

Birmingham City Students' Union

PROCEEDINGS OF COUNCIL AND GENERAL MEETINGS BYLAW

1 Definitions

Council: - Decision making body comprising of the directors of the company (ex-officio) and elected members of the student body.

2 Procedure before meetings of Council

- 2.1 Members wanting to have a proposal considered by Council shall submit them in writing to the General Manager no later than 2 weeks before the meeting.
- 2.2 All proposals, reports and other written items shall be circulated to members of the Council no later than 1 week before the meeting.
- 2.3 Members wanting to alter a proposal for Council shall submit their amendment in writing not later than 48 hours before the meeting.

3 Agenda

- 3.1 The normal agenda for Council meetings shall be;
 - Apologies for absence.
 - Looking at the Minutes of the previous meeting to ensure they are accurate.
 - Update on issues in the Minutes.
 - Report from the Executive Officers on the running of the Union.
 - Looking at other Reports.
 - General notices from members.
 - Debating proposals.
- 3.2 The order of business for the Annual General Meeting shall be;
 - Apologies for Absence.
 - Report of the Directors.
 - Annual Accounts and Report of the Auditor.
 - Appointment of the Auditor.
 - Motions submitted by 5% of the membership.

The normal agenda may be suspended at any time if the appropriate proposal is passed.

4 Outline of Procedure.

- 4.1 If a member wishes to speak, they must speak through the Chair, and show respect for other's views. Members failing to do this may be excluded from the meeting by the Chair.
- 4.2 Every proposal shall be introduced by the member who submitted it, or another member nominated by them. Once introduced, no proposal may be withdrawn without the agreement of the meeting.
- 4.3 If an alteration to a proposal has been submitted, it will be introduced directly after the main proposal has been introduced. There will then be;
 - A speech against the proposed alteration.
 - More rounds of speeches for and against, if wanted.
 - Speech in reply from the person who introduced the alteration.
 - Vote on the alteration.
 - This procedure will repeat until all alterations are finished. There will then be;
 - Speech for the proposal as changed.
 - Speech against the proposal as changed.
 - Speech to sum up from the introducer of the proposal as changed.
 - Vote on the proposal as changed.
- 4.4 If no alterations are submitted, there will be;
 - Speech for the proposal.
 - Speech against the proposal.
 - Further rounds of speeches for and against, if wanted.
 - Speech in reply from the introducer of the proposal.
 - Vote on the proposal.
- 4.5 Once the Council has voted on the final proposal, if passed by a simple majority it becomes Union policy.
- 4.6 If an alteration is passed that the introducer of the original proposal disagrees with, the right to make the speech in reply will pass to the introducer of the alteration.

- 4.7 At Council meetings, so long as fair and balanced expression of views is possible, the debate may proceed informally at the Chair's discