

**Appendix I:****1. NAME**

- 1.1. By virtue of Section 7 of the Constitution of the University of Wollongong Undergraduate Students' Association, this document shall be known as the 'Standing Orders' and all meetings of the Association shall be in accordance with the Constitution and this document.

**2. INTERPRETATION**

- 2.1. 'Special General Meetings': Meeting of members as per Part 6.4 of the Constitution.
- 2.2. 'Annual General Meeting': Meetings of members as per Part 6.3 of the Constitution.
- 2.3. 'Council Meeting': Meetings of representatives as per Part 6.5 of the Constitution.
- 2.4. 'General Meeting': Shall refer to a Special General Meeting or an Annual General Meeting.
- 2.5. 'Member': Any person as defined in Part 3 of the Constitution.
- 2.6. 'Representative': Any person as defined in Part 4.3 of the Constitution.
- 2.7. 'Chairperson': Means the Chairperson of the Council or Acting Chairperson.
- 2.8. 'Motion': a proposed resolution before it has been adopted (i.e. passed or carried) by the Meeting.
- 2.9. 'Resolution': a formal determination by the Meeting.

**3. APPLICATION**

- 3.1. These Standing Orders, unless otherwise specified in these Standing Orders, shall be applicable to Annual General Meetings, Special General Meetings, Council Meetings, Subcommittee Meetings and Working Groups in so far as they are applicable thereto.

**4. SUSPENSION OF STANDING ORDERS**

- 4.1. The General Meeting may, by a two-thirds majority of those voting, suspending the operation of any Standing Order, except Standing Orders 1, 2, 3, 4, 5, 6, 7, 8 and 28.

**5. AGENDA**

- 5.1. Notice of the date, time and place of every General Meeting, the order and nature of business thereat shall be distributed by the Honorary Secretary to all representatives in accordance with Part 6 of the Constitution.

**6. COUNCIL MEETINGS**

- 6.1. Unless a prior decision of the Council determines otherwise, the Agenda at each Council Meeting shall be the following:
  - 6.1.1. Apologies
  - 6.1.2. Minutes of Previous Meeting
  - 6.1.3. Business Arising
  - 6.1.4. Correspondence
  - 6.1.5. Standard Operations Business
  - 6.1.6. President's Report
  - 6.1.7. Representative's Reports
  - 6.1.8. General/Adjourned Business
  - 6.1.9. Student Question Time

**7. ANNUAL GENERAL MEETING AGENDA**

- 7.1. This shall be in accordance with Part 6.3 of the Constitution.

## 8. QUORUM

- 8.1. "Quorum" is the minimum number of representatives/members who must be present at the Meeting in order for the meeting to occur. "Quorum" is governed by Part 6 of the Constitution.
- 8.2. "Inquorate" is the absence of a Quorum.
- 8.3. If the Chairperson becomes aware that at any stage the quorum at the meeting lapses, the meeting shall stand adjourned.

## 9. APOLOGIES/LEAVE OF ABSENCE

- 9.1. Apologies are to be submitted in writing either by email, fax, post or personally to any attending representative/member before the date and time of the meeting.
- 9.2. Standing Orders 9.3 – 9.6 only apply to representatives.
- 9.3. Leave of absence is granted when a representative presents to a meeting a written explanation why they cannot participate in Association business:
  - 9.3.1. The chair shall move *in camera* if the explanation is considered to contain confidential information;
  - 9.3.2. Leave of absence is only to be granted for a maximum of four (4) months and each representative is only entitled to four (4) months leave of absence in total;
  - 9.3.3. Representatives whilst on a leave of absence are ineligible to vote; and
  - 9.3.4. If leave of absence is granted to the representative, the Honorary Secretary will adjust quorum requirements so as to only include those representatives without leave of absence.
- 9.4. If a representative fails to comply with these requirements three (3) times during their tenure, they may be removed from office in accordance with Part 4.4 of the Constitution if they have not been granted a leave of absence.
- 9.5. Any representative is limited to lodging five (5) apologies and will then be removed from office if they fail to comply with this requirement.
- 9.6. If a representative of the Council misses six (6) General Meetings, regardless of whether apologies have been submitted, they shall be removed from office in accordance with Part 4.4.

