

La Trobe University Student Union Incorporated

LTSU COUNCIL STANDING ORDERS

1. Meetings

1.1 The agenda at each ordinary meeting of the LTSU shall include the following:

1. Procedural Matters

1.1 Election of Chairperson

1.2 Attendance

1.3 Apologies

1.4 Membership

2. Confirmation of Previous Minutes

3. Matters Arising from the Minutes

4. Correspondence

5. Office Bearers' Reports

5.1 President

5.2 General Secretary

5.3 Education Vice- President

5.4 Education Public Affairs

5.5 Welfare

5.6 Environment

5.7 Women's

5.8 Queer

5.9 Aboriginal & Torres Strait Islander

5.10 Disabilities

5.11 Postgraduate

6. Other Standing Committee Reports

6.1 Mildura Students Association

6.2 MASO/PEMSO

6.3 Shepparton Student Association

6.4 International Student Association

7. Other Reports

7.1 Education Council (Student Representative Network)

7.2 Clubs and Society Council

7.3 Post-Graduate Committee

7.4 Activities Committee

8. LTSU Policy

Motions submitted to General Secretary by the deadline required.

10. Other Business

11. Next Meeting

1.1 The LTSU may, by a vote of an absolute majority of members, insert other items on the agenda or change the order of the agenda.

1.2 Motions shall be discussed by the LTSU only if they are in writing. Each motion shall be discussed by way of reception and/or adoption of the motion.

1.3 Meeting shall, subject to the presence of a quorum, start at the time set out on the notice and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of, provided that at 12 midnight, the chairperson shall declare the meeting adjourned unless an absolute majority of LTSU general members vote otherwise.

1.4 If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse and subject to any resolution previously passed, the General Secretary shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting.

1.5 Minutes for meetings of the LTSU must be completed and checked by the chairperson from that meeting within two week of adjournment of the meeting. They should then be circulated to the distribution list.

2. Chairperson

2.1 Subject to the regulations, at every meeting of LTSU after attendance and Apologies, the President will be the chairperson of the meeting. In the event that the President is not present or decides to vacate the chair the Education Vice-President will take up the role of the chair. If neither the President nor Education Vice-President is available to take up the role of chair the LTSU council will elect a chair from General Members.

2.2 The chairperson shall be heard without interruption and when he/she rises during debate, all discussion shall cease.

2.3 Should the chairperson decide to take part in the debate on any question, they shall leave the chair and call upon another member to act as chairperson until the conclusion of the debate and the vote, if any, thereon.

2.4 The chairperson shall maintain order any may at any time, adjourn a meeting which, in his/her opinion, has become disorderly for such period as he/she thinks fit.

2.5 Any member desiring to speak shall rise in his place or otherwise indicate his/her intention and will be placed on the speaking list.

2.6 Should questions arise involving the interpretation of the Constitution or Regulations or procedure at meetings, the ruling of the chairperson thereon shall determine the matter, provided however, that any ruling of the chairperson may be challenged by a motion moved and seconded 'that the chair's ruling be disagreed with. On such a motion being proposed and seconded, the chairperson shall vacate the chair. The mover of the motion shall speak in favour of it and the chairperson shall reply whereupon the motion shall be put forthwith in the form 'that the chairperson's ruling be disagreed with'.

2.7 At least every second chair shall be a woman, excepting if no woman is willing to chair the meeting

3. The Process of Motions

3.1 All motions must be in writing, by the mover and seconder and submitted to the LTSU General Secretary and any member proposing an amendment may be required by the chairperson to put it in writing and hand it to the chairperson.

3.2 A motion or amendment not seconded shall not be further discussed.

3.3 In all cases a reply shall be allowed to the mover of a motion.

3.4 A mover or seconder of a motion may withdraw his moving or seconding at any stage before the motion is voted upon. A motion may be withdrawn by the mover without the consent of the seconder but in such event, the seconder shall have a primary option to move the motion as originally proposed. In the event of a motion being withdrawn by both mover and seconder, the chairperson shall ask whether any other member wishes to take up the moving/seconding. The withdrawal of the moving and /or seconding shall be recorded in the minutes.

