

# St Cuthbert's Society JCR

## Article 1 Meetings of the JCR



### 1. General Meetings

- 1.1. At least four General Meetings shall be held in Michaelmas Term and at least three in Epiphany and Easter terms respectively.
- 1.2. The JCR Budget meeting (also known as the General Meeting 3.2) shall be held after the conclusion of University examinations.
- 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:
  - 1) Apologies for absence,
  - 2) Approval of the minutes which have been circulated prior to the meeting,
  - 3) Matters arising from the minutes,
  - 4) Correspondence, announcements, and reports. The order shall be as follows:
    - a) At the first and last General Meeting of each term all officers of the Executive Committee, as well as the Communities Chair and a nominated Student Trustee shall submit a written report, except for General Meeting 3.3,
    - b) At the third general meeting of Michaelmas term and the second general meeting of Epiphany term, the Year Abroad and Placement Representative, the Music Representative, and the Environment Representative shall submit a written report,
    - c) At the first general meeting of Michaelmas term and the first general meeting of Easter term, the Senior Induction Week Representative shall submit a written report, and
    - d) At the first general meeting of each term the International representative shall submit a written report.

- e) Any Full or Honorary Member may submit correspondence or make an announcement with prior approval of Governance Committee.
- 5) Questions. Following the reading of correspondence, announcements, and reports, questions may be asked. The procedure for questions shall be as follows:
  - a) Questions must be directed to a member of the Executive Committee or to any Member who submitted some correspondence, an announcement, or a report.
  - b) The Chair will allow up to 3 questions.
  - c) At the discretion of the Chair, correspondence, announcements, reports, and questions may be held over to a later point in the meeting.
- 6) A roundup of the activities of Cuth's sports and societies since the last general meeting, presented by the Sports and Societies Chair.
- 7) Motions,
- 8) Straw Polls,
- 9) Elections,
- 10) Any Other Business,
- 11) Singing of the Cuth's Song- with aplomb.

2.2. The order of business at a JCR Budget Meeting shall be as follows:

- 1) Apologies for absence,
- 2) Approval of the minutes which have been circulated prior to the meeting,
- 3) Matters arising from the minutes,
- 4) The President of the Society's Annual Report
- 5) Questions on the President of the Society's Report
- 6) The JCR Treasurer's Annual Report
  - a) Report of the external organisations to which the JCR has made donations, with details of those donations,
  - b) Report and approval of the current list of affiliations to external organisations, and any fees paid,
  - c) The annual report submitted to the Charity Commission for the previous financial year,
  - d) Management accounts to date, including the expected net at the end of the financial year, and where the major sources of income and expenditure (excluding events) come from,
  - e) The income and expenditure for all JCR events,
  - f) Report on the level of reserves,
  - g) Key financial decisions or investments made in the academic year.

- 7) Questions on the JCR Treasurer's Annual Report
- 8) Sport and society budgets for the following financial year if the amount of funding that they are requesting from the JCR is equal to or greater than £500.
- 9) The Overall JCR Budget for the following financial year.
  - a) Once the budget is approved by the meeting, it can be amended by the Board of Trustees by up to 10% on each budget line. If the Board of Trustees requests a change larger than 10%, it must be returned to a General Meeting.
- 10) Motions,
- 11) Straw Polls,
- 12) Elections,
- 13) Any Other Business,
- 14) Singing of the Cuth's Song- with aplomb.

### **3. Submitting Motions**

- 3.1. The procedure for submitting 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 by only 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.
  - 3.1.4. Motions may not require all of parts and hence may be omitted as necessary.
  - 3.1.5. 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 for passing a motion shall occur in this order:
- 1) The proposer of the motion, or their proxy, will speak in favour of the motion.
  - 2) Questions of the proposer from the floor will then be accepted by the Chair.
  - 3) If the motion concerns the expenditure of JCR funds, the opinion of Finance Committee will be announced by the JCR Treasurer in cases where the Finance Committee has exercised its power of veto, the motion will be deemed to have lapsed.
  - 4) The Chair will then accept speeches from the floor.
  - 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.
  - 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:
    - a) There is no further comment from the floor;
    - b) A procedural motion is moved to bring the debate to a close; or
    - c) The Chair decides that further debate is not of benefit to the meeting.
  - 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.
  - 8) Motions that fail to be passed at a General Meeting may not be resubmitted during the remainder of that meeting.
  - 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:
- 1) A topic for discussion shall be proposed and seconded by any Full or Honorary Member,
  - 2) The proposer shall speak initially to describe the purpose of the poll,
  - 3) Thereafter any member may speak at the direction of the chair; asking questions, giving points of information or stating their opinion,
  - 4) The Chair shall then call for options for the vote. Any Member may suggest options,

- 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,
  - 6) The results of the vote shall be recorded in the minutes.
- 5.2. 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 rearrange 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, or
  - 6.2.9. To censure a JCR member in respect of their conduct during the meeting, or, in their absence, for failing to submit apologies and/or a report due to be submitted to that meeting.

