

Lancaster University Students' Union LGBTQ+ Forum Bylaws

1. The LGBTQ+ Forum

- 1.1. The Lancaster University Lesbian, Gay, Bi+, Trans+, Queer, and plus Forum (herein 'the Forum'), is a sub-committee of the Lancaster University Students' Union (herein 'the SU') Executive Committee.
- 1.2. The acronym 'LGBTQ+' shall be used in all Forum communication.
- 1.3. The Forum shall operate a forum space, open to all full SU members who self-identify as LGBTQ+, and other members of the Forum, as defined in 3.1.

2. Role of the Forum

- 2.1. The Forum shall exist to:
 - 2.1.1. Represent members to the SU, the NUS, the local community, and other relevant bodies, and advise to ensure policy, activities, and services are inclusive;
 - 2.1.2. Actively challenge hate incidents on campus and in the local community;
 - 2.1.3. Care for the welfare of members by providing support, information, and resources;
 - 2.1.4. Actively campaign at a campus, local, and national level for LGBTQ+ equality and rights, and to increase understanding of LGBTQ+ issues and communities;
 - 2.1.5. Organise a diverse range of social events where members can socialise and work to ensure that a safe space exists during all affiliated events and meetings;
 - 2.1.6. Publicise its existence, its role, the services it offers, and its contact details to students using the widest range of media and outreach channels available;
 - 2.1.7. Promote equality and inclusivity of all people within the LGBTQ+ community.

3. The Forum Membership

- 3.1. Membership shall comprise of:
 - 3.1.1. All student members and student associate members of the SU, who self-identify as LGBTQ+ are full members of the Forum.
 - 3.1.2. Staff associate members and honorary lifetime members of the SU (in accordance with the SU's guidelines on membership) who self-identify as

LGBTQ+ can request associate membership from the Executive Committee (as defined in 4.).

3.1.3. Honorary lifetime members

3.1.3.1. Honorary lifetime membership may be awarded to an individual who has made significant contributions to the Forum and the community.

3.1.3.2. Individuals with honorary lifetime memberships will have the same rights as associate members, unless they are also full members.

3.1.3.3. Honorary lifetime membership shall be awarded by the Forum by a simple majority vote of the Executive Committee.

3.1.3.4. All members of the Forum can nominate individuals for honorary lifetime membership.

3.2. Full members shall have the right to speak and vote at any General Meeting and vote and stand in any election, unless stated otherwise elsewhere.

3.2.1. Procedures for meetings are defined in 5.

3.2.2. Procedures for elections are defined in 6.

3.3. Full members, associate members, and honorary lifetime members shall have the right to attend all Forum events and meetings.

3.3.1. Meetings and events may be opened to non-members at the discretion of the Executive Committee.

3.4. The Forum shall not charge any fee for membership.

3.5. The Forum shall operate as a safe space for its members, under the protection of the SU safe space policy.

4. The Forum Executive Committee

4.1. The Forum shall be run by an Executive Committee comprising of the following Officers:

4.1.1. SU LGBTQ+ Liberation and Campaigns Officer (herein LGBTQ+ Officer);

4.1.2. General Secretary;

4.1.3. 2x Campaigns Officers;

4.1.4. Communications Officers:

4.1.4.1. Social Media Officer;

4.1.4.2. Graphic Designer;

- 4.1.4.3. Engagement Officer;
- 4.1.5. 3x Social Secretaries;
- 4.1.6. Intersectionality Officer;
- 4.1.7. Welfare and Identity Officers:
 - 4.1.7.1. BAME Officer;
 - 4.1.7.2. Faith Officer;
 - 4.1.7.3. Men+ Officer;
 - 4.1.7.4. Queer+ Officer;
 - 4.1.7.5. Trans+ Officer;
 - 4.1.7.6. Women+ Officer.
- 4.2. No member shall hold more than one Executive Committee position at a time. If an Officer is elected to a different person, that Officer shall resign their current post if the two would be concurrent.
- 4.3. Officers may resign by submitting written resignation to the LGBTQ+ Officer, or by giving verbal notice to the LGBTQ+ Officer with one other Executive Committee Officer as witness.
- 4.4. Two members may share an Executive Committee Officer position if agreed upon by a simple majority vote of the Executive Committee, or two members run on the same ticket in an election.
 - 4.4.1. In an Executive Committee Meeting (as defined in 5.8.1.), each Officer shall have one vote per role, not per person.
- 4.5. Standing Mandates
 - 4.5.1. All Officers shall be permanently mandated to:
 - 4.5.1.1. Help and collaborate with all other Officers when necessary;
 - 4.5.1.2. Represent the interests of the Forum's members and the wider LGBTQ+ community;
 - 4.5.1.3. Remain strictly confidential on all matters where appropriate;
 - 4.5.1.4. Contribute to LGBTQ+ campaigns and activities if required;
 - 4.5.1.5. Adhere to all SU and Forum governance documents and policies;
 - 4.5.1.6. Collectively stand in, where appropriate, if Officer vacancies arise, until such positions are filled;

