

STUDENT MEMBERS' MEETINGS BYELAW

This Byelaw describes the process and procedures for the submission of student ideas.

Capitalised terms used but not defined in these Byelaws shall have the meaning given to them in the Articles of Association of the Union adopted with effect from 2 January 2023

GENERAL

1. Student Members' Meetings exist to:
 - 1.1. Fulfil all the requirements as set out in the Articles of Association;
 - 1.2. Discuss issues of relevance to the Student Members;
 - 1.3. Discuss, debate and set Policy;
 - 1.4. Hold to account the Trustees, for themselves and the activities of the Union;
and
 - 1.5. Hold to account the Union Assembly.

CALLING A STUDENT MEMBERS MEETING

2. The Trustees may call a Student Members' Meeting at any time. This authority may be delegated to the Union Assembly.
3. The Trustees shall call a meeting on receiving a Secure Petition, signed by at least 2% of Student Members having the right to attend and vote at general meetings.
4. Emergency Student Members' Meetings may only be called to pass Policy.
5. Notice of meetings shall be given via all reasonable channels, but shall as a minimum be advertised via the Union website, supported by social media and a notice in any all-student notifications.

6. Notice of Student Members' Meetings shall include the time, date, location (or virtual link), details of any processes regarding proxy voting and the agenda.
7. The agenda of any Student Members' Meetings shall include:
 - 7.1. In respect of an annual Student Members' Meeting – minutes of the previous annual Student Members' Meeting, reports of the Trustees on the Union's activities since the previous annual Student Members' Meeting, reports of each the Full Time Officers, presentation of the accounts of the Union, list of affiliations, open questions to the Trustees, any motions for discussion and any other business; or
 - 7.2. In respect of any other Student Members' Meetings - the motion(s) for which the meeting has been called.
8. Student Members' Meetings will be called, advertised and run according to the rules as outlined in the Articles of Association, this Byelaw and those as set by the Democracy Committee of the Union Assembly.
9. Student Members' Meetings shall be called by at least fourteen (21) clear days' written notice.
10. Student Members' Meetings may not take place during a University vacation.
11. Student Members' Meetings may be carried out at one single venue, across multiple venues by video conference, virtually or a combination thereof. At the start of such meetings, attendees must indicate by majority vote that they are satisfied with the meeting set-up and technology.

PROPOSING MOTIONS AND AMENDMENTS

12. All motions proposed to be considered at a Student Members' Meeting shall be submitted to the Union at least fourteen (14) clear days before the date set for a Student Members' Meeting.

13. All motions submitted by a Member of the Union shall be published on the Union's website at least ten (10) clear days before the date set for a Student Members' Meeting.
14. If there is more than one motion submitted on the same topic, then the Democracy Committee may, in consultation with the relevant proposers, consolidate these motions into a single motion prior to publication.
15. Following publication of a proposed motion, any Member of the Union propose an amendment to be made to a published motion. Each proposed amendment must be notified to the Union in writing (using whichever method the Union may specify from time to time) not less than 5 clear days before the date set for a Student Members' Meeting.
16. Provided that notice of the amendment is received in sufficient time, the Union shall facilitate a dialogue between the proposer of the motion and the proposer(s) of the amendment(s) to consider whether agreement on the text of the motion can be achieved.
17. If consensus is reached between the proposer of a motion and the proposer(s) of an amendment to that motion, the agreed revised motion shall be published on the Union's website at least five (5) clear days before the date set for a Student Members' Meeting and shall replace the earlier motion of the agenda for the Student Member's Meeting.
18. If consensus is not reached between the proposer of the motion and the proposer of the amendment at least five (5) clear days before the date set for a Student Members' Meeting, the requested amendment shall be published on the Union's website at least five (5) clear days before the date set for a Student Members' Meeting and shall be included on the agenda for the Student Member's Meeting immediately prior to the motion sought to be amended.

