



**CONSTITUTION AND RULES OF THE OTAGO UNIVERSITY STUDENTS'**

**ASSOCIATION**

**PART D: STANDING ORDERS**

*AS AMENDED ON THE 18<sup>TH</sup> DAY OF AUGUST 2004 ANNO DOMINI*

- 42 Introduction**
- 42.1 Any meeting may not commit any act, pass any resolution or make any appointment in contravention of these Rules. Any such action, resolution or appointment will be invalid and will not bind the Association.
- 42.2 Except as provided elsewhere in these Rules, these standing orders apply to all meetings of the Association, including Student General Meetings, meetings of the Executive and meetings of any other Committee of the Association.
- 42.3 These standing orders may by leave be suspended at any meeting for all or part of a meeting, except for 40.1 above.
- 43 Conduct of Business**
- 43.1 The business of every meeting must be conducted in accordance with the Rules and Standing Orders of the Association.
- 43.2 All business (unless otherwise provided for by the Rules or Standing Orders) must be brought forward, discussed and dealt with in the form of a motion. No other business may be considered.
- 44 Order of Business**
- 44.1 At ordinary meetings the order of business will be:
- 44.1.1 Election of a Chairperson if necessary.
- 44.1.2 In the case of a special meeting, the business for which such meeting has been called and in the order set out in the notice calling such meeting.
- 44.1.3 The confirmation of the Minutes of the last meeting.
- 44.1.4 The business to be conducted.
- 44.1.5 General business.
- 45 Quorum**
- 45.1 Unless otherwise specified in these Rules the quorum of every meeting is half the maximum number of voting members of the committee or Body.
- 45.2 No meeting may commence until the required quorum is present. If such quorum is not present within fifteen minutes of the time for which the meeting is called the meeting must be abandoned.
- 45.3 All members of the committee must be physically present to participate in the meeting except Executive meetings, where Executive Officers may attend the meeting through a live telecommunications link provided that they can:
- 45.3.1 Hear the entire debate and motions.
- 45.3.2 Contribute to the meeting by speaking, putting motions and voting.
- 45.3.3 Have full access to any materials placed before the meeting.

- 45.4 If at any time any meeting loses its quorum the Chair must adjourn the meeting.
- 45.5 Any member of the committee may call for a quorum count at any time, unless the meeting is in the process of voting.

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**Strangers**

- 46.1 All members of the Association are entitled to be at all meetings of the Association.
- 46.2 A member of the student press is entitled to be at all meetings of the Association.
- 46.3 Those people present at a meeting who are not members of that meeting may only speak with leave of the meeting.

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**Chairperson**

- 47.1 The Chairperson will conduct and maintain order in the meeting.
- 47.2 Any member of the committee called to order by the Chairperson must immediately cease to speak and must resume his or her seat unless permitted by the Chair to explain.
- 47.3 The Chairperson may not permit to be discussed and will rule out of order all matters that do not pertain to the question before the meeting.
- 47.4 The Chairperson will by ruling determine any matter, dispute or question as to order and procedure.
- 47.5 The Chairperson may by ruling grant leave, provided that no member of the committee objects to this.

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**Absence of Chairperson**

- 48.1 In the event of the Chair of a meeting not being present or being removed from the chair due to a motion of no confidence, a new Chairperson must be elected immediately.
- 48.2 The election of a Chairperson will take precedence over all other motions and business.
- 48.3 No person will move a motion of no confidence in the Chair more than once in any meeting.
- 48.4 If the Chairperson is stepping down to speak to a motion, or to avoid a conflict of interest, they may, if no member objects, appoint a Chairperson from the meeting to replace them. In all other instances an election must be held. The procedure is as follows:
- 48.4.1 The Secretary of the meeting will call for nominations by members of the meeting.
- 48.4.1.1 All persons nominated and seconded are permitted to address the meeting for no longer than two minutes.
- 48.4.2 The Secretary will then call for votes from all members present for all candidates.
- 48.4.2.1 The candidate with the greatest number of votes will assume the Chair, and the meeting will resume.
- 48.4.2.2 A new Chairperson will be considered to be so for that meeting only, and the Chair will return to the usual Chairperson of the meeting for subsequent meetings.

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**Motions**

- 49.1 Only one motion may be placed before the meeting at a time, except as otherwise provided by the Standing Orders.
- 49.2 When a substantive motion has been lost, a motion the same in substance may not be moved at the same meeting without leave.
- Substantive Motions*
- 49.3 A substantive motion is any motion that is not a procedural motion.
- Procedural Motions*
- 49.4 A procedural motion is any motion that affects the process of the meeting.
- 49.5 A procedural motion may be put to the meeting while there is a substantive motion on the floor, and the procedural motion must be resolved before the meeting can return to the substantive motion.
- 49.6 A procedural motion may not be put to the meeting while a person is speaking.
- 49.7 No procedural motion may be moved or seconded by the mover or seconder of a substantive motion currently before the meeting.
- 49.8 The Chairperson has the discretion to accept or reject a procedural motion, unless it challenges a ruling of the Chair, or is a motion of no confidence in the Chair.
- 49.9 Only the mover of a procedural motion and the Chairperson may speak to the motion.
- 49.10 A motion to move to the next business if passed will cause the substantive motion to lapse.
- 49.11 A motion that “the motion now be put” if passed will cause the substantive motion to be immediately put to the meeting.
- 49.12 A motion challenging the ruling of the Chair if passed will cause the Chair to accept the ruling of the meeting.
- 49.13 A motion of no confidence in the Chair if passed will cause the Chairperson to vacate the chair, and a new Chair elected.
- 49.14 A motion altering the order of business if passed will cause the new order of business to be as outlined in the motion.
- Committee*
- 49.15 A motion to move into committee is a procedural motion.
- 49.16 A meeting may only move into committee for reasons of confidentiality or commercial sensitivity of the likely content of discussion.
- 49.17 A motion to move into committee must state the reasons for moving into committee.
- 49.18 No motions may be moved or voted upon while in committee, except a motion to move out of committee.
- 49.19 While in “committee of the whole” discussion must be held in confidence, and must not be discussed outside of committee.
- 49.20 While in “strict committee” all persons who are not members of the committee must leave the room. In addition, the conditions of “committee of the whole” apply.
- Notice of Motion*
- 49.21 Except where otherwise provided by the Rules any motion may be moved without notice.
- 49.22 Any notice of motion lapses if the mover and seconder when called for at the meeting by the Chairperson do not present the motion.

