

Article 1 Meetings of the JCR Order New

1 Meetings

- 1.1 At least two General Meetings shall be held per term.
- 1.2 There shall be a meeting held during the week prior to Cuth's Day, which shall be dedicated solely to approving the budgets of the Sports and Societies within the JCR.
- 1.3 The Chair shall advertise General Meetings at least seven days in advance and call for motions to be submitted at least five days in advance.
- 1.4 The Meeting shall be held at either one of St. Cuthbert's Society's bars or JCRs.

2 The Agenda of JCR Meetings

2.1 The order of business at a General Meeting shall be as follows:

- 2.1.1 Apologies for absence.
- 2.1.2 Approval of the minutes which will have been circulated prior to the meeting.
- 2.1.3 Matters arising from the minutes.
- 2.1.4 Correspondence and announcements (at the discretion of the Chair- correspondence may be held over to a later point in the meeting).
- 2.1.5 Reports and questions. The Officers listed below shall submit a written report and have questions asked of them, the report shall then be considered by the meeting for approval. If the report is not approved then it must be resubmitted at the next General Meeting on paper. Reports shall be submitted at the first and last General Meetings of each term only.
- 2.1.6 The order of reports shall be as follows:
 - 1) President of the Society,
 - 2) Vice-President,
 - 3) Treasurer,
 - 4) Social Chair,
 - 5) Society Librarian,
 - 6) Senior Welfare Officer,
 - 7) International Representative,
 - 8) Outreach Committee Chair,
 - 9) Postgraduate and Mature Students Representative,
 - 10) Sports and Societies Committee Chair,
 - 11) Communications Officer,
 - 12) Facilities Manager, and
 - 13) JCR Chair.

- 2.1.7 Other reports which are to have been submitted to the Vice-President in advance, (at the discretion of the Chair- correspondence may be held over to a later point in the meeting).
- 2.1.8 Motions.
- 2.1.9 Straw Polls.
- 2.1.10 Elections.
- 2.1.11 Any Other Business.
- 2.1.12 Singing of the Cuth's Song - with aplomb.

3 Submitting Motions

3.1 The procedure for motions shall be as follows:

- 3.1.1 Motions may be proposed by any Full or Honorary Member.
- 3.1.2 The motion must be then be seconded be one Full or Honorary Member, except where otherwise specified
- 3.1.3 Motions should be of the form:
 - 1) This JCR Notes: - which should explain the current situation and should be purely factually based.
 - 2) This JCR Believes: - which should explain what the proposer thinks should happen and as such is likely to be more opinion based.
 - 3) This JCR Repeals: which should contain details of Standing Orders that are to be superseded by the motion.
 - 4) This JCR Orders: - which should contain the Standing Order that the motion aims to introduce
 - 5) This JCR Mandates: which should contain directions for the actions of JCR Officers and Committees.
 - 6) This JCR Resolves: - which should contain details of financial expenditure or where the required action is not encapsulated by another available option.
 - 7) Motions may not require all of parts and hence may be omitted as necessary.

- 3.1.4 The motion will be read out as submitted to the chair unless suitable equipment is available which renders this unnecessary.

4 Passing a Motion

4.1 The procedure of passing a motion will occur in this order:

- 4.1.1 The proposer of the motion, or his proxy, will speak in favour of the motion.
- 4.1.2 Questions of the proposer from the floor will then be accepted by the chair.
- 4.1.3 If the motion concerns the expenditure of JCR funds, the opinion of Finance Committee will be announced by the Treasurer in cases where the Finance Committee has exercised its power of veto, the motion will be deemed to have lapsed.
- 4.1.4 The chair will then accept speeches from the floor.
- 4.1.5 The chair shall call for amendment to the motion (all amendments must be proposed and seconded.) Each amendment will be voted upon and shall be incorporated into the motion if it gains a simple majority of votes cast.
- 4.1.6 The chair shall call for any opposition to the motion. If there is opposition then speakers may alternate for and against the motion until such time as:
- 1) there is no further comment from the floor;
 - 2) a procedural motion is moved to bring the debate to a close; or
 - 3) the chair decides that further debate is not of benefit to the meeting.

- 4.1.7 Motions shall be voted on by either a show of hands in the presence of opposition or a general 'aye' when opposition has not been declared. During the hands up voting, all members will be asked to close their eyes.
- 4.1.8 Motions that fail to be passed at a General Meeting may not be resubmitted during the remainder of that meeting.
- 4.1.9 A motion that is passed at a General Meeting shall be effective from the close of that meeting.

5 Straw Polls

5.1 The procedure for straw polls shall be as follows:

- 5.1.1 A topic for discussion shall be proposed and seconded by any Full or Honorary Member.
- 5.1.2 The proposer shall speak initially to describe the purpose of the poll.
- 5.1.3 Thereafter any member may speak at the direction of the chair; asking questions, giving points of information or stating their opinion.
- 5.1.4 The chair shall then call for options for the vote. Any Member may suggest options.
- 5.1.5 The meeting shall then vote on these options. Every Member is entitled to vote for as many options as they see fit or abstain from the vote.
- 5.1.6 The results of the vote shall be recorded in the minutes.
- 5.1.7 The results of a straw poll vote shall be considered guidance for the JCR Officers of the opinion of the JCR on the matter discussed but is non-binding.