19. Subject to Article 7 of the Articles of Association, save for amendments submitted and published in accordance with this byelaw, no other amendments to a motion shall be considered at a Student Members' Meeting unless:
 - 19.1. it is a typographical or grammatical amendment which does not affect the substance, scope or purpose of the motion; and
 - 19.2. the Chair of the Student Members' Meeting makes a determination, prior to any voting on the motion, to include the amendment in the text of the motion.

PROXIES

20. The Union shall, not less than three clear days before the date set for a Student Members' Meeting, publish the agenda for the Student Member's Meeting, including the proposed order of business, each proposed motion and each proposed amendment (if not already included in the proposed motion).
21. The final agenda for the Student Member's Meeting shall be accompanied by a form (in whatever form the Democracy Committee of the Union Assembly adopts from time to time) pursuant to which a Member may nominate a proxy to attend and vote at the Student Member's Meeting.
22. The proxy appointment may *either* specify how the proxy is required to vote in respect of each proposed motion or amendment *or* permit the proxy to use their discretion.
23. Each proxy must be a Member of the Union eligible to attend and vote at the Student Member's Meeting. Save for the Chair of the Student Members' Meeting (who may be appointed as proxy by any number of Members), no one person may act as proxy for more than one other Member.
24. Members who have appointed a proxy may still attend the meeting and speak but shall not be permitted to vote.

CHAIRING AND PARTICIPATION

25. Members of the Students' Union, who meet the eligibility requirements as set out in the Membership Byelaw, shall be entitled to attend, vote, speak, propose items of business and propose amendments to motions at Student Members Meetings.
26. External Trustees may attend and speak but not vote at any Student Members' Meeting.
27. Non-members may be invited to speak at the discretion of the Chair.
28. It shall be the responsibility of the Chair to ensure that debate is as free and open as possible, while at all times remaining relevant, concise and constructive.
29. The Chair of Union Assembly shall ordinarily preside as Chair of a Student Members' Meeting. In the absence of the Chair of Union Assembly, the Deputy Chair of Union Assembly shall be Chair of the Student Members' Meeting. If the Deputy Chair of Union Assembly is also not available, then the Democracy Committee of the Union Assembly shall appoint an alternate person to be Chair of the Student Members' Meeting.

QUORUM

30. No business shall be transacted at any Student Members' Meeting unless a quorum is present.
31. The base quorum for any Student Members' Meeting shall be not less than 150 Members, present in person or by proxy [with a minimum of 150 members required in the designated meeting place(s) or attending by virtual means in real time].
32. The base quorum for any Student Members' Meeting shall increase as noted below if the following business is to be transacted:

- 32.1. Policy decisions require a quorum of not less than 2% of Student Members;
 - 32.2. A motion for the calling of a referenda to remove any Trustee shall require a quorum of not less than 2% of persons entitled to vote at a Student Members' Meetings (but expressly excluding External Trustees); or
 - 32.3. Amendments to the Articles of Association require a quorum of not less than 5% of Members having the right to attend and vote at a Student Members' Meeting (but excluding External Trustees).
33. If the base required quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine.
34. If the reconvened meeting is not quorate within half an hour from the time appointed for the meeting the Members present shall be a quorum. However, the meeting will not have the power to conduct business under paragraph 32.1 – 32.3.
35. If during a Student Members' Meeting an item of business under paragraph 32.1 – 32.3 arises but the required additional quorum not present, debate on the relevant business may be conducted at the discretion of the Chair but no vote may be conducted.
36. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any such notice.