## 10. THE CHAIR

- 10.1. The President shall Chair all General Meetings subject to clause 4.3.11 of the Constitution unless otherwise determined by the meeting.
- 10.2. The Chairperson shall be heard in silence and without interruption and when the Chairperson speaks during debate all discussions shall cease.
- 10.3. The Chairperson may name any person for behaviour disruptive to the conduct of the meeting.
- 10.4. Any person named three (3) times during the meeting must leave the meeting for the remainder of that meeting.
- 10.5. If the chairperson wishes to move or second a motion, the Chairperson shall vacate the Chair for the duration of that motion.
- 10.6. Representatives/members shall:
  - 10.6.1. Address all remarks to the Chair;
  - 10.6.2. Shall use restrained and courteous language; and
  - 10.6.3. Shall speak to the matter under discussion.
- 10.7. Representatives/members shall respect the authority of the Chairperson at all times.

## 11. ADJOURNMENT/CLOSING MEETINGS

- 11.1. A meeting may be adjourned by resolution.
- 11.2. The resolution shall specify the duration of the adjournment and may specify a different location.

## 12. CONDUCT OF MEETINGS

- 12.1. In the meeting, by resolution, moving, seconding and speaking rights may be granted to any member.
- 12.2. Speakers must be heard in silence and may only be interrupted by the Chairperson.
- 12.3. The Chairperson shall use his discretion as to the order of speakers to a motion or amendment.
  - 12.3.1. In a General Meeting the Chairperson shall use their discretion as to the number of speakers to a motion or amendment.
- 12.4. Except when reports are being considered, all business must be by way of motions and amendments.

## 13. MOTIONS AND AMENDMENTS

- 13.1. An "amendment" is an alteration or proposed alteration to the terms of a motion, designed to improve the motion without contradicting it.
- 13.2. All motions and amendments must be moved and seconded.
- 13.3. Motions must be affirmative in character.
- 13.4. Movers and seconders of motions and amendments may reserve their speaking rights.
- 13.5. If a mover or seconder of a motion or amendment is not present, another representative/member may move or second the motion or amendment.
- 13.6. Motions and amendments may be altered by a mover by leave of the meeting.
- 13.7. Motions and amendments may be withdrawn by the mover, subject to the right of the seconder or any other representative/member to take up the moving of the motion or amendment.
- 13.8. Representatives/members may only speak once to a motion or amendment unless they are the mover of a motion exercising their right of reply.
- 13.9. No representative/member may speak to any motion or amendment after it has been put to the vote.
- 13.10. Movers of motions (other than procedural motions) have a right of reply.
- 13.11. The right of reply may be exercised immediately before the motion is put or before any one amendment to the motion is put.
- 13.12. Movers of amendments have no right of reply.
- 13.13. Motions submitted after the required submission date as stated in Part 6.1 of the Constitution are to be known as "Emergency Motions" and will only be considered at the meeting if two-thirds (2/3) of the representatives present and eligible to vote at the meeting approve the Emergency Motion for consideration. "Emergency Motions" will be placed last on the meeting agenda unless otherwise decided by the meeting in accordance with these standing orders.

## 14. AMENDMENTS

- 14.1. Amendments must be relevant to the motion.
- 14.2. Amendments must not be a direct negation of the motion.
- 14.3. Amendments must be debated and put depending on where they will stand in the motion if carried.
- 14.4. Only one amendment may be debated and voted on at a time, but further amendments may be foreshadowed.

## 15. FORESHADOWED MOTIONS

- 15.1. When during the debate of a motion before the Chairperson, notice is given of a further motion dealing with the same subject matter and proposed to be moved at the earliest opportunity after the motion before the Chairperson is "defeated", such further motion is said to be a "foreshadowed motion".
- 15.2. If the original motion before the Chairperson is "defeated" and if the "foreshadowed motion" has not lapsed, the Chairperson shall call on the mover of the "foreshadowed motion" to formally move it. A debate in the formal manner shall then take place.

## 16. THE CLOSURE

- 16.1. A representative/member who has not already participated in the debate may move "That the question be now put".
- 16.2. This motion may interrupt a speech and must be put without amendment, adjournment or debate.
- 16.3. If this motion is carried, the motion or amendment under consideration must immediately be put to a vote, subject only to the right of reply of the mover of a motion.

## 17. THE PREVIOUS QUESTION

- 17.1. A representative/member who has not already participated in the debate may move "That the question not now be put".
- 17.2. This motion must be put without amendment, but may be debated together with the Motion or amendment under consideration.
- 17.3. If this motion is carried, the motion or amendment under consideration lapses and must not be dealt with further.
- 17.4. If this motion is not carried, the motion or amendment under consideration must immediately be put to the vote, subject only to the right of reply of the mover of a motion.

## 18. PROCEED TO THE NEXT BUSINESS

- 18.1. A representative/member who has not already participated in the debate may move "That the meeting do proceed to the next business."
- 18.2. This motion must be put without amendment, adjournment or debate.

