

Regulation A8: General Meetings

Revised: November 2020

Approved: November 2020

1. General Meeting Process

- 1.1 The General Meetings shall be the primary policy-making forum for the Union and have the powers to pass motions and changes to the Constitution. There shall be one Annual General Meeting where all Ordinary Members shall be entitled to attend vote.
- 1.2 The agenda for General Meetings shall normally consist of:
- 1.2.1 the Chair shall open the meeting and note apologies for absence;
 - 1.2.2 constitutional matters for recommendation to the Trustee Board;
 - 1.2.3 approval of the minute of the previous General Meeting, and discussion of any subsequent matters arising;
 - 1.2.4 report from the Executive Committee and related questions;
 - 1.2.5 report from the Trustee Board and related questions;
 - 1.2.6 discussion and voting on any business, special resolution or submitted motions, including any related amendments;
 - 1.2.7 approval of the Union's financial statements relating to the previous academic session;
 - 1.2.8 approval of a list of the external organisations to which the Union is currently affiliated. The list will contain the details of subscriptions, similar fees paid or donations made to such organisations in the past year;
 - 1.2.9 submission of a list of external organisations to which the Union has made donations, providing details of any such donations; and
 - 1.2.10 any other competent business.
- 1.3 The process for calling a General Meeting shall be:
- 1.3.1 by the Sabbatical Executive Committee;
 - 1.3.2 by thirty Ordinary Members, on request to the President (Communication and Democracy) stating any business or special resolution they would like to put forward.
- 1.4 Notice of the date, time and location of a General Meeting shall be issued to Ordinary Members at least fourteen days prior to the meeting.
- 1.5 The Chair of a General Meeting shall be an Elected Officer chosen from the Executive Committee, or the President (Communication and Democracy) by default.

2. Motions and Voting

- 2.1 Ordinary Members shall be given at least seven days to submit to the President (Communication and Democracy) any ideas or motions for discussion at a General Meeting.
- 2.2 Any item to be placed on the agenda of a General Meeting, including motions, shall have been considered and approved by the Sabbatical Executive Committee.

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- 2.3 The Sabbatical Executive Committee shall normally approve a motion to be placed on the agenda of a General Meeting, upon deciding a motion is:
- 2.3.1 viable; and
 - 2.3.2 reasonable; and
 - 2.3.3 of benefit to the student community.
- 2.4 The President (Communication and Democracy) shall communicate the Sabbatical Executive Committee's decision to approve or to reject a motion from being placed on the agenda of a General Meeting and the reasoning behind such a decision to the motion proposer.
- 2.5 The agenda and associated motions and documents for Ordinary Members to vote on shall be published prior to the meeting.
- 2.6 Each motion shall be open for discussion by Ordinary Members, and follow a process of debate consisting of: opening statement in favour, speech against, speech in favour, (repeated as necessary), closing statement, and voting.
- 2.7 Ordinary Members shall be entitled at any time to call for an extended round of speeches, which shall be decided on at the discretion of the Chair.
- 2.8 Each Ordinary Member in attendance shall have one vote, and voting shall be decided by the Chair based on a show of hands, paper ballot or electronic voting.
- 2.9 Ordinary Members shall be entitled at any time to challenge the decision of the Chair and demand a formal count of votes for an item. This may be through counting individual hands, or by a paper or electronic ballot.
- 2.10 A motion shall be considered passed in the instance 50% plus one votes of the total votes cast, including abstentions, by Ordinary Members are votes in favour of the motion passing.
- 2.11 The proceedings, passed motions or decisions at any General Meeting shall not be invalidated by reason of any irregularity or error of process or any accidental omission to give notice, or non-receipt of notice by an Ordinary Member.

3. Amendments

- 3.1 Ordinary Members shall be entitled to submit amendments to motions, either through submission in advance to the President (Communication and Democracy) or through submission after the motion opening statement and at the start of the motion discussion.
- 3.2 Any amendments submitted to the President (Communication and Democracy) shall, in the first instance, be considered and approved by the Sabbatical Executive Committee. The Sabbatical Executive Committee shall approve an amendment for discussion and voting after deciding a proposed amendment is:
- 3.2.1 viable; and
 - 3.2.2 reasonable; and
 - 3.2.3 not amending the motion in such a way that impacts upon the motion's core aim.
- 3.3 The President (Communication and Democracy) shall communicate the Sabbatical Executive Committee's decision to the amendment proposer in advance of or at the General Meeting in which it was proposed.

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- 3.4 Amendments shall be open for discussion and voting after a motion's opening statement but before motion debates and shall following the same process of debate as motions.

4. Quorum

- 4.1 The quorum at all times for any General Meeting shall be sixty Ordinary Members.
- 4.2 If a quorum is not present within half an hour or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.
- 4.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the Executive Committee, unless they relate to changes to the Constitution or Dissolution.