

STUDENT MEMBERS' MEETINGS BYE LAW

This Bye-Law describes the process and procedures for Student Members' Meetings.

1. GENERAL

- 1.1. Student Members' Meetings are 'General Meetings' of the Students' Union as described in Sections 28-29 of the Union's Articles.
- 1.2. Student Members' Meetings exist to:
 - 1.2..1. Fulfil all the requirements as set out in the Articles of Association.
 - 1.2..2. Discuss issues of relevance to the student body at Lancaster University.
 - 1.2..3. Discuss, debate and set Students' Union Policy
 - 1.2..4. Hold to account the elected officers of the Students' Union [excluding JCR officers].
- 1.3 The Trustees may call a Student Members' Meeting at any time. This authority may be delegated to the Executive Committee.
- 1.4 The Trustees shall call a meeting on receiving a secure petition, signed by at least 2% of Members having the right to attend and vote at general meetings.
 - 1.4.1 Emergency Student Members' Meetings may be called but may only pass policy.
- 1.5 Decisions of a Student Members' Meeting that affect the responsibilities of the Trustee Board shall be implemented by the Trustee Board unless they conflict with their legal and financial responsibilities or those as set out in the Articles of Association.
- 1.6 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 for business and amend motions at student members meetings.
- 1.7 A Trustee may, even if not a member, attend and speak at any student members meeting.
- 1.8 Student Members' Meetings will be called, advertised and run according to the rules as outlined in the Articles of Association, this bye-law and those as set by the Democracy Committee.
- 1.9 Student Members' Meetings shall be called by at least 14 clear days' written notice. Emergency Student Members' Meetings shall be called by at least 3 clear days written notice
- 1.10 Student Members Meetings may not take place during a University vacation.

- 1.11 Student Members' Meetings may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.
- 1.11.1 At the resolve of the Trustees a meeting can be held virtually, where quorum shall include Members virtually present at the meeting and those members present by proxy and such quorum shall have a minimum of 150 members required in attendance. Quorum shall still vary according to business.
- 1.12 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.
- 1.13 The Deputy Chair of the Executive Committee shall ordinarily preside as chair of the meeting. In the absence of the Deputy Chair, the Executive Committee shall appoint an alternate member of the Executive Committee to be Chair.

2. MOTIONS

- 2.1. All motions shall be submitted to the Union at least 7 clear days before the date set for the meeting.
- 2.2. If there is more than one motion submitted on the same topic, then the Democracy Committee shall, in consultation with the proposers, composite these motions.
- 2.3. All motions, including composite motions, shall be proposed by individuals only.
- 2.4. The order of debate for motions shall be as follows:
- 2.4..1. The proposer shall be given an opportunity to speak in favour of their motion, after which debate shall move to the amendments.
- 2.4..2. Once all amendments have been debated, there shall be an open speech against the motion, after which there will be an opportunity for questions and statements from the floor;
- 2.4..3. There shall then be a summation from the proposer before voting

2.5. Amendments

- 2.5.1 Subject to Article [7] of the Articles of Association, amendments can be made to published motions if:
- 2.5.1.1 Notice of the proposed amendment is given to the Union in writing by a person entitled to vote at the general meeting at which it is to be proposed in advance of and not less than 3 clear days before the meeting is to take place; and
- 2.5.1.2 The proposed amendment does not, in the reasonable opinion of the

Chair of the meeting, materially alter the scope of the motion.

2.5.2 The Chairperson shall invite the proposer to indicate whether they accept or reject the amendment. If the amendment is accepted it shall be incorporated into the original motion

2.5.3 If the amendment is rejected by the proposer of the motion, the order of debate for amendments shall be as follows:

2.5.3.1 The proposer shall be given an opportunity to speak in favour of their amendment,

2.5.3.2 There shall be an open speech against the amendment, after which there will be an opportunity for questions and statements from the floor;

2.5.3.3 If the amendment passes it shall be incorporated into the motion.

3. STANDING ORDERS

3.1. Points of Order

3.1..1. A point of order may be raised at any time (other than during a vote) and shall be a request to the Chairperson to:

3.1..1.1. On a matter relating to the conduct/operations of the meeting

3.1..1.2. Check that the meeting remains quorate

3.2. Procedural Motions

3.2..1. 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 the room(s).

3.2..2. The order of preference of procedural motions shall be as follows:

3.2..2.1. A motion of no confidence in the chair for the rest of the meeting.

3.2..2.2. That the motion be taken in parts;

3.2..2.3. That the motion, as specified, be put straight to the vote.

3.2..2.4. That a re-count be held.

3.2..2.5. That the order of business be changed

3.2..2.6. A motion for the closure of the meeting.

3.2..2.7. A motion for the temporary adjournment of the meeting for no longer than twenty minutes;

3.1.3 There shall be the opportunity for a speech for and against a procedural motion.

3.1.4 For a procedural motion to be passed it must be agreed by a simple majority of those present in the room[s] and eligible to vote.

4 QUORUM

- 4.1 No business shall be transacted at any student members meeting unless a quorum is present. Quorum shall include Members present by proxy and such quorum shall have a minimum of 150 members required in the designated meeting place(s).

Quorum shall vary according to business to be transacted:

- 4.1.1 Policy decisions require a quorum of 2% of Members having the right to attend and vote at student a student members meeting (but excluding external Trustees)
- 4.1.2 Votes of no confidence in Elected Officers require a quorum of 3% of persons entitled to vote each being a Member (but excluding external Trustee of Members having the right to attend and vote at a student members meeting (but excluding external Trustees)
- 4.1.3 Amendments to the Article of Association require a quorum of 3% of Members having the right to attend and vote at a student members meeting (but excluding external Trustees)
- 4.2 If such a 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.
- 4.2.1 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 4.1.2 - 4.1.3
- 4.3 Quorum for Student Members' Meetings contained within this Bye Law cannot be changed without the agreement of the Trustee Board.

5 ADJOURNMENT

- 5.1 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.

6 VOTING

- 6.1 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.
- 6.2 Subject to Articles [7.2.4] and [26.2.2] of the Articles of Association every resolution put to the vote of a student member meeting shall be decided by a simple majority of the votes cast.
- 6.3 Members who are unable to attend a Student Members' Meeting are allowed to instruct the chair of their vote prior to the meeting and ask the chair to act as their proxy.
- 6.4 Members who have registered for and cast a proxy vote in advance of the meeting may still attend the meeting and speak to items however they will not be permitted to vote in the meeting.
- 6.5 The proxy submission process will be agreed by the democracy committee and published in advance of the meeting.