## **7. Joke Motions**

- 7.1. "Joke motion" refers to any motion deemed not wholly serious by the Chair and serves to lighten the atmosphere.
  - 7.1.1. The Chair must decide at the beginning of a meeting whether any motions will be defined as 'joke motions'.
- 7.2. The total amount of time dedicated to each joke motion within a meeting, including questions and amendments shall be limited to five minutes maximum.
- 7.3. In discussion of a joke motion, the Stool has the responsibility of indicating when five minutes have elapsed.

- 7.4. This order will not apply to the final meeting of third term, which is intended exclusively for joke motions.

## **8. Points of Order and Information**

- 8.1. Points of order and information may be made at any time by calling either ‘order’ or ‘information.’
- 8.1.1. A point of order may only be made in relation to the conduct of that meeting at that time.
- 8.1.2. 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.

## **9. Challenges to the Chair**

- 9.1. 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.
- 9.1.1. The challenge shall take the form of an alternative suggestion for a ruling.
- 9.1.2. A challenge shall be announced by calling ‘challenge to the Chair’.
- 9.1.3. The challenger shall, having been recognised, make their suggestion.
- 9.1.4. The Chair need not accept the suggestion, but should they 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.
- 9.1.5. Once accepted by the meeting, the ruling is not open to further challenge.

## **10. Standing Orders**

- 10.1. These Standing Orders may not be interpreted in any way that would contravene any provision of the Constitution.
- 10.1.1. 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).
- 10.1.2. The decision of Governance Committee is final with respect to any interpretation of the Constitution or Standing Orders.

- 10.2. The Constitution and these Standing Orders shall be made available to all Members.
  - 10.2.1. A copy of both shall be made available upon request to the President of the Society or to the Chair.
  - 10.2.2. A copy of these both shall also be posted on the JCR website ([www.cuths.com](http://www.cuths.com)).
- 10.3. These Standing Orders may be amended by the Members in General Meeting or Referendum and shall be observed at all times.
  - 10.3.1. 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.
- 10.4. 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.

## **11. Extraordinary General Meetings**

- 11.1. Extraordinary General Meetings may be called under any circumstances:
  - 11.1.1. By the President of the Society with the agreement of the Vice-President and the Chair.
  - 11.1.2. For the purpose of conducting an election by the SRO with the agreement of the President of the Society,
  - 11.1.3. 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, or,
  - 11.1.4. Following the passing of a motion for referendum either by the Board of Trustees, at a General Meeting, or by 75% vote at an Executive Committee meeting.
- 11.2. In any of the circumstances contemplated above, excepting 12.1.4, an Extraordinary General Meeting shall be convened within seven days. The Vice- President and Chair shall advertise the meeting by all available means during the time provided. In the case of 12.1.4, an Extraordinary General Meeting must be called no later than three weeks following the motion passing. Should this vote occur at the end of term, the Extraordinary Meeting must be held within the first two weeks of the next term.
- 11.3. The Chair may accept other motions presented to them no less than 24 hours prior to the commencement of an Extraordinary General Meeting and at their discretion.
- 11.4. The order of business for an Extraordinary General Meeting shall be as decided by the Vice-President and/or the Chair, except in the case of

referendums, when it shall follow the process as laid out in Article 1, Meetings of the JCR, clause 13.1.

## **12. Extraordinary General Meetings (Referendums)**

- 12.1. The process for any extraordinary meeting called to debate the options of a referendum is as follows:
- 1) A coin shall be tossed or another equivalent and fair method shall be used to decide which option is presented first. The toss shall be between the speaker on behalf of each option. The Chair shall speak on behalf of any option that has no other speaker. The coin toss must be observed by a member of Governance Committee.
  - 2) The Chair shall begin the meeting by very briefly outlining each option.
  - 3) Whichever speaker won the coin toss will present their case. They may speak for a maximum of 10 minutes.
  - 4) Whichever speaker lost the coin toss will present their case. They may speak for a maximum of 10 minutes.
  - 5) The floor shall be opened for questions. Should the Chair be speaking, the Stool will chair this part of the meeting. Questions may be directed to a specific speaker, but both will be given an opportunity to respond to every question.
  - 6) The Chair shall conclude the meeting by outlining the voting procedure.
- 12.2. Extraordinary General Meetings for referendums must be held within three weeks of a referendum passing in either a General Meeting or an Executive Committee meeting. Should this vote occur at the end of term, the Extraordinary General Meeting must be held within the first two weeks of the next term.
- 12.3. There shall be no opportunities for the amendment of either option at this stage.
- 12.4. Notice for the Extraordinary General Meeting must be given no less than one week before.