

## **Bye-Law 2: Code of Conduct for Union Meetings**

- 1 This code of conduct is written with the intent of ensuring free and equal debate, and is to be interpreted in that spirit.
- 1.1 A speaker shall always address the Chair, which shall remain impartial. No-one may speak whilst the Chair is speaking.
- 1.2 A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year. In their absence the meeting can elect its own Chair, who must be a member of the Union.
- 1.3 Subject only to a challenge, as provided in this Bye-Law 2: Code of Conduct for Union Meetings, the Chair's ruling on any question shall be final.
- 1.4 The Chair shall ensure that the meeting is in order and that remarks are relevant to the question under debate.
- 1.5 If any member causes a disturbance the Chair may record the Offender's name in the minutes. If that member persists they shall be expelled from the meeting, and may not return until an apology satisfactory to the meeting has been given in writing.
- 1.6 No meeting of the Union shall discuss the personal affairs of a member or name any staff member at the Students' Union.
- 1.7 Meetings must include the following business items:
  - 1.7.1 Approval of minutes of the last meeting;
  - 1.7.2 Matters arising from the minutes;
  - 1.7.3 Reports from relevant office holders or representatives or relevant committees;
  - 1.7.4 Formative open discussions on topics, presented as information and questions;
  - 1.7.5 Summative motions on topics, as notes (facts), believe (opinions) and resolves (mandates on members of the Student Officer Committee.
- 1.8 The agenda will be published at least three working days before the meeting.
- 1.9 Emergency items can only be accepted for consideration with the approval of the voting representatives at the meeting.
- 1.10 Emergency Meetings of Council will be held in the accordance with Bye-Law 2: Code of Conduct for Union Meetings and a minimum of 48 hours' notice must be given to members.

## Motions, Amendments and Making Policy

- 1.11 Policies are guidelines or rules for the SU to follow or carry out.
- 1.12 A motion should be proposed to Council via either electronic or paper copy.
- 1.13 Electronic motions must reach 10 likes on the 'Your Voice' Tab on the SU Website
- 1.14 Paper copy proposals must;
  - 1.14.1 Be submitted to the Chair, or to the relevant staff member;
  - 1.14.2 Include the text to be put to the democratic body, written in the form of 'University of Suffolk Students' Union notes... University of Suffolk Students' Union believes.... University of Suffolk Students' Union resolves....'
  - 1.14.3 This motion will be voted on, which the chair will pass or fail on the account of majority 'For... Against... Abstain...'
- 1.15 A motion, amendment or any other item shall be ruled out of order if it:
  - 1.15.1 Seeks to alter or rescind policy of higher bodies;
  - 1.15.2 Seeks to commit the Trustees, Student Officer Team, Union Council, or any other staff or student member to an illegal act, or seeks to commit union resources to an illegal act;
- 1.16 The power and responsibility to exercise this Bye-Law shall rest with the chair, save that any such decision shall be able to be overturned by the Trustee Board and any such overrule shall be reported to Council.
- 1.17 Items may be withdrawn by the proposer, but it shall then be open to the seconder or other member to propose that item, provided that it is done immediately after such withdrawal.
- 1.18 Except where waived, all debates will consist of a proposing speech, a speech against, a second proposing speech, a second speech against, questions and clarifications, and a summation.
- 1.19 Proposing speeches and speeches against may be up to five minutes in length, second proposing speeches and second speeches against may be up to three minutes in length and a summation may be up to two minutes in length.
- 1.20 At the start of a debate the proposer will be invited to make a proposing speech, and then all amendments will be debated in turn, with a proposing speech, a speech against, points and summation.

- 1.21 Extra rounds of speeches on motions or amendments may be granted at the Chair's discretion based on indication from the floor. These rounds of speeches will be up to three minutes in length each.
- 1.22 A motion to remove the chair of the meeting and elect another one shall be tabled in the same way as any other motion and shall force the resignation of the Chair on a simple majority of those present and voting. This is shown as a 'vote of no-confidence in the Chair.'
- 1.23 A motion of Censure or Commendation shall be tabled in the same way as any other motion, and shall be passed by a simple majority of those present and voting.
- 1.24 Each member shall have one vote, and members may vote in person or electronically.
- 1.25 If there are an equal number of votes both for and against, the Chair shall exercise the casting vote. The chair shall not otherwise vote even if they have temporarily stepped out of the Chair.
- 1.26 Except during voting a member may raise a point of order, as outlined below, by raising a hand and calling "order". The Chair shall immediately hear the point of order and rule on it. Points of order include:
  - 1.26.1 Call of Quorum
  - 1.26.2 Challenge of the Chair's ruling, which shall be raised only on the grounds that it contravenes the Articles of Association, these Bye-Laws or Policy. When a challenge is made the chair shall relinquish the role of Chair. The proposer of the challenge and the Chair shall have up to one minute to state their cases, and the challenge shall then be put to the vote. A challenge shall be accepted by a simple majority.
  - 1.26.3 Assertion that the matter under question contravenes the Articles of Association and to defer a decision until the Trustee Board has met to interpret the Articles of Association.
  - 1.26.4 Clarification from or through the chair.
  - 1.26.5 Procedural motions as outlined in this Bye-Law.
- 1.27 Procedural motions shall be, in order of precedence, that:
  - 1.27.1 Move to a vote on the item;
  - 1.27.2 Consider the item in parts;
  - 1.27.3 The Number and duration of speeches by reduced;

- 1.27.4 The item be considered by referendum, subject to terms outlined elsewhere in these Bye-Laws or the Articles of Association;
- 1.27.5 The item be referred to a later meeting;
- 1.27.6 The item be referred to a committee for examination and report, or referred back to a committee for re-examination and report;
- 1.27.7 The item to not be considered; or
- 1.27.8 The meeting be adjourned temporarily;
- 1.27.9 That an item be referred to an assembly or caucus.
- 1.28 Any Union staff member can attend and speak at Union meetings with the permission of the Chair.
- 1.29 Bye-Law: Code of Conduct at Union Meetings must be reviewed by the first Union Council alongside a broader review of democratic processes once a term on consideration of recommendations made by the Democratic Procedures Committee or Student Voice Coordinator.

## **Democratic Procedures Committee**

- 1.30 The Democratic Procedures Committee shall consist of the Student Voice Coordinator and two individual members who shall be elected for a one year term by Union Council.
- 1.31 All current members of the Union will be able to stand at the close of nominations save for Full Time Officers and Trustees
- 1.32 Democratic Procedures Committee shall:
  - 1.32.1 Be responsible for development of and promotion of the Union's democratic procedures, with particular reference to elections and Union Council.
  - 1.32.2 Advise on and develop the Union's Articles of Association and Bye-Laws;
  - 1.32.3 Structure and run Union Council in such a way as to guarantee the accessibility of proceedings for members;
  - 1.32.4 Produce a report on its action to; comment on the organisation, rules and procedure of; and recommend improvements to the running of; Union Council and other bodies as appropriate.
  - 1.32.5 Support the Chair of Union Council, by advising on matters of process and constitutional interpretation and will be responsible for the receipt and ordering of procedural motions within Union Council.
  - 1.32.6 Annually report on endeavours designed to meet its duty to structure and run procedures in such a way as to guarantee the accessibility; and
  - 1.32.7 Elect from their own number a chairperson.