## 19. TABLED MOTION

- 19.1. Standing order 19 does not apply to a General Meeting.
- 19.2. A motion may be stood over for further consideration by a motion "that the motion lie on the table" being carried.

## 20. THE GAG

- 20.1. A representative/member who has not already participated in the debate may move "That the speaker be no longer heard" or "that the speaker be heard for a limited time only".
- 20.2. This motion may interrupt a speech and must be put without amendment, adjournment or debate.

## 21. POINTS OF ORDER

- 21.1. Representatives/members may at any time raise a point of order in regards to any irregularity in the proceedings or interpretation of the Constitution or Regulations.
- 21.2. When the Chairperson has made a ruling or interpretation, a motion may be made "that the ruling be dissented from".
- 21.3. When the motion of dissent is discussed, the Chairperson shall appoint some other representative to be Chairperson for the duration of discussion.
- 21.4. In all cases notwithstanding anything to the contrary in these standing orders, the representative/member whose ruling was dissented from shall have the right to speak twice during the debate on the motion of dissent.

## 22. TIME LIMITS

- 22.1. The following time limits apply to all speakers unless the meeting otherwise resolves:
  - 22.1.1. Speaker delivering a report: 10 minutes.
  - 22.1.2. Mover of a motion: 5 minutes.
  - 22.1.3. Right of reply, speakers to motions, movers of Amendments: 3 minutes.
  - 22.1.4. Speakers to amendments: 2 minutes.
  - 22.1.5. Movers and speakers to procedural motions: 1 minute.
- 22.2. Motions to extend these times in respect of a particular speaker must be put without amendment, adjournment or debate.

## 23. VOTING

- 23.1. At a meeting votes shall be taken by a show of hands, but any six (6) representatives/members may request to the Chairperson that any vote be taken by secret ballot of those present.
- 23.2. At meetings the External Student's Representative, if unable to attend the meeting in person, may vote via telephone.
- 23.3. The Chairperson may, at the request of four (4) representatives, make a recount of votes.
- 23.4. A representative/member may, unless the vote was taken by secret ballot, have recorded in the minutes the fact that they voted for or against or abstained from voting on a Motion.

## 24. RESCISSION

- 24.1. To rescind a motion passed within six (6) months by a meeting, a motion to do such has to be carried by more than two-thirds (2/3) of all representative/members present and eligible to vote.

## 25. COMMITTEE OF THE WHOLE

- 25.1. Standing Order 25 does not apply to General Meetings.
- 25.2. The meeting may, upon a motion duly made, resolve itself into "committee of the whole" for the purposes of taking into consideration any subject which in the opinion of the meeting, may require more full and free discussion.
- 25.3. When the meeting is in "committee of the whole", these Standing Orders shall apply except:
  - 25.3.1. Discussion may take place without a motion being before the Chairperson.
  - 25.3.2. No motion shall require a seconder.
  - 25.3.3. Any representative may speak more than once to any motion.
- 25.4. Proceedings of the "committee of the whole" shall be concluded by a Motion to move out of committee of the whole and report progress, being carried.
- 25.5. No motion passed by the "committee of the whole" shall be of any effect unless it is adopted by the meeting when proceedings are resumed.

## 26. CLOSED MEETINGS

- 26.1. Closed meetings shall be known as being "*in camera*".
- 26.2. Any meeting may move *in camera* by a motion to that effect.
  - 26.2.1. All proceedings held *in camera* shall be secret and no person present shall divulge such proceedings, except Standing order 26.4.
  - 26.2.2. The meeting shall have the right to admit to proceedings, or exclude from proceedings, any person not being a representative, when it moves *in camera*.
  - 26.2.3. In the event of a representative/member being present at the time of the meeting *in camera* proceedings, being unwilling to abide by the *in camera* regulations, they shall leave the meeting for the duration of such proceedings.
- 26.3. When matters to be discussed *in camera* have been disposed of, the meeting shall be opened by a motion to that effect.
- 26.4. The result and text only of motions put when *in camera* must be reported to the meeting when it reopened.

## 27. ELECTIONS

- 27.1. Standing Order 27 only applies to Council Meetings.
- 27.2. Any representative may speak to a nomination for any person.
- 27.3. The ballot for any position shall be by secret ballot.
- 27.4. In the event of there being more than one (1) vacancy to be filled, one (1) vacancy shall be filled at a time.
- 27.5. In the event of a tie in an election, a second ballot shall be held.

## 28. ALTERATIONS

- 28.1. Alterations must be carried out in accordance with Part 7 of the Constitution