- 4.5.1.7. Adhere to the additional Disciplinary and Complaints mandates for officers (as defined in 8.2).

4.6. Executive Officer Responsibilities

4.6.1. LGBTQ+ Officer

- 4.6.1.1. To act as Chair of the Forum;
- 4.6.1.2. To sit on the Executive Committee of the SU, to submit motions from the Forum body, and to inform the membership of their motioning rights, as defined in SU bylaw;
- 4.6.1.3. To organise and chair weekly meetings of the Executive Committee;
- 4.6.1.4. To chair the Forum's General Meetings;
- 4.6.1.5. To chair the Forum's Annual General Meeting;
- 4.6.1.6. To maintain the LGBTQ+ Officer account and email services;
- 4.6.1.7. To be available to the membership and the Executive Committee.

4.6.2. General Secretary

- 4.6.2.1. To take the minutes of meetings of the Executive Committee, and during General Meetings and Annual General Meetings, unless acting as de-facto Chair, as defined in 4.6.2.8.;
- 4.6.2.2. To cooperate with the LGBTQ+ Officer to oversee finances and sponsorship concerning the Forum, including:
 - 4.6.2.2.1. The allocation of finances for events and campaigns;
 - 4.6.2.2.2. Cooperation with the SU Finance Office in managing finances and budgetary issues;
- 4.6.2.3. To complete risk assessments for Forum events and activities;
- 4.6.2.4. To archive and make available to the membership, on reasonable request, documents relating to the business of the Forum during their tenure;
- 4.6.2.5. To ensure the membership is aware of all business and procedures of the Forum;
- 4.6.2.6. To make available at all meetings a copy of this bylaw;
- 4.6.2.7. To be ultimately responsible for upholding this bylaw;
- 4.6.2.8. To handle Forum business in the case of incapacitation of the LGBTQ+ Officer.

- 4.6.2.8.1. In case of the incapacitation of both the LGBTQ+ Officer and the General Secretary, the Executive Committee shall decide amongst themselves by poll the next coordinator of Forum business.

4.6.3. Campaigns Officers

- 4.6.3.1. There shall be no more than two available positions of Campaigns Officer, as defined in 4.2. and 4.4.
- 4.6.3.2. To oversee all campaigns;
- 4.6.3.3. To work with Welfare and Identity Officers to run one substantial campaign per term, with the expectation of several smaller campaigns.

4.6.4. Communications Officers

- 4.6.4.1. To cooperate in the online publication of the Forum's content;
- 4.6.4.2. To assist each other in their duties to ensure the smooth running of the Forum's communications and social medias;
- 4.6.4.3. Communications Officers shall include:
 - 4.6.4.3.1. Social Media Officer
 - 4.6.4.3.1.1. To manage the Forum's social media and its section on the SU's website;
 - 4.6.4.3.1.2. To increase the Forum's online presence, which may include resharing relevant news articles and content from appropriate LGBTQ+ media affiliates.
 - 4.6.4.3.2. Graphic Designer
 - 4.6.4.3.2.1. To create and produce graphics and media for the Forum, in collaboration with the Social Media Officer and the Engagement Officer;
 - 4.6.4.3.2.2. To work with the Engagement Officer to ensure that all content and media produced by the Forum is accessible, readable, is accompanied with image descriptions or transcriptions, and is given appropriate content warnings for sensitive materials;
 - 4.6.4.3.2.3. To be responsible for the content publicised by the Forum.
 - 4.6.4.3.3. Engagement Officer

- 4.6.4.3.3.1. To increase engagement within and outside of the Forum with diverse groups of students;
- 4.6.4.3.3.2. To coordinate the publicising of Forum events and campaigns through posters, SU advertising, and student media;
- 4.6.4.3.3.3. To work with the Graphic Designer to ensure that all content and media produced by the Forum is accessible, readable, is accompanied with image descriptions or transcriptions, and is given appropriate content warnings for sensitive materials.

4.6.5. Social Secretaries

- 4.6.5.1. There shall be no more than three available positions of Social Secretary, as defined in 4.2. and 4.4.
- 4.6.5.2. To organise a variety of social events, including non-drinking events;
- 4.6.5.3. To organise and facilitate the Forum's excursion(s) to Manchester's Canal Street;
- 4.6.5.4. To appoint amongst the Officers, with approval from the LGBTQ+ Officer, a Social Convenor on a termly basis to act as the lead organiser of events for that term;
- 4.6.5.5. To maintain regular communication with the membership to determine popular demand for planned events and plan events according to the wants of the membership.

4.6.6. Intersectionality Officer

- 4.6.6.1. To protect and promote the rights and demands of minority identities within the Forum;
- 4.6.6.2. To liaise with and organise campaigns and events with other forums of the SU and societies;
- 4.6.6.3. To run workshops and campaigns related to intersectional communities within the Forum.

4.6.7. Welfare and Identity Officers

- 4.6.7.1. To cooperate with Campaigns Officers and other Welfare and Identity Officers to organise campaigns;

- 4.6.7.2. To cooperate with Social Secretaries and other Welfare and Identity Officers to organise events relevant to increasing representation and awareness;
- 4.6.7.3. To allocate at least one hour per week to provide wellbeing services to relevant members within the reasonable expectations of the SU's guidance on wellbeing officers;
- 4.6.7.4. Welfare and Identity Officers shall include:
 - 4.6.7.4.1. BAME Officer
 - 4.6.7.4.1.1. This position may be filled by any full member of the Forum who identifies as BAME.
 - 4.6.7.4.2. Faith Officer
 - 4.6.7.4.2.1. This position may be filled by any full member of the Forum who self-identifies with a faith community;
 - 4.6.7.4.2.2. To run a private, safe space subforum for LGBTQ+ people of faith.
 - 4.6.7.4.3. Men+ Officer
 - 4.6.7.4.3.1. This position may be filled by any full member of the Forum who self-identifies as a man or non-binary.
 - 4.6.7.4.4. Queer+ Officer
 - 4.6.7.4.4.1. This position may be filled by any full member of the Forum who self-identifies with one or more lesser represented identities.
 - 4.6.7.4.5. Trans+ Officer
 - 4.6.7.4.5.1. This position may be filled by any full member of the Forum who self-identifies as trans+;
 - 4.6.7.4.5.2. To run a private, safe space subforum for trans+ members;
 - 4.6.7.4.5.3. To organise a fortnightly trans+ coffee evening.
 - 4.6.7.4.6. Women+ Officer
 - 4.6.7.4.6.1. This position may be filled by any full member of the Forum who self-identifies as a woman or non-binary.

5. Meetings

- 5.1. All business and voting procedures shall adopt the procedure of the SU Executive Committee.
- 5.2. All votes shall carry by a simple majority, except in all elections and amendments to this bylaw.
- 5.3. All meetings shall be chaired by the LGBTQ+ Officer.
 - 5.3.1. If the LGBTQ+ Officer is incapacitated, the General Secretary serves as the de-facto Chair as in 4.6.2.8.
 - 5.3.2. If the Chair steps down, a temporary Chair for the purposes of that meeting may be elected by a simple majority vote.
- 5.4. All meetings shall be convened at a suitable time to the membership, or in the case of Executive Committee Meetings, to the Executive Committee Officers.
- 5.5. Minutes shall be taken at every meeting, except in the case of Forum Meetings (as defined in 5.8.2.), by the General Secretary.
 - 5.5.1. If the General Secretary is unavailable, the Chair shall select another Executive Committee Officer to take minutes.
- 5.6. The membership shall have the right to attend every meeting, unless doing so would constitute a breach of the Executive Committee's confidentiality commitments, as in 4.5.1.3.
 - 5.6.1. Non-members may attend at the discretion of the Chair.
 - 5.6.1.1. Non-members may be asked to leave at the discretion of the Chair.
- 5.7. An agenda must be circulated three days before a meeting, except in the case of Emergency General Meetings (as defined in 5.8.4.).
 - 5.7.1. The agenda shall be composed by the General Secretary, with input from the membership.
- 5.8. Meetings of the Forum shall include:
 - 5.8.1. Executive Committee Meetings
 - 5.8.1.1. The Executive Committee shall meet weekly to plan Officer activities and discuss issues;
 - 5.8.1.2. Members may attend at the discretion of the Chair, per the conditions of 5.6.

