



UWA STUDENT GUILD

STANDING ORDERS

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UWA STUDENT GUILD

STANDING ORDERS

APPLICATION AND INTERPRETATION

1. These Standing Orders are made by the Guild Council pursuant to regulation 49 of the Student Guild Regulations to govern the conduct of meetings of the Guild and the Guild Council. These Standing Orders are to be read subject to the Student Guild Regulations, and subject to any inconsistency, the provisions of the Student Guild Regulations will prevail.
2. These Standing Orders apply to meetings of the Guild Council and, subject to standing orders 5 and 6, to meetings of the Guild including but not limited to, meetings of:
 - a) Guild Subsidiary Councils.
 - b) Committees of the Guild Council.
 - c) ordinary general meetings and special general meetings of the Guild.

3. For these standing orders, the following definitions apply:

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

Determination means any order, ruling or direction validly made under these Rules by the Returning Officer.

General Meeting means a meeting at which all ordinary members of the Guild may vote, including ordinary general meetings and special general meetings.

Guild means the Student Guild as established by the *University of Western Australia Act 1911* (WA).

Guild Council means the governing authority of the Guild as provided for in the Student Guild Regulations and comprising of the members set out in regulation 28 of the Student Guild Regulations.

Motion means a motion other than a procedural motion.

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

Returning Officer means the person appointed by the Guild Council to conduct an election during Guild Council, or the person appointed per Guild Department rules to conduct Department elections, under the Departments' respective rules.

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

Student Guild Regulations means the regulations made by the Senate of the University

of Western Australia, as the governing authority of the University of Western Australia, under section 16E of the *University of Western Australia Act 1911* (WA).

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.

University Working Day has the meaning given in the University of Western Australia Statute clause 6, which as at the date of these Standing Orders is any day other than a:

- a) Saturday.
- b) Sunday.
- c) a day specified in the University calendar as a University holiday; and
- d) the University's annual shut-down period as determined by the University's executive each year.

Voting Members of Guild Council consist of the following;

- Guild President,
- General Secretary,
- President of the Postgraduate Students' Association,
- Education Council President,
- Societies Council President,
- Public Affairs Council President,
- Women's Officer,
- Western Australian Aboriginal Corporation Chair,
- President of International Student Department,
- the Thirteen (13) Ordinary Guild Councillors elected at General election.

Terms capitalised but not defined in these Standing Orders have the meaning given to those terms in the Student Guild Regulations, as amended or replaced from time to time.

FORMAL MEETINGS OF THE GUILD

4. Subject to these Standing Orders, 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. These Standing Orders apply to meetings of the Guild and Guild Council, however the following standing orders apply solely to meetings of Guild Council: 7 – 26 (inclusive), 29 – 33 (inclusive), 90-102 (inclusive) and 105. Additionally:
 - a) References in these Standing Orders to the Guild Council will be taken to refer to the relevant formal meeting of the Guild; and
 - 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 Chapter 4 of the Student Guild Regulations except that, references in these Standing Orders to an Absolute Majority in relation to the meetings of Guild Council will be taken to refer to a Simple Majority of a Guild General Meeting.

GUILD COUNCIL

7. In conformity with regulation 58(1) of the Student Guild Regulations, an ordinary meeting of the Guild Council will be held monthly throughout the Guild Year.
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. In conformity with regulation 62 of the Student Guild Regulations, the quorum for a meeting of Guild Council is half the voting membership, at least two of whom must be members of the Guild Executive.
10. Election for Chair of Guild Council and Vice-President of the Guild will be conducted at the first meeting of the new Council.
11. The Chair of Guild Council and Vice-President of the Guild positions may only be filled by a person who is a member of Guild Council according to table 3 of the Guild Regulations. For clarity this means the Sports Officer, Welfare Officer, Environment Officer and other standing invitees are not eligible to fill these two positions.

THE CHAIR

12. Whenever the Chair rises during a debate, debate ceases immediately. Any speakers will resume their seat and the Chair shall be heard without interruption.
13. 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.
14. The Chair shall maintain and follow a speaking list of those who indicate that they wish to speak in debate.

