

## **SCHEDULE D**

### **STANDING ORDERS**

#### **Class Rep Council**

#### **( 1 ) AGENDA OF THE CLASS REPRESENTATIVE COUNCIL**

The Agenda shall consist of:

- ( a ) Minutes of the last meeting and matters arising.
- ( b ) Elections. (where appropriate)
- ( c ) Report from the Students' Union Executive officers
- ( d ) Reports from committees. (where appropriate)
- ( e ) Formal business.
  - Item for agreement.
  - Item for discussion.
  - Item for information.
- ( f ) Any Other Business. (AOB)

#### **( 2 ) DUTIES OF THE CHAIRPERSON**

- ( a ) The Chairperson shall ensure whenever practicable that speakers for and against the question under discussion, address the CRC alternately.
- ( b ) In the absence of the Chairperson the meeting shall elect a Chairperson who shall be a voting member of the CRC.
- ( c ) The Chairperson shall be impartial and not participate in any debate. (But can ask questions for clarity if council are confused)
- ( d ) The Chairperson may call the attention of the meeting to continued irrelevance or tedious repetition on the part of any member and may, after reasonable warning, require such a member to cease speaking and remain silent on the issue being discussed.

( e ) The ruling of the Chairperson up on all questions of order and upon matters arising in debate shall be final and not open to discussion except in the case of a Procedural Motion (a) 5 or (a) 6.

( f ) The Chairperson shall have a vote only in the event of a tie, unless otherwise specified.

### **( 3 ) GENERAL CONDUCT OF THE MEETING**

( a ) Every motion, amendment or report shall be proposed and seconded by any union member any thereafter be open to debate. It shall be put forward when the proposer has concluded his/her opening speech. The proposers shall have the right to reply immediately before the vote is taken, but may not then introduce fresh subject matter.

( b ) The duration of speeches shall be at the discretion of the chairperson, once time allocation is equal.

( c ) If any amendment is carried or accepted, the original motion or report incorporating the amendment shall become the substantive motion to which further amendments may be removed.

( d ) Only one motion, report, or amendment to a motion or report may be put before the meeting at any one time.

( e ) If at any time there is no discussion, the Chairperson may enquire whether there is any discussion, opposition, or amendment, and if not, shall declare the question carried.

( f ) Should disorder arise, the Chairperson, at his/her discretion, shall be entitled to adjourn the meeting and quit the chair. On his/her doing so, the meeting shall be held to be immediately adjourned, but the Chairperson shall give his/her reasons for the adjournment at the next meeting of the CRC, where there shall be no discussion thereon.

( g ) A member shall not impute motives to/or use any offensive expression to any member of the assembled group or the CRC .

( h ) No member shall conduct him/herself in a manner which is prejudicial to the maintenance of order.

( i ) In the event of any member at a meeting disregarding the authority of the Chairperson or being guilty of obstructive or offensive conduct, the Chairperson may suspend such a member for the remainder of the meeting and may in addition order that the member be escorted from the meeting.

( j ) Any member who wishes to address the CRC must stand up, where possible , stating their name, course code and year.

( k ) No member of Council may propose more than four motions for consideration by the Council at a single meeting.

( l ) Emergency motions may be discussed and voted upon where they are presented to the Chairperson during the course of a meeting and Council votes to deem them worthy of Emergency Motion status by means of a two - thirds majority of those voting at a quorate meeting.

#### **( 4 ) PROCEDURAL MOTIONS**

( a ) ( 1 ) A motion that the question now be put.

( a ) ( 2 ) A motion that the question not be put.

( a ) ( 3 ) A motion that the meeting proceed to the next item of business.

( a ) ( 4 ) A motion to postpone or adjourn a matter to a later specified time or meeting.

( a ) ( 5 ) A challenge to the Chairperson's ruling.

( a ) ( 6 ) A motion of no confidence in the Chairperson.

( a ) ( 7 ) A motion that the speaker be no longer heard.

( a ) ( 8 ) A motion to be taken in parts.

(b) Procedural motions shall require a proposer and seconder. They may not be proposed while any member is speaking on a Point of Order or any information, or during the act of voting.

(c) The Chairperson may refuse to put Clause (4) (a) (3) or Clause (4) (a) (7) to the meeting. He/she may also reject any other procedural motion if one of similar effect and related to the same subject matter, has been defeated within the previous 15 minutes.

(d) Clauses (4) (a) (1), (5) and (6) shall be put to the vote without discussion. The proposer of any other procedural motion may speak on it for three minutes followed by one speaker against for the same time. It shall be then put to a vote. The Chairperson shall have no priority in speaking against the procedural motion except in the case of (5) when the Chairperson shall have priority in speaking against the procedural motion.

( e ) When (4) (a) (5) or (6) are proposed, the chairperson shall leave the chair until it is determined.

( f ) If (4) (a) (1) is carried the Chairperson shall allow the proposer of the original motion to reply and then take the vote. (g) (4) (a) (5) and (6) shall have priority over all other procedural motions. (4) (a) (1) and (7) shall have priority over (2), (3) and (4). Otherwise procedural motions shall be determined in the order in which they were proposed.

( h ) No procedural motions shall be moved in respect of another procedural motion.

Points of Order shall have precedence over all other business except the acts of voting (unless they refer to the conduct of the vote) and upon which there shall be no discussion.