5.8.1.3. Officers are mandated to attend, in line with the Disciplinary and Complaints requirements of 8.2.

5.8.1.4. Quorum is reached in the presence of at least fifty per cent of Officers.

5.8.2. Forum Meetings

5.8.2.1. The Forum shall meet weekly in an informal, private, forum safe space.

5.8.2.1.1. Forum Meetings may be cancelled at the discretion of the LGBTQ+ Officer.

5.8.2.2. Full members may attend, vote, and contribute.

5.8.2.2.1. Associate and honorary lifetime members may attend and contribute, but shall not vote.

5.8.2.3. Quorum is reached in the presence of fifteen members.

5.8.3. General Meetings

5.8.3.1. General Meetings shall exist to facilitate constitutional and electoral business.

5.8.3.2. All members may attend, vote, and contribute.

5.8.3.2.1. Associate and honorary lifetime members may attend and contribute, but shall not vote.

5.8.3.3. All motions must appear on the agenda, which shall be circulated seven days in advance of the meeting taking place.

5.8.3.4. General Meetings must be called by the LGBTQ+ Officer, a simple majority vote by the Executive Committee, or a petition of fifteen members.

5.8.3.5. At least fourteen days' notice shall be given of a General Meeting, specifying the date, time, and venue, with notification publicised widely.

5.8.3.6. Quorum is reached in the presence of fifteen members, or it is the third consecutive non-quorate meeting.

5.8.4. Emergency General Meetings

5.8.4.1. Emergency General Meetings shall follow the procedures of General Meetings, as defined in 5.8.3.

5.8.4.2. An Emergency General Meeting shall only be called when failure to discuss an urgent item of business is harmful or detrimental to the Forum or its members.

- 5.8.4.3. Emergency General Meetings shall be called by the LGBTQ+ Officer, a simple majority of the Executive Committee, or a petition of thirty members.
- 5.8.4.4. Notice for an Emergency General Meeting shall be given one working day before the meeting is to take place, with notification publicised widely.
- 5.8.4.5. Quorum is reached in the presence of fifteen members.
- 5.8.5. Annual General Meetings
 - 5.8.5.1. Annual General Meetings shall follow the procedures of General Meetings, as defined in 5.8.3.
 - 5.8.5.2. Annual General Meetings must be held in Lent or Summer term, and include:
 - 5.8.5.2.1. An open forum for members to suggest structural changes for the following year;
 - 5.8.5.2.2. Presentation of any changes to the bylaw by the bylaw review committee and ratification of the proposed changes by the membership;
 - 5.8.5.2.3. Financial reports of the previous year to date;
 - 5.8.5.2.4. Officer reports by Executive Committee Officers;
 - 5.8.5.2.5. The appointment and confirmation of honorary lifetime members.

6. Elections

- 6.1. The Forum shall run elections for all Executive Committee Officer positions in a General Meeting in Michaelmas term, except for the LGBTQ+ Officer.
- 6.2. In all elections, a temporary Acting Returning Officer shall be appointed by the Executive Committee one week beforehand.
 - 6.2.1. The position of Acting Returning Officer can be filled by any full member of the Forum, excluding those seeking election to an Officer position.
 - 6.2.2. The Acting Returning Officer exists to tabulate the votes of an election.
 - 6.2.3. The Acting Returning Officer decides on appropriate courses of action in cases where procedure in an election is unclear.

- 6.2.4. If a candidate fails to adhere to regulations established by the Executive Committee and the SU's elections guidelines, the Acting Returning Officer and Deputy Returning Officer (as defined in 6.2.5.) are empowered to disqualify said candidate from the election.
- 6.2.5. The LGBTQ+ Officer shall act as the Deputy Returning Officer, to support the Acting Returning Officer in verifying a tabulation of votes, interpreting of elections guidelines, and discharging disciplinary action.
- 6.2.5.1. If the LGBTQ+ Officer cannot serve as the Deputy Returning Officer, the Executive Committee shall vote on an appropriate substitute by a simple majority vote.
- 6.3. All elections shall be decided by secret ballot, using single transferable voting, with the option to reopen nominations.
- 6.4. The Acting Returning Officer shall release full count sheets to the General Secretary to be disseminated to the Executive Committee and, on request, the membership.
- 6.5. All candidates in all elections shall be entitled to participate in hustings.
- 6.5.1. Each candidate shall speak for up to two minutes in length, or submit a written speech equivalent to two minutes in length to be read by the Chair or an appropriate surrogate nominated by the candidate.
- 6.5.2. All members of the Forum are invited by the Chair to ask questions of the candidates.
- 6.5.2.1. Questions to candidates must be directed to all candidates and must be nonaggressive in nature.
- 6.5.2.2. The Chair may end questioning at their discretion, once all candidates have had a fair chance to respond to the last question.
- 6.6. Co-options and Byelections
- 6.6.1. The Forum shall seek to fill vacancies on the Executive Committee at the earliest feasible opportunity.
- 6.6.2. Candidates for vacancies shall be approved by co-option by a single transferrable vote of Executive Committee Officers at the next Executive Committee Meeting.

6.6.3. If an Officer is appointed in a co-option, that position must be considered contested at the next General Meeting and a byelection for that position shall be held, following the procedures defined in 6.

6.7. Elections and co-options for Welfare and Identity Officers that represent communities within the Forum, as defined in 4.6.8., may only be voted in by members who self-identify with that community.

6.8. If an election or co-option results in a tie, the tie shall be broken by a vote of the Chair.

7. Finance

7.1. The budget for the financial year shall be administered by the SU through the LGBTQ+ Officer.

7.2. The Forum shall adhere to the SU's financial regulations.

7.3. The General Secretary shall give an account of the Forum's financial status on request or where appropriate.

7.4. The LGBTQ+ Officer and the General Secretary shall decide internal budgets.

7.5. The LGBTQ+ Officer and the General Secretary shall be responsible for the management of petty cash required for the day-to-day operation of the Forum.

8. Disciplinary and Complaints

8.1. Disciplinary Procedure for Members

8.1.1. All disciplinary matters shall be dealt with in accordance with the SU's disciplinary and complaints procedures.

8.1.2. If the Executive Committee deem conduct at activities or behaviour, including online, to be inappropriate, members may have their membership temporarily suspended by a simple majority vote of the Executive Committee.

8.1.3. Inappropriate conduct includes, but is not limited to:

8.1.3.1. Behaviour that is illegal;

8.1.3.2. Behaviour that is deemed misconduct by the SU's guidelines;

8.1.3.3. Abuse, harassment, or displays of discrimination or prejudice;

- 8.1.3.4. Repeated or malicious breaches of confidentiality and the safe space principles;
- 8.1.3.5. Behaviour at Forum activities that is likely to bring the Forum into disrepute.
- 8.1.4. The Executive Committee shall refer any disciplinary matters to the SU.
- 8.2. Disciplinary Procedure for Executive Committee Officers
 - 8.2.1. Officers shall be bound by the same disciplinary procedure as members, as defined in 8.1.
 - 8.2.2. Officers shall be held to account for failing to fulfil their standing mandate (as defined in 4.5.) and additional breaches of duty, including:
 - 8.2.2.1. To fail to attend or submit acceptable apologies to the LGBTQ+ Officer or General Secretary in writing for all mandated meetings;
 - 8.2.2.1.1. An Officer failing to attend two consecutive Executive Committee meetings without submitting acceptable apologies shall be notified by the General Secretary of failure to attend.
 - 8.2.2.1.2. If the Officer fails to attend a third consecutive Executive Committee meeting without submitting acceptable apologies, and they have been notified by the General Secretary, said Officer shall cease to hold office automatically, the position is considered vacant, and a byelection for the position is triggered.
 - 8.2.2.1.2.1. If two individuals held the same position (as in 4.4.), the holder not in breach of 8.2.2.1. is considered the de-facto Officer, and no byelection occurs.
 - 8.2.2.2. To egregiously breach confidentiality in a position of trust;
 - 8.2.2.3. To bring the Executive Committee and/or the Forum into disrepute.
 - 8.2.3. Motions of No Confidence in Executive Committee Officers
 - 8.2.3.1. Violation of the disciplinary measures defined in 8.2.1. and/or 8.2.2. shall be considered sufficient grounds for a vote of no confidence.
 - 8.2.3.2. A vote of no confidence in an Officer must be proposed by at least five Executive Committee Officers or a petition of thirty members.
 - 8.2.3.3. Proposals for a motion of no confidence must be clear and have sufficient grounds for triggering a vote.

8.2.3.4. Once the General Secretary has received the proposal motion of no confidence, the Officer shall be suspended and prohibited from carrying out the duties of that office.

8.2.3.5. Motions of no confidence must appear before a General Meeting, Annual General Meeting, or an Emergency General Meeting, where a vote of no confidence will uphold or overturn the motion by a simple majority vote.

8.2.3.5.1. If a motion of no confidence is upheld by a vote, the Officer is removed from office immediately, and a byelection is triggered.

8.2.3.5.1.1. If two individuals held the same position (as in 4.4.), the holder not subject to a confidence vote is considered the de-facto Officer, and no byelection occurs.

8.2.3.5.2. If a motion of no confidence is overturned by a vote, the Officer shall return to duties.

8.2.3.5.3. The Officer may appeal a confidence vote using the SU Appeals procedure.

8.2.4. If an Officer is suspended from membership, as defined in 8.1.2., said Officer is also suspended from carrying out the duties of that office.

8.3. Complaints Procedure

8.3.1. Complaints shall be dealt with in accordance with SU Complaints Procedure.

9. Bylaw Governance and Review

9.1. This bylaw must be publicly available to the Forum, its membership, and Executive Committee Officers.

9.2. This bylaw shall be published on the Forum's and the SU's websites.

9.3. Amendments to this bylaw shall be made following the motion being carried by a simple majority at a General Meeting and ratified at the SU's Executive Committee.

9.3.1. Amendments to this bylaw are not considered effective until ratified at the SU's Executive Committee.

9.4. The LGBTQ+ Officer shall convene a Bylaw Review Committee to review this bylaw once every two years.

9.4.1. All full members of the Forum are eligible to serve on the Bylaw Review Committee.

9.4.1.1. The LGBTQ+ Officer acts as a facilitator and is not eligible to chair.

Appendix I: Motions Procedure

1. Chairing Procedure

- 1.1. The meeting Chair shall reserve a section of the meeting agenda for any planned motions.
- 1.2. The meeting Chair will invite the proposer to move their motion and then invite any seconders to come forward. Seconders can also be included when submitting the motion to the General Secretary.
- 1.3. The meeting Chair can invite people to speak, or nominate an appropriate surrogate to speak, in favour of or against a motion with each member only being allowed to speak once and with the proposer being afforded a right of reply.
- 1.4. Amendments to a motion are to be submitted in writing to the General Secretary at least one day in advance of them being heard or at the meeting with one seconder.
 - 1.4.1. Amendments to a motion can be taken as friendly by the proposer of the original motion. The motion changes to the amended version without a vote. The forum then votes on whether to carry the amended motion.
 - 1.4.2. Amendments can be taken as hostile. The Forum first needs to vote to accept or reject the amendment by simple majority before voting on the motion as a whole.
- 1.5. If there are no amendments, the meeting Chair will move to a vote.
- 1.6. A member may request a secret ballot to take place on any motion. This request takes the form of a procedural motion. If the Chair sees it as a valid request, no vote is required, and a secret ballot will be used.
- 1.7. A proposer can choose to withdraw their motion or postpone it to a later meeting any time before a vote has taken place.

2. Motions are a tool used by members of the Forum to shape the aims, structures, and governance of the Forum.

3. General Motions

- 3.1. General Motions can be used by members of the Forum to compel the Forum to take a stance on an issue or commit to an action. These are the most common types of motion.

- 3.2. General Motions can be brought by any full member of the Forum and require one seconder.
- 3.3. General Motions can be heard at any quorate General Meeting, Annual General Meeting or Emergency General Meeting.
- 3.4. General Motions are to be submitted in writing to the General Secretary at least three days in advance of a meeting allowing time for them to be circulated. The General Secretary shall assist in the formatting of motions.
- 3.5. A General Motion is carried by a simple majority with the Chair holding the deciding vote in the case of a tie.
4. Procedural Motions
 - 4.1. Procedural motions relate to the conduct of a meeting and can include:
 - 4.1.1. Changing the order of business on the agenda;
 - 4.1.2. Moving to a vote;
 - 4.1.3. Changing the Chair;
 - 4.1.4. Extending debate;
 - 4.1.5. Adjourning meetings.
 - 4.2. Procedural motions can be proposed by any full Forum member at any meeting.
 - 4.3. The Chair of the meeting will hear the motion when the current speaker has finished, taking precedent over any other business.
 - 4.4. The motion will require one seconder before it is put directly to a vote without debate.
 - 4.5. The motion will be carried by a simple majority with the meeting Chair deciding a tied vote.
 - 4.6. A secret ballot can be requested as of 1.6.
5. Bylaw Amendments
 - 5.1. Changes to the governance of the Forum take the place of bylaw amendments. All proposed changes are subject to ratification by LUSU.
 - 5.2. A bylaw review committee is assembled every two years although any full member is welcome to submit a motion.
 - 5.3. Any changes proposed are submitted as a motion ahead of a General Meeting, Emergency General Meeting, or Annual General Meeting.
 - 5.4. Bylaw Amendments follow the procedure of General Motions.

6. Confidence Motions

6.1. Confidence Motions are used to remove a Forum Executive Committee Officer and follow the procedure set out in 8.2.3 of this bylaw.

6.2. Confidence Motions will default to a secret ballot.

7. Emergency Motions

7.1. Emergency Motions are used to deal with time sensitive or urgent matters.

7.2. They can be heard at any quorate General Meeting, Annual General Meeting or Emergency General Meeting.

7.3. Emergency Motions have to be submitted to the General Secretary in writing before a meeting starts but there is no minimum time requirement.

7.4. Emergency Motions require three seconders in order to be voted on.

7.5. Emergency Motions pass with a simple majority with the Chair deciding ties.

Appendix II: Proxy Voting

1. Proxy voting is a way for members of the Forum to register a vote in advance for meetings they are unable to attend in person.
2. Any full member of the Forum is eligible to vote by proxy.
3. Proxy voting can be used for the following events:
 - 3.1. General Motions;
 - 3.2. Executive Committee elections and by-elections;
 - 3.3. Bylaw amendments;
 - 3.4. Confirming honorary members.
4. Proxy voting is not allowed during a confidence motion.
5. In the case of an Executive Committee election, proxy votes must be submitted to either the Acting Returning Officer or Deputy Returning Officer.
 - 5.1. Votes must be submitted in writing at least one hour before the scheduled start of the meeting.
 - 5.2. The Acting Returning Officer and Deputy Returning Officer must notify each other of any proxy votes.
 - 5.3. The total number of people voting by proxy is to be announced before in person voting commences.
6. For general motions, bylaw amendments and confirming honorary members, proxy votes must be submitted to either the General Secretary or LGBTQ+ Officer.
 - 6.1. Votes must be submitted in writing at least one hour before the scheduled start of the meeting.
 - 6.2. The General Secretary and LGBTQ+ Officer must notify each other of any proxy votes.
 - 6.3. The total number of people voting by proxy is to be announced before in person voting commences.
 - 6.4. In the case of a hostile amendment passing, all proxy votes regarding that motion will be registered as abstentions.
 - 6.5. If an amendment is accepted as friendly, the original proxy votes will apply to the new amended motion.

Reviewed by the Bylaw Review Committee:

[[21/04/2021]]

Approved at a General Meeting of the LGBTQ+ Forum:

[[26/04/2021]]

Ratified by Lancaster University Students' Union's Executive Committee:

[[11/05/2021]]

Revised at an Annual General Meeting of the LGBTQ+ Forum:

[[24/01/2022]]

Changes ratified by Lancaster University Students' Union's Executive Committee:

[[XX/XX/2022]]

All SU governance and policy documents that supersede the authority of this bylaw or that have been referenced therein can be found online at:

<https://www.lancastersu.co.uk/lancaster-university-students-union/documents>

<https://www.lancastersu.co.uk/policy>