3.5 An amendment may be moved at any time prior to the mover of original motion exercising his right of reply by striking out certain words and/or adding certain words. The mover of a motion may accept an amendment in which case it becomes part of the motion.

3.6 A member seconding a motion or amendment without speaking to it may reserve his/her right to speak to it subsequently.

3.7 When an amendment is before the chair, discussion shall be confined to that amendment.

3.8 A motion or amendment may be foreshadowed at any time. Both may be debated simultaneously, subject to section 3.7.

4. Formal Debate

4.1 The chairperson shall, as far as practicable, call on speakers for and against a motion of amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment and there is no member wishing to argue the opposite side, or in the case of a motion, to move put without debate.

4.2 Discussion shall be confined to the motion under consideration, subject to the Sections 3.7 and 4.1.

4.3 Every member desiring to speak shall address her/himself to the Chair.

4.4 Members shall:

- address remarks to the chairperson in restrained and courteous language
- relevant to the matter under discussion
- not use offensive or objectionable language
- not behave in a disorderly manner
- respect the authority of the chairperson at all times

4.5 Each person will be limited to five minutes for his speech and may speak only once, provided that the mover shall have her/his right of reply.

5. Voting

5.1 At every meeting of the LTSU Council, each elected member other than the chairperson, shall have one vote. In the case of an equality of votes, the chairperson shall have a casting vote.

5.2 Votes shall be taken by a show of hands or a voice vote; but the chairperson may, and if requested to do so by two members, direct that the vote be taken by secret ballot of those present. The General Secretary will act as the returning officer.

5.3 The chairperson shall put any amendments to the original motion first, then the original motion (as amended). If the original motion is defeated, she/he shall put any amendment to any foreshadowed motion (if there is one) and then the foreshadowed motion.

5.4 The chairperson may, at the request of any two members, make a recount of votes, but only two recounts may be made unless the LTSU Council directs otherwise.

5.5 A member may not change his/her vote in a recount.

5.6 A member may, unless the vote was taken by secret ballot, have recorded in the minutes, the fact that he/she voted for or against, or abstained from voting on a motion.

6. Procedural Motions

6.1 A member who has not already participated in the debate may, at any time, whether or not another speaker has the floor, move ‘that the motion be now put’, which motion, if accepted by

the chair, shall be put without amendment or debate. The chairperson may also, of his/her own volition, put the question if he feels that adequate discussion has taken place. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.

6.2 The following motions shall be put without amendment or debate:

- that a particular person should not be heard
- that the speaker be heard for a further limited period only
- that discussion on the motion move to formal debate
- Dissent in the chair
- that the speaking list be closed at the end of the next speaker.

6.3 A motion or amendment shall immediately be stood over for further consideration on the motion ‘that the motion or amendment lie on the table’ being resolved in the affirmative. This motion can only be moved by a member who has not already participated in the debate on the motion or amendment. The motion laid on the table shall be recorded in the minutes and may be lifted from the table at the next meeting under the agenda item ‘Business Arising from the Minutes’.

6.4 A member may move ‘that the debate (or meeting) be now adjourned’. Discussion shall be in order, but only amendments as to time and/or place shall be permitted.

6.5 The chairperson shall have absolute discretion to accept or refuse procedural motions.

6.6 The chairperson shall be able to move procedural motions from the chair at any point.

6.7 In the event that a procedural motion is moved by the chair and is questioned by a member of council, ‘dissent in the chair’ may be called. A vote by the LTSU general members will be made. If the motion passes the chairperson will vacate and a new chair will be elected.

7. Speaking List

- 7.1 A speaking list will be kept by the Chairperson when discussion is being made around a motion.
- 7.2 Any student may be placed on the speaking list by indicating to the chairperson.
- 7.3 A speaker can request to be removed from the speaking list by indicating to the chairperson.
- 7.4 A speaker can request that their position on the speaking list be moved down the list.