



UWA STUDENT GUILD STANDING ORDERS

APPLICATION AND INTERPRETATION

1. These Standing Orders shall be applicable to formal meetings of the Guild Council and, subject to Standing Orders 5 and 6, to other formal meetings of the Guild including but not limited to, meetings of:
 - a) Guild Subsidiary Councils;
 - b) Committees of the Guild Council; and
 - c) Ordinary and Special Meetings of the Guild.

2. These Standing Orders shall be read subject to the Guild Regulations.

3. For the purposes of these Standing Orders:

Absolute Majority means a simple majority of the total voting membership of the meeting.

Motion means a motion other than a procedural motion.

Procedural Motion means a motion to alter the manner, order, for or duration of proceedings.

Simple Majority means a majority of those present and voting. An abstention shall not be included in the count of those present and voting.

Two-Third Majority means two-thirds of those present and voting. An abstention shall not be included in the count of those present and voting.

FORMAL MEETINGS OF THE GUILD

4. Subject to Standing Orders 25 and 26, the order of business for a formal meeting of the Guild will be determined by:
 - a) In the case of the Guild Council, the Executive;
 - b) In the case of Guild General Meetings, the Guild General Secretary; or,
 - c) In all other instances, the Chair of that meeting.

5. The following Standing Orders do not apply to formal meetings of the Guild other than meetings of the Guild Council: 7-8, 10, 12-25, 27-31, 85-98, and 101.

For the purposes of this Standing Order:

- a) References in these Standing Orders to the Guild Council will be taken to refer to the relevant formal meeting of the Guild;

- b) References in these Standing Orders to the Guild General Secretary will be taken to refer to the Chair of the relevant formal meeting of the Guild;
- 6. Business at a General Meeting of the Guild shall be conducted in accordance with these Standing Orders and Guild Regulations 5.1.8 and 5.1.9, except that references in these Standing Orders to an Absolute Majority will be taken to refer to a Simple Majority of the General Meeting.

GUILD COUNCIL

- 7. In conformity with Guild Regulation 3.3.1.1, an Ordinary Meeting of the Guild Council will be held in each month except January.
- 8. The Guild General Secretary shall:
 - a) Set a Guild Council Meeting Schedule in December each year; and,
 - b) Distribute a copy of the Guild Council Meeting Schedule to all members of the Guild Council.
- 9. A record of attendance shall be kept for formal meetings of the Guild Council, including details of:
 - a) Attendance;
 - b) Apologies;
 - c) Absentees;
 - d) Observers; and
 - e) Proxies.
- 10. The Guild General Secretary shall, as part of their report to the Guild Council, provide a cumulative attendance record for all members of the Guild Council for the Guild Council term to date.
- 11. A proxy-holder shall only be entitled to vote once the proxy has signed the Proxy Code of Conduct and has been accepted as a valid proxy by a Simple Majority of the Guild Council.
- 12. Should a member of the Guild Council be absent from two consecutive formal meetings without due apology or leave of absence, the Guild General Secretary shall report that fact to the next ordinary meeting of the Guild Council.
- 13. The Guild General Secretary will ensure that Minutes of Guild Council be kept and circulated, minutes must include substantive points made in debate but be as concise as possible.
- 14. A Procedural Motion must be moved to minute the exact wording of a member of Guild Councils speech. Any Procedural Motion to minute speech verbatim must be made at the conclusion of the members speech and specify the segment to be minuted.

MOTIONS VIA CIRCULAR

15. The Guild General Secretary may, in the case of:
 - a) Urgent business;
 - b) Business which because of its nature could not be set on the agenda; or
 - c) Business which by procedural motion, Guild Council decided to not deal with at a properly constituted meeting of Guild Council;Conduct business by electronic circular, by emailing the Guild Council email list.
16. Any business considered by electronic circular must be in the form of a motion, with a proposer and a seconder.
17. For a motion to be considered by electronic circular, at least as many Guild Councillors shall exercise a vote, as the quorum for a meeting of Guild Council.
18. Guild Council members have until close of business 3 university working days after the distribution of the electronic circular to respond to the motion.
19. If, at close of business 3 university working days after the distribution of the electronic circular, the number of Guild Council members who exercise a vote on the motion is less than the quorum for a meeting of Guild Council, the motion lapses.
20. At close of business 3 university working days after the distribution of the electronic circular, the Guild General Secretary shall compile the results of the motion conducted by circular and distribute the results (and any resolutions) to Guild Council.
21. Any Guild Council member may object to the considering of a motion by electronic circular.
22. Objections to the consideration of a motion by circular shall:
 - a) Be in writing;
 - b) Be addressed to the Guild General Secretary;
 - c) Be received by the Guild General Secretary before the close of business, three university working days after the distribution of the results of the electronic circular; and,
 - d) Include the text of the motion to which the objection is lodged.
23. Any resolution adopted by Guild Council by electronic circular to which a Guild Council member has objected in conformity with Standing Order 32 does not come into effect and is added to the agenda for the next formal meeting of the Guild Council.
24. All motions considered by Guild Council by circular will be reported to Guild Council at the next formal meeting of Guild Council.

AGENDA AND ORDER OF BUSINESS

25. The agenda for an ordinary meeting of the Guild Council shall include:
- a) Attendance and Apologies;
 - b) Confirmation of previous minutes;
 - c) Business arising from previous minutes;
 - d) Minutes from Guild Committees;
 - e) Correspondence;
 - f) Reports from Directors;
 - g) Reports from Office Bearers;
 - h) Question Time;
 - i) Motions on Notice; and,
 - j) Other Business.
26. The agenda for a formal meeting of the Guild Council may be altered or suspended by a Procedural Motion.
27. A formal meeting of the Guild Council shall only consider business of which notice has been given on the agenda, or which arises out of minutes or reports.
28. All Motions, minutes, reports and attached supporting documentation for consideration at formal meetings of the Guild Council must be submitted to the Guild General Secretary at least seven days prior to the meeting who must then circulate them to council within a period of 48 hours.
29. The Guild Council may waive notice requirements by Procedural Motion in the event of:
- a) Urgent business; or,
 - b) Business which because of its nature could not be set on the agenda.
30. A Procedural Motion to alter the agenda otherwise than in compliance with the notice requirements in Standing Orders 27-28 and 81 must be passed by an Absolute Majority.
31. Notwithstanding Standing Orders 27 and 29, a Special Meeting of the Guild Council shall only consider business of which notice has been given on the agenda.

COMMITTEE OF THE WHOLE

32. If a quorum of members is not present 15 minutes after the start time provided in the agenda of a formal meeting of the Guild Council, the Guild Council may move into Committee of the Whole.
33. Any resolution adopted by the Committee of the Whole shall be put into effect at the close of business three week days after the circulation of the unconfirmed minutes of the Committee of the Whole to the Guild Council, unless the Guild General Secretary receives an objection from a member of the Guild Council.

34. Objections to resolutions of the Committee of the Whole shall:
- a) Be in writing;
 - b) Be addressed to the Guild General Secretary;
 - c) Be received by the Guild General Secretary before the close of business, three week days after the release of the unconfirmed minutes of the Committee of the Whole; and,
 - d) Include the text of the resolution to which the objection is lodged.
35. Any resolution adopted by the Committee of the Whole to which a Guild Council member has objected in conformity with Standing Order 34 does not come into effect and is added to the agenda for the next formal meeting of the Guild Council.

RULES OF DEBATE

DURATION OF DEBATE

36. For a Motion or amendment to be debated, both a proposer and a seconder are required.
37. Debate commences when the Motion or amendment has been seconded, and the Motion's proposer has spoken to the Motion.
38. The Chair may in their discretion allow questions of clarification to be put to the proposer before debate commences.
39. Debate on the Motion temporarily ceases when the Motion's proposer commences as reply as per Standing Order 44.
40. Debate on an amendment ceases when the amendment is put
41. A member of the Guild Council may speak more than once in any debate.
42. Speakers must ensure that speeches:
- a) Are confined to the subject matter of the Motion or amendment before the Chair; and,
 - b) Avoid repetition.
43. The Chair may at any time require a speaker to observe Standing Order 42.
44. The proposer of a motion, at the Chair's discretion, may be granted an opportunity to directly reply to comments made by another speaker.
45. A proposer and seconder may, at the Chair's discretion, pass their speaking rights to a staff member or other Guild Council Member.
46. Guild Council may, by a Two-Thirds Majority of those present and voting, vote by procedural motion to allow an observer to speak on a motion or agenda item, where Council believes the person will significantly contribute to the information before Council.

AMENDMENTS

47. An amendment to a Motion may only be moved during debate on that Motion.
48. The proposer of a Motion or amendment may amend that Motion or amendment during debate, unless the Guild Council objects by Procedural Motion.
49. Other than under Standing Order 48, an amendment cannot be the subject of a further amendment.
50. While an amendment is before the Chair, discussion shall be confined to that amendment. Subject to Standing Order 48, no further amendments shall be considered until the Guild Council has accepted or rejected the amendment.
51. The Chair shall rule that an amendment which renders the Motion substantially different from the proposed Motion is out of order.

PROCEDURAL MOTIONS

52. The Chair shall put Procedural Motions without debate.
53. Except as otherwise provided, a Procedural Motion requires a Simple Majority of the Guild Council.
54. The Procedural Motions in Standing Orders 67, 68, 70 and 71, and other Procedural Motions that limit debate, require a Two-Third Majority of the Guild Council.

POINTS OF ORDER

55. Any member of the Guild Council may raise a point of order at the time of an alleged irregularity.
56. Debate is paused while the Chair rules on the point of order.
57. The Chair shall rule that an exclamation or a contradictory statement shall not constitute a point of order.

THE CHAIR

58. Whenever the Chair rises during debate, debate ceases immediately. Any speakers will resume their seat and the Chair shall be heard without interruption.
59. Should the Chair decide to participate in debate, the Chair must be vacated and passed to the Deputy Chair for the period of that debate. Where the Deputy Chair is acting as Chair, or is otherwise unavailable, the Chair shall pass the Chair to a member of Guild Council chosen at the Chair's discretion.
60. The Chair shall maintain and follow a speaking list of those who indicate that they wish to speak in debate.

61. Any member disagreeing with a ruling of the Chair may move 'dissent in the chair'.
62. If dissent is moved, the Chair shall pass the Chair to the Deputy Chair or, where the Deputy Chair is acting as the chair or is unavailable, the Guild President, and then explain the ruling (for no more than two minutes). The mover of dissent may then speak (for no more than two minutes) to explain the reasons for their dissent. The Motion will then be put, without further debate, to determine conclusively the validity of the Chair's ruling by a Simple Majority. The Chair shall then revert to the Chair of the Guild Council.
63. The Chair may 'name' a member of the Guild Council or an observer if in the Chair's opinion that person is:
- a) Disrupting debate;
 - b) Acting contrary to UWA Student Guild regulations;
 - c) Acting contrary to UWA Student Guild Standing Orders; or,
 - d) Using improper or discriminatory language.
64. Where, in the opinion of a Simple Majority of the Guild Council, the Chair is:
- a) Disrupting debate;
 - b) Acting contrary to UWA Student Guild regulations;
 - c) Acting contrary to UWA Student Guild Standing Orders; or,
 - d) Using improper or discriminatory language;
- Then the Chair shall vacate the Chair to the Guild Deputy Chair who shall 'name' the Chair. The Chair shall then revert to the Chair of the Guild Council.
65. If the Chair 'names' a member of the Guild Council or an observer three times during a formal meeting of the Guild Council, that person shall be ejected from the meeting.

CLOSING DEBATE

66. If two consecutive speakers have argued substantially the same position in a debate and there is no member wishing to argue the opposite view on the speaking list, the Motion shall be put without further debate.
67. Any member of the Guild Council may move a Procedural Motion 'that the motion now be put' if and only if two or more speakers for and against the motion or amendment have been heard.
68. The Chair may move a Procedural Motion 'that the motion now be put' at any time.
69. If debate is closed under Standing Orders 66-68, the mover of the substantive Motion or amendment shall have two minutes for a right of reply.
70. A member of the Guild Council may move a Procedural Motion 'that the speaker no longer be heard' at any time.

71. A member of the Guild Council may move a Procedural Motion 'that the speaker or speakers be heard for a limited period only' at any time.

VOTING

72. Every voting member of the Guild Council in attendance may exercise one vote.
73. The Chair shall not exercise a casting vote.
74. Except as otherwise provided, a Motion or amendment must be passed by a Simple Majority of the Guild Council.
75. In the event of a tied vote the Motion fails.
76. Voting shall be determined by a show of hands unless half of the quorum of the Guild Council request a secret ballot, in which case the Guild General Secretary shall conduct a secret ballot.
77. The names of Guild Councillors requesting a secret ballot shall be noted in the minutes.
78. Unless a vote has been determined by secret ballot, any member of the Guild Council may request that the names of those members voting for, against and abstaining be recorded in the minutes.

ADJOURNMENT

79. A Procedural Motion of the Guild Council may adjourn any formal meeting or debate to a future sitting.
80. A motion or debate should only be adjourned where, in the opinion of Council:
- a) Additional information is required for a decision to be made;
 - b) The relevant Guild staff, Office Bearers or Committees have not been consulted and such consultation is necessary; or
 - c) There are exceptional circumstances which require the motion or debate to be deferred.
81. If Council meets for longer than four consecutive hours, the Chair shall move a motion to defer the remaining agenda items until another sitting. Council shall then decide whether to defer the meeting.
82. A formal meeting of the Guild Council called to consider adjourned business shall only consider business that remained on the agenda when the original meeting adjourned.

ELECTIONS

83. Elections at Guild Council will be conducted by secret ballot and in accordance with Schedule 2 of the Guild Regulations.

84. If an election results in a tied vote, the ballot will be re-case. If after the second ballot the election is still tied, the result shall be determined by lot.

THE BUDGET DEBATE

85. The Guild General Secretary shall present to the Guild Council an annual budget by the January meeting, which has been recommended by the Strategic Resources Committee.
86. The Guild Council must first determine the proposed deficit or surplus when considering the budget.
87. The Guild Council may only consider amendments to line items in pairs, the first amendment proposing only reductions in line items and the second proposing only increases.
88. The net effect of each pair must be to maintain the deficit or surplus determined by the meeting of the Guild Council.
89. The second amendment in each pair may only be put if the first is carried.

SELECT COMMITTEES

90. The Guild Council may by Procedural Motion refer to any Motion to a Select Committee for report and consideration.
91. Unless otherwise determined by the Guild Council, Select Committees shall consist of five members elected from the Guild Council, three of whom shall form a quorum.
92. The Guild President shall, *ex officio*, be a member of all Select Committees, and shall have the right to act as Chair. Otherwise, the Committee shall elect a Chair.
93. In Select Committee proceedings, the Chair shall have a vote, and, in the case of an equality of votes, a casting vote.
94. The report of a Select Committee shall be in writing, signed by the Chair and presented to the Guild Council by the Chair.

DEPUTY CHAIR

95. The Guild Council shall, at the first meeting of the Guild Council, appoint one of its members to the position of Deputy Chair.
96. Where the Chair of Guild Council is unwilling or unable to chair the meeting, the Deputy Chair shall act as Chair.
97. Where neither the Chair nor the Deputy Chair are willing or able to chair the meeting, Guild Council shall elect its own chair.

98. Notwithstanding Standing Order 97, the Guild President shall act as chair until the election of a Chair

MISCELLANEOUS

99. Standing Orders 24-97 may be suspended by an Absolute Majority of the Guild Council. The Motion should specify which Standing Orders have been lifted and when those Standing Orders should be reinstated.

100. Any decision made by a validly constituted meeting shall not be void by reason of a departure from these Standing Orders which was not detected until after the meeting had closed.

101. A Motion which is the same as a Motion which has been considered and voted on by the Guild Council may not be considered in the same meeting or the next formal meeting of the Guild Council unless agreed to by an Absolute Majority.

For the purposes of this Standing Order, a Motion is the same as a previous Motion if it is

- a) Identical in form and substance; or
- b) Different in form but not in substance.