15. Any member disagreeing with a ruling of the Chair may move 'dissent in the chair'.
16. 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. If passed, the Acting Chair shall 'name' the chair. The Chair shall then revert to the Chair of the Guild Council.
17. 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 the Student Guild Regulations or By-Laws;
 - c) Acting contrary to UWA Student Guild Standing Orders; or
 - d) Using improper or discriminatory language.
18. Where, in the opinion of a Simple Majority of the Guild Council, the Chair is:
 - a) Disrupting debate;
 - b) Acting contrary to the Student Guild Regulations, By-Laws or these Standing Orders; or
 - c) 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.
19. 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.
20. The Chair may have a person immediately removed from the meeting for intimidating, bullying, abusive or harassing behaviour but not for any other conduct. Any decision to immediately remove a member may be invalidated by a simple majority.
21. During meetings governed by these rules, it is the responsibility of the Chair to protect members from any type of discrimination based on gender, race or sexuality.
22. The Chair may have the discretion to have a person immediately removed from the meeting for extreme types of discrimination based on gender, race or sexuality.

DEPUTY CHAIR

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

26. Notwithstanding standing order 135, the Guild President shall act as chair until the election of a Chair.

MINUTES

27. 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.
28. A Procedural Motion must be moved to enter into the minutes the exact wording of a member of Guild Council's speech. Any Procedural Motion to enter into the minutes speech verbatim must be made at the conclusion of the member's speech, and the member must specify the segment to be entered into the minutes.

MEMBERS & STANDING INVITEES

29. The members of Guild Council are listed in the Student Guild Regulations.
30. The standing invitees to meetings of the Guild Council are:
 - a) Immediate past Guild President;
 - b) Welfare Officer;
 - c) Environment Officer;
 - d) Sports Officer;
 - e) Residential Students' Department President;
 - f) Pride Officer;
 - g) Access Officer;
 - h) Ethnocultural Officer;
 - i) Volunteering and Community Engagement Chair;
 - j) Mature Age Students' Association Officer; and
 - k) any other Department Officers.

ATTENDANCE

31. 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.

32. 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.
33. If a member is in virtual attendance via an online format for a valid and compassionate reason, they will be able to carry out their role as they would, should they be in physical attendance if they are accepted by a Simple Majority of the Guild Council. They will be noted as Present (virtual) on the record.

PROXIES

34. Council members who are unable to attend Council meetings may delegate their proposing, seconding and voting rights to any other ordinary member of the Guild in the form of a written proxy.
35. In conforming with regulation 63(2), a proxy must satisfy any eligibility criteria associated with the position of the member who is transferring their voting rights.
36. The proxy must:
 - a) Be for not longer than the duration of the meeting;
 - b) Specify the member to whom the proxy is made;
 - c) Specify any conditions attached to the proxy;
 - d) Be signed by the Council member;
 - e) Not be altered once signed; and
 - f) Must not have proxied for the same Council member previously in the Guild Year.
37. The proxy must be sent to the General Secretary via e-mail at least 60 minutes before the scheduled start time of the meeting, who must take all reasonable steps to verify the proxy before being delivered to the Chair.
38. 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.
39. If the Council member subsequently attends the meeting, the proxy lapses.
40. In conformity with regulation 63(3), no Ordinary Member may hold more than one vote at any time.
41. Members of Guild Council who are present via an online format will be treated as an observer unless in accordance with standing order 33.

ABSENCE

42. 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.

COMMITTEE OF THE WHOLE

43. 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.
44. Any resolution adopted by the Committee of the Whole shall be put into effect at the close of business three weekdays 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.
45. 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 weekdays 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.
46. Any resolution adopted by the Committee of the Whole to which a Guild Council member has objected in conformity with standing order 45 does not come into effect and is added to the agenda for the next formal meeting of the Guild Council.

CONDUCT AT MEETINGS

47. Speakers may only address the meeting when called on to do so by the Chair.
48. Speakers must be heard in silence and may only be interrupted by the Chair.

AGENDA AND ORDER OF BUSINESS

GUILD COUNCIL

49. The agenda for an ordinary meeting of the Guild Council shall include:
 - a) Acknowledgement of Country
 - b) Attendance and Apologies;
 - c) Confirmation of previous minutes;
 - d) Business arising from previous minutes;
 - e) Minutes from Guild Council and Guild Committees;
 - f) Elections (When needed)
 - g) Correspondence;
 - h) Reports from Directors;

- i) Reports from Office Bearers;
 - j) Questions arising from Reports;
 - k) Motions on notice; and
 - l) Other Business.
50. The agenda for a formal meeting of the Guild Council may be altered or suspended by a Procedural Motion.
51. 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.
52. All reports made by Office Bearers must be submitted to the Guild General Secretary at least 3 University Working Days prior to the Guild Council meeting. If an Office Bearer fails to do so more than three times in their term, they shall be referred to the Guild Discipline Committee.
53. All motions, minutes, and attached supporting documentation for consideration at formal meetings of the Guild Council must be submitted to the Guild General Secretary at least five University Working Days prior to the meeting who must then circulate them to council within a period of 48 hours.
54. 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.
55. A Procedural Motion to alter the agenda otherwise than in compliance with the notice requirements in standing orders 53-54 and 84 must be passed by an Absolute Majority.
56. Notwithstanding standing orders 53 and 55, a special meeting of the Guild Council shall only consider business of which notice has been given on the agenda.

GENERAL MEETINGS OF THE GUILD

57. A General Meeting of the Guild is held once in the Guild Year in either the first or second semester on the determination of Guild Council setting the date and time.
58. The General meeting must be held on a teaching week of the University.
59. The order of business for the ordinary general meeting is—
- a) confirmation of the minutes of the previous ordinary general meeting and of any special general meetings held since the previous ordinary general meeting;
 - b) Guild President's report;
 - c) receipt of the annual report of the Guild Council;
 - d) receipt of the balance sheet of the Guild, the auditors' report on the balance sheet and the financial statements of the Guild for the previous year;
 - e) motions on notice; and
 - f) general business.

60. Motions

- a) At least fifteen (15) University Working Days' prior to the date of an ordinary general meeting of the Guild, the Guild General Secretary must notify all Ordinary Members of the Guild in writing of the due date for receipt of motions on notice by Ordinary Members of the Guild (**Motion Due Date**). For the avoidance of doubt, the Motion Due Date must be at least ten (10) University Working Days' prior to the date of an ordinary general meeting of the Guild.
- b) All motions on notice to be raised at an ordinary general meeting must be received and accepted by the Guild General Secretary in writing, signed by at least fifty (50) Ordinary Members of the Guild (including both the mover and the seconder) by the Motion Due Date.
- c) All motions on notice duly received and accepted by the Guild General Secretary must be displayed on the Guild noticeboard for at least three (3) University Working days prior to the meeting, and posted on the Guild website.
- d) A motion on notice will not be accepted by the Guild General Secretary if it is frivolous, vexatious, would have the likely effect of harassing a person or is reasonably likely to constitute Guild Misconduct.
- e) Motions may only be moved or seconded at the ordinary meeting of the Guild by an Ordinary Member that signed the motion on notice.
- f) Except with the consent of two-thirds of the Ordinary Members of the Guild present at an ordinary meeting of the Guild, no person may introduce any discussion on a subject which has not been duly inserted on the notice paper for that meeting.
- g) Unless otherwise resolved by Guild Council, ordinary general meetings of the Guild can only pass motions to provide a recommendation to the Guild Council, which must be endorsed by Guild Council before it takes effect.

61. Speakers

- a) Non-members may only address a General Meeting if they are granted leave by the Chair to do so.

RULES OF DEBATE

DURATION OF DEBATE

62. For a motion or amendment to be debated, both a proposer and a seconder are required.
63. Debate commences when the motion or amendment has been seconded, and the motion's proposer and seconder have spoken to the motion.
64. The Chair shall allow questions of clarification to be put to the proposer after the seconder has spoken to the motion.
65. Debate on the motion temporarily ceases when the Motion's proposer commences a reply as per standing order 70.

66. Debate on an amendment ceases when the amendment is put.
67. A member of the Guild Council may speak more than once in any debate.
68. Speakers must ensure that speeches:
 - a) Are confined to the subject matter of the motion or amendment before the Chair; and,
 - b) Avoid repetition.
69. The Chair may at any time require a speaker to observe standing order 65.
70. The proposer of a motion, at the Chair's discretion, may be granted an opportunity to directly reply to comments made by another speaker.
71. A proposer and seconder may, at the Chair's discretion, pass their speaking rights to a staff member or another Guild Council Member.
72. Guild Council may, by a Two-Thirds Majority of those present and voting, vote by procedural motion to allow an observer (who may or may not be an enrolled UWA student) to speak on a motion or agenda item, where Council believes the person will significantly contribute to the information before Council.

AMENDMENTS

73. An amendment to a motion may only be moved during debate on that motion.
74. The proposer of a motion or amendment may amend that motion or amendment during debate, unless the Guild Council objects by Procedural Motion.
75. Other than under standing order 74, an amendment cannot be the subject of a further amendment.
76. While an amendment is before the Chair, discussion shall be confined to that amendment. Subject to standing order 74, no further amendments shall be considered until the Guild Council has accepted or rejected the amendment.
77. The Chair shall rule that an amendment which renders the motion substantially different from the proposed motion is out of order.

MOTION TO DEBATE IN CAMERA

78. This motion must not interrupt a speech and must be put without amendment, adjournment or debate.
79. The motion must relate to one or more specific items in the agenda.
80. Members of the meeting who are not members of Guild Council or Standing Invitees must vacate the meeting for the duration of the items specified in the motion.

PROCEDURAL MOTIONS

81. The Chair shall put Procedural Motions without debate.
82. Except as otherwise provided, a Procedural Motion requires a Simple Majority of the Guild Council.
83. The Procedural Motions in standing orders 87, 88, 90 and 91, and other Procedural Motions that limit debate, require a Two-Third Majority of the Guild Council.

POINTS OF ORDER

84. Any member of the Guild Council may raise a point of order at the time of an alleged irregularity in the proceedings or interpretation of the Regulations.
85. A member may at the end of a speech make a point of clarification over factual inaccuracies made by the previous speaker.
86. A member claiming to have been misrepresented may at any time, not interrupting another speaker, make a point of explanation. Such explanation must be confined to the alleged misrepresentation and must not introduce a new argument or new matter.
87. Any point of order, point of clarification or point of explanation must be clearly and concisely stated within one minute.
88. Debate is paused while the Chair rules on the point of order in their discretion.
89. The Chair shall rule that an exclamation or a contradictory statement shall not constitute a point of order.

CLOSING DEBATE

90. 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.
91. 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.
92. The Chair may move a Procedural Motion 'that the motion now be put' at anytime.
93. If debate is closed under standing orders 89-91, the mover of the substantive motion or amendment shall have two minutes for a right of reply.
94. A member of the Guild Council may move a Procedural Motion 'that the speaker no longer be heard' at any time.
95. 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

96. Every voting member of the Guild Council in attendance may exercise one vote.
97. The Chair shall not exercise a casting vote.
98. Except as otherwise provided, a motion or amendment must be passed by a Simple Majority of the Guild Council.
99. In the event of a tied vote, the motion fails.
100. 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.
101. The names of Guild Councillors requesting a secret ballot shall be noted in the minutes.
102. Unless a vote has been determined by secret ballot, the names of those members voting for, against and abstaining be recorded in the minutes.

ADJOURNMENT

103. A Procedural Motion of the Guild Council may adjourn any formal meeting or debate to a future sitting.
104. A motion or debate should only be adjourned where, in the opinion of Guild Council via Procedural Motion as per standing order 82:
 - 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.
105. If Guild Council meets for longer than two consecutive hours, the Chair shall adjourn the remaining agenda items until a 10-minute break is observed. This break should not be constituted as breaking the four consecutive hours referred to within standing order 106.
106. If Guild Council meets for longer than four consecutive hours, the Chair shall move a Procedural Motion to defer the remaining agenda items until another sitting. Guild Council shall then decide whether to defer the meeting.
107. Any member of Guild Council may move a procedural motion to adjourn the meeting for a break on compassionate grounds when needed.
108. 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.

MOTIONS VIA CIRCULAR

109. The Guild General Secretary may conduct business by electronic circular, by emailing the Guild Council email list 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;
110. Any business considered by electronic circular must be in the form of a motion, with a proposer and a seconder.
111. 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.
112. Guild Council members have until close of business 3 University Working Days after the distribution of the electronic circular to respond to the motion.
113. 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.
114. 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.
115. Any Guild Council member may object to the considering of a motion by electronic circular.
116. 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.
117. Any resolution adopted by Guild Council by electronic circular to which a Guild Council member has objected in conformity with standing order 116 does not come into effect and is added to the agenda for the next formal meeting of the Guild Council.
118. All motions considered by Guild Council by circular will be reported to Guild Council at the next formal meeting of Guild Council.

ELECTIONS

119. All elections at Guild Council will be conducted by secret ballot and in accordance with Schedule 2 of the Student Guild Regulations.
120. Casual vacancies will be filled as per Clause 23 (Table 2) of the Guild Regulations.
121. The Chair of Guild Council, Deputy Chair or the Guild President, will conduct an election process in accordance with the position being vacated in Clause 23 (Table 2) of the Guild Regulations.

122. A Returning Officer is to be appointed before the commencement of the election by Guild Council. The electoral process of ballot creation and distribution, vote counting and winner declaration is the responsibility of the Returning Officer.
123. The Chair of Guild Council, Deputy Chair or the Guild President will call for nominations from Guild Council.
124. Nominations must have a proposer and seconder to proceed. A candidate may propose themselves provided there is a seconder of the nomination.
125. At the close of nominations, if there are more nominations than vacancies, a secret ballot vote shall be held.
126. A maximum of two minutes will be given to each candidate to put forward their case as to why they should be elected to the position before the vote is taken.
127. A maximum of substantive affirmed five questions per candidate, deemed appropriate by the Chair, may be asked by members and standing invitees of Guild Council whom have speaking rights (speaking rights cannot be transferred to anyone else), after the conclusion of the speeches.
128. If there are fewer or the same nominations to vacancies, the nominated persons shall be elected and given the option to speak on their nomination in accordance to Standing Order `126.
129. If an election results in a tied vote, the ballot will be re-cast. If after the second ballot the election is still tied, the result shall be determined by lot.

OBJECTIONS AND APPEALS

130. An objection to the Determination of the Returning Officer in administering an election, which includes Department elections, must be submitted in writing to the Governance Committee using the appeals form, within 5 University Working Days from date of Determination and must:
 - a) state the ground or grounds of objection from the Determination;
 - b) summarise the basis for each ground or grounds;
 - c) outline the facts and evidence relied upon;
 - d) state the remedy sought; and
 - e) state the contact details of the complainant.
131. The Governance Committee may confirm, dismiss, or vary a Determination in response to an objection, within 5 University Working Days from date of receipt of the objection. The Governance Committee must provide the complainant and the person the subject of the Determination with written notice of its decision.
132. An appeal to a decision of the Governance Committee must be submitted in writing within 5 University Working Days from date of the decision, using the appeal form, to the Guild Council and must:

- a) state the ground or grounds of appeal from the decision;
- b) summarise the basis for each ground or grounds;
- c) outline the facts and evidence relied upon;
- d) state the remedy sought; and
- e) state the contact details of the complainant.

133. The Guild Council may confirm, dismiss, or vary the decision of the Governance Committee in response to an appeal, within 5 University Working Days from date of receipt of the appeal. The Guild Council must provide the appellant and the person the subject of the Determination with written notice of its final decision, as no further appeal related to the election will be considered. The Guild Council's decision in determining the appeal is final.

THE BUDGET DEBATE

134. 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.

135. The Guild Council must first determine the proposed deficit or surplus when considering the budget.

136. 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.

137. The net effect of each pair must be to maintain the deficit or surplus determined by the meeting of the Guild Council.

138. The second amendment in each pair may only be put if the first is carried.

SELECT COMMITTEES

139. The Guild Council may by Procedural Motion refer to any motion to a Select Committee for report and consideration.

140. 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.

141. 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.

142. In Select Committee proceedings, the Chair shall have a vote, and, in the case of an equality of votes, a casting vote.

143. The report of a Select Committee shall be in writing, signed by the Chair and presented to the Guild Council by the Chair.

MISCELLANEOUS

144. Standing Orders 37-120 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.

145. 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.

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. However, as per standing order 133, Guild Council decisions relating to election appeals are final, and cannot be considered at subsequent formal meetings of the Guild Council.

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.

146. Where a Guild Council meeting cannot occur in the face-to-face format:

- a) An online format will be adapted on a suitable platform at the discretion of the General Secretary;
- b) Standing Orders will still be observed as it would in any official meeting of the Guild and where necessary adapted at the discretion of the Chair; and
- c) Secret ballots will occur via a suitable platform at the discretion of the Chair.

147. When co-opting members to fill vacancies of Guild Council, the election process stipulated in these standing orders shall be followed.