*Withdrawal of Motion*

- 49.23 When any motion has been moved and seconded it may not be withdrawn except with leave of the meeting and with the consent of the mover and seconder.
- 49.24 When a motion has been withdrawn, it may be again moved at the same or any subsequent meeting.
- 49.25 Any motion requiring notice that is withdrawn will require notice to be moved again.

*Amendments to motions*

- 49.26 The Chairperson may rule that a complicated motion be put to the meeting in parts and then may do so.
- 49.27 At any time during the debate or discussion on a motion, an amendment to that motion may be moved, providing:
  - 49.27.1 That the Chairperson does not rule the amendment unreasonable.
  - 49.27.2 That the amendment does not constitute a direct negative of the motion.
  - 49.27.3 That only one amendment may be before the meeting at any one time.
  - 49.27.4 That no amendment may be moved to a procedural motion, except with leave.
- 49.28 Following the moving and seconding of an amendment, that amendment will be discussed and then voted upon as in Section 41 above.
- 49.29 If an amendment is passed, the amendment becomes the new motion, and this new motion will be dealt with as if it were the original motion.
- 49.30 If an amendment fails to pass, the original motion continues.

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**Debate**

- 50.1 Any member of the committee may speak to a motion.
- 50.2 No member may speak to a motion for longer than five (5) minutes except with leave.
- 50.3 No member may speak to a motion more than once, except for:
  - 50.3.1 The mover of a substantive motion who may speak to a motion when moving it, and then have a right of reply at the conclusion of the debate, except when there is no further debate, in which case the mover will be entitled to speak only once.
  - 50.3.2 The seconding of a motion which is not to be considered as speaking to it.
  - 50.3.3 The Chairperson who may permit any members who have spoken to explain themselves in regard to any part of their speech, or to answer questions from other members.
- 50.4 No member may speak to a procedural motion, except as provided by these Orders.
- 50.5 The Chairperson may speak to a motion only in order to make a personal explanation or an explanation as to the matter under debate.
- 50.6 A Chairperson wishing to take part in any debate must first leave the Chair, and cease to be the Chairperson until the motion currently before the meeting has been resolved. In the interim another Chairperson must be elected.

**51****Breaches of Order**

- 51.1 The Chairperson may at any time during a meeting rule that any named member of the committee is or has been guilty of a breach of order.
- 51.2 If the Chairperson rules that any named member is or has been guilty of a breach of order, they must then move a motion immediately over any other motion except a motion of no confidence in the Chair, asking that:
  - 51.2.1 No further notice be taken of the breach;
  - 51.2.2 The member named be asked to apologise; or;
  - 51.2.3 The member named be expelled from the meeting for a specified time, or until an apology is offered to the meeting.

**52****Voting**

- 52.1 When any discussion on a motion is concluded, or when a motion “that the motion now be put” passes, the Chairperson must put the motion to the meeting.
- 52.2 The Chairperson must call upon all members present to vote for or against a motion by declaring “aye” or “nay”. If the vote is close, or if any member requests it, then the Chairperson must call for a hand count of votes for and against.
- 52.3 All members have, and are entitled to exercise, one vote.
- 52.4 In voting, members must not cajole, threaten, bribe, vote in place of other members, or otherwise interfere with the democratic process.
- 52.5 Those members who do not vote are not to be considered to be part of the meeting for the purpose of determining the total number of votes cast, but can be considered to be part of the meeting for the purposes of quorum.
- 52.6 The Chairperson will declare a motion carried or lost, depending upon the required number of votes according to the Voting Schedule.
- 52.7 A motion carried takes effect immediately, unless otherwise stated in the motion.
- 52.8 The Chairperson has no vote, unless the vote on a motion is evenly tied, in which case the Chairperson must exercise a casting vote.
- 52.9 Where an error or confusion arises in connection with any vote, the Chairperson must rule that another vote be taken and this later vote overrides any earlier votes called for.
- 52.10 The Secretary of the meeting will not record the names of those voting for or against any motion unless any member specifically requests his or her vote to be recorded.

**53****Voting Schedule**

- 53.1 Except where noted, all motions require positive votes of at least half of the total number of members voting.
- 53.2 Motions seeking leave, of no confidence and amending or rescinding these Rules require a positive vote of at least two-thirds (2/3) of the total number of members voting.