6 Procedural Motions

6.1 Procedural motions may be submitted at any point during a meeting by calling 'procedural motion'. Having been given the floor, the proposer will explain the nature of and the reason(s) for the procedural motion. The Chair will then ask if there is a seconder. If there is no seconder, the procedural motion shall be deemed to have lapsed. If there is a seconder, it shall then be put to the vote and shall be decided by a show of hands.

6.2 Only the following procedural motions shall be accepted:

- 6.2.1 To close the meeting if carried, all discussion shall cease immediately.
- 6.2.2 To adjourn the meeting, for a specified period of time.
- 6.2.3 To postpone the discussion of a particular matter, for a specified period of time.

- 6.2.4 To vote on the matter currently under discussion by secret ballot.
- 6.2.5 To re-arrange the current agenda.
- 6.2.6 To divide a motion into parts, according to the issues raised by that motion and its amendments, and to treat each part as a separate motion.
- 6.2.7 To move immediately to a vote on the matter currently under discussion.
- 6.2.8 To refer the matter under discussion to a specified committee which will be required to report back to the JCR at the next General Meeting.
- 6.2.9 To censure a JCR member in respect of his conduct during the meeting, or, in his absence, for failing to submit apologies and/or a report due to be submitted to that meeting.
- 6.2.10 To call for quorum.

7 Points of Order and Information

7.1 Points of order and information may be made at any time by calling either 'order' or 'information.'

- 7.1.1 A point of order may only be made in relation to the conduct of that meeting at that time.
- 7.1.2 A point of information may only be made to seek or to offer factual information relevant to the matter then under discussion. The chair need not accept a point of information. The chair may announce that no further points of information will be accepted, following which calling 'information' will be deemed out of order. The chair shall also rule out of order any attempt to offer opinion under the guise of a point of information, and any attempt to offer a point of information following the move to a vote.

8 Challenges to the Chair

8.1 Challenges to the chair's rulings may be made by any Full or Honorary member in a case where the chair is deciding matters that fall outside of the Constitution or Standing Orders.

- 8.1.1 The challenge shall take the form of an alternative suggestion for a ruling.
- 8.1.2 A challenge shall be announced by calling 'challenge to the chair'.
- 8.1.3 The challenger shall, having been recognised, make his suggestion.
- 8.1.4 The chair need not accept the suggestion, but should he not do so, the two alternatives must be voted on by the meeting, on a show of hands following a short speech from the challenger and the chair concerning their position.

8.1.5 Once accepted by the meeting, the ruling is not open to further challenge.

9 Standing Orders

9.1 These Standing Orders may not be interpreted in any way that would contravene any provision of the Constitution.

9.1.1 The text of the Constitution and these Standing Orders may be interpreted so as not to prevent the JCR from taking advantage of improved technologies (for example, use of the term 'ballot box' need not exclude the possibility of voting electronically).

9.1.2 The decision of Governance Committee is final with respect to any interpretation of the Constitution or Standing Orders.

9.2 The Constitution and these Standing Orders shall be made available to all Members.

9.2.1 A copy of both shall be made available upon request to the President of the Society or to the Chair.

9.2.2 A copy of both shall be kept in the Society Library for reference use.

9.2.3 A copy of both shall also be distributed via email to all Members at the beginning of each new academic year.

9.2.4 A copy of these both shall also be posted on the JCR website (www.cuths.com).

9.3 These Standing Orders may be amended by the Members in General Meeting or Referendum and shall be observed at all times.

9.3.1 The Chair shall update the Constitution and Standing Orders after each General Meeting or Referendum at which amendments are passed. Each new version shall carry a version mark indicating the year, term and meeting after which it was made.

9.4 Policy documents may be created, amended or repealed by the Executive Committee in the event they become out of date or as a result of changes in legislation.

10 Extraordinary General Meetings

10.1 Extraordinary General Meetings may be called under any circumstances:

- 10.1.1 By the President of the Society with the agreement of the Vice-President and the Chair.
- 10.1.2 For the purpose of conducting an election by the SRO with the agreement of the President of the Society.
- 10.1.3 Following a submission to the Vice-President of a petition requesting such a meeting which shall be signed by at least fifty Full or Honorary Members and include the petitioners' agenda.

10.2 In any of the circumstances contemplated above, an Extraordinary General Meeting shall be convened within seven days. The Vice-President shall advertise the meeting by all available means during the time provided.

10.3 The Vice-President may accept other motions presented to him no less than 24 hours prior to the commencement of an Extraordinary General Meeting.

10.4 The order of business for an Extraordinary General Meeting shall be as decided by the Vice-President.