Order of Business

37. Save where procedural motions or points of order apply or take effect, the order of business of each Student Members' Meeting shall be as set out in the published agenda.
38. The proposer of a motion or amendment may withdraw the motion or amendment at any time prior to the commencement of voting in respect of the relevant motion or amendment.
39. If the proposer of a motion or amendment is not present at the commencement of consideration by the meeting of the relevant motion, the motion or amendment (as applicable) shall be deemed to be withdrawn unless the Chair of the Student Members' Meeting (in their discretion) permits another Member to speak in place of the relevant proposer.
40. The order of debate for each motion shall be as follows:
 - 40.1. The proposer of the motion shall be given an opportunity to speak in favour of their motion;
 - 40.2. The proposer of each amendment shall be given an opportunity to speak in favour of their amendment;
 - 40.3. The Chair of the Student Members' Meeting shall facilitate debate on the proposed amendments;
 - 40.4. A vote shall then be held on the amendment(s);
 - 40.5. Once all amendments to the motion have been accepted or rejected, there shall be an open speech against the motion;
 - 40.6. The Chair of the Student Members' Meeting shall facilitate debate on the proposed motion (as amended, if relevant), including an opportunity for questions and statements from the floor;
 - 40.7. There shall then be a final summation from the proposer; and
 - 40.8. A vote shall then be held on the motion (as amended, if relevant).

Points of Order

41. A point of order may be raised at any time (other than during a vote) and shall be a request to the Chair of the Student Members' Meeting to:
 - 41.1. rule on a matter relating to the conduct/operations of the meeting; or
 - 41.2. check that the meeting remains quorate (having regard to the business proposed to be conducted).

Procedural Motions

42. A 'Procedural Motion' has precedence over all other business, and must be related only to the conduct of the meeting. These can be proposed by any Member present in person or by electronic means if virtual attendance is permitted.
43. The order of preference of procedural motions shall be as follows:
 - 43.1. A motion of no confidence in the Chair of the Student Members' Meeting for the rest of the meeting;
 - 43.2. That votes on a motion be taken in parts;
 - 43.3. That a motion, as specified, be put straight to the vote without debate;
 - 43.4. That a re-count be held;
 - 43.5. That a vote be conducted by poll;
 - 43.6. That the order of business be changed;
 - 43.7. That a motion for the closure of the meeting be put to a vote; or
 - 43.8. That a motion for the temporary adjournment of the meeting (for no longer than twenty minutes) be put to a vote.
44. There shall be the opportunity for a speech for and against a procedural motion.
45. For a procedural motion to be passed it must be agreed by a simple majority of those in attendance (in person or by proxy or by electronic means if virtual attendance is permitted) and eligible to vote.

VOTING

46. Every Member has the right to attend a Student Members' Meeting and the right to vote. A resolution put to the vote of a Student Members' Meeting shall be decided on by a show of hands and the votes cast by proxy, and every Member shall have one vote.
47. Subject to Article 7.2.4 of the Articles of Association, every resolution put to the vote of a Student Members' Meeting shall be decided by a simple majority of the votes cast.
48. Voting shall ordinarily be via a show of hands for expedience. If the result of a vote on a show of hands is deemed unclear, the Chair shall call for a poll of voters which shall be conducted:
 - 48.1. Virtually, using any functions selected in advance by the Democracy Committee of the Union Assembly for the conduct of poll votes;
 - 48.2. In person, using physical voting slips which will be collected by Union staff and counted; and
 - 48.3. On paper, where the Chair or the Members' Meeting has been appointed proxy with directions to vote in respect of a particular motion.
49. The Chair may at any time (including immediately after the holding of a vote by show of hands), direct, that a motion be held (or re-held) on a poll. In making such a determination the Chair shall have due regard to the number of proxy votes held by the Chair of the Student Members' Meeting in respect of a motion and the potential sensitivity of voting on a particular motion.

INTERACTION BETWEEN STUDENT MEMBERS' MEETING AND THE BOARD OF TRUSTEES

50. In accordance with Article 28.3 of the Articles of Association of the Union, the Board of Trustees may override any decision or Policy made by the Student Members at a Student Members' Meeting which the Trustees consider (in their absolute discretion):

- 50.1. has or may have any serious or adverse financial implications for the Union;
- 50.2. is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
- 50.3. is not or may not be in the best interests of the Union or all or any of its charitable objects; or
- 50.4. will or may otherwise affect the discharge of any or all of the responsibilities referred to in Article 28.2 of the Articles of Association of the Union.

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