student Council.

## **14. Notice of Meetings**

Notice must be given for Student Council by email (5 working days before) and text message (1 working day before)

## **15. Travel Allowance**

Any member, who crosses the River Liffey to attend a session of Student Council, whilst coming from college, should be reimbursed for their public transport cost, with the exception of a taxi.

## **16. Amendments**

These Standing Orders will stand until such time as they may be amended, either by way of variation, addition, or repeal in a manner agreed by the Student Council.

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<sup>1</sup> For the purposes of the interpretation of this Standing Order, the Clerk to Student Council shall calculate the total number of registered members, including ex-officio members, as well as councillors elected through local Class Representative Meetings.