Any member provided they do so immediately and states that they rise on a 'Point of Order' may raise them. The point shall be related only to the conduct of the meeting.

A Point of Order may be defined as a matter raised during consideration of a motion concerning the rules of procedure.

A point of order may be raised if the rules appear to have been broken. This may interrupt a speaker during debate, or anything else if the breach of the rules warrants it. The point is resolved before business continues.

The Point of Order calls upon the Chairperson to make a ruling. The motion is sometimes erroneously used to ask a question of information or a question of parliamentary procedure. The Chairperson may rule on the Point of Order or submit to the judgement of the assembly.

Points of Information may be raised in the same way as Points of Order, but only if the speaking member gives way. They shall consist of relevant information offered to or asked of that member.

Members and observers are permitted to attend the CRC meeting(as per 5.4.3 of the Constitution) and must remain seated at all times. Members will have non - voting participatory status.

## **( 5 ) SUSPENSION OF STANDING ORDERS**

( a ) These standing orders may be suspended upon a motion to that effect being passed by a 2 /3 majority of those voting. Such motions will require a seconder and shall state the purpose for which it is sought to suspend the Standing Orders.

The motions shall be put to a vote without discussion. Such a motion may not be proposed during a point of order or information or during the act of voting.

( b ) Only the business for which Standing Orders has been suspended, may be discussed during the suspension of standing orders.

( c ) A motion to that effect being passed by a 2/3 majority of those voting may amend the Standing Orders.

## **( 6 ) REPORTS FROM THE STUDENTS' UNION EXECUTIVE OFFICERS**

a ) Individual Executive officer reports should be attached to the agenda for each meeting circulated by the CRC Chair or CRC Secretary.

b ) An executive officer may advise the CRC that a report should be accepted 'as read', where an executive officer has no additions to the report.

c ) The report shall be open for discussion to CRC for a period of no longer than 15 minutes.

d ) Where no questions are forthcoming the Chairperson shall put the report to a vote of acceptance by CRC.

e ) Council by means of a simple majority vote may accept or reject the report.

f ) Rejection of the report shall require the officer to re - submit the report at the next session of CRC for acceptance, after any amendments deemed necessary are made by the officer.

g ) Failure to accept the report a second time by CRC shall require a 'vote of confidence' to be held in the executive officer.

h ) Failure to present an officer report to CRC for two consecutive ordinary sessions of CRC will require a 'vote of confidence' to be called in the officer at that meeting of CRC .

i ) A 'vote of confidence' will require two - thirds majority to fail. The guillotine of 15 minutes shall not apply to any debate of a 'vote of confidence'.

j ) The Returning Officer shall officiate and chair any 'vote of confidence'.

k ) Where a 'vote of confidence' has failed, the Chairperson of CRC must invite the executive officer to resign or appeal the result.

l ) Any officer who has lost the confidence of the CRC may appeal the decision of the CRC within one week of the original vote to the next available ordinary or emergency session of CRC .

m ) Where a 'vote of confidence' in an officer of executive has failed and CRC has rejected the appeal the CRC shall instruct the Returning Officer to hold a referendum within four weeks to remove the officer. It shall be the position of the Executive and the CRC in this referendum, that the officer should be removed.

n ) Where a 'vote of confidence' has failed in relation to a sabbatical officer, the CRC may chose to fine the officer a portion of his/her wages as outlined in the Public Contract for sabbatical officers. This does not negate the power of CRC to seek the removal of the sabbatical officer by means of referendum.

## **( 7 ) DUTIES OF THE RETURNING OFFICER**

( a ) Act as a constitutional and procedural adviser to the president and CRC.

( b ) Call the date for elections and referenda, conscious of the academic calendar and in keeping with a spirit of full inclusivity of the membership, insofar as reasonably practical.

( c ) Oversee CRC elections and any elections at meetings of the CRC.

( d ) Chair the Electoral and Referenda Committee.

( e ) Accept the resignation of a member of the Executive and report such resignations at the next sitting of the CRC.

( f ) Oversee the conduct, administration and execution of all elections and referenda.

( g ) Present the CRC with a report after each election and referendum outlining the turnout, results and any issues.

( h ) Discharge any duties or powers vested in the Returning Officer by CRC with impartiality, due diligence and fairness.

( i ) Work with or approach internal and external organisations of DCUSU and DCU to engage the membership in the democratic process. The Returning Officer may not make representations on behalf of the DCUSU without authorisation from the DCUSU president.

( j ) Provide CRC with electoral and referenda regulations and ensure the dissemination of said regulations to all those participating in elections or referenda.

( k ) Act as the primary officer of CRC where complaints about the conduct of an officer or member of the DCUSU executive shall be received. All complaints should be treated in the strictest of confidence and any investigations conducted impartially and fairly.

**( 7 ) ( 1 )**

Where a Returning Officer has formally notified the membership of an election or referendum date and it is later discovered that this date is:

i ) No longer viable due to a major incident or event impacting the ability of a significant proportion of the membership to vote;

i i) No longer viable due to significant unforeseen external factors or;

iii) No longer viable due to the death or serious illness of the Returning Officer

CRC may declare the date to be recalled and request the Returning Officer to call another suitable date. Such a declaration will require a two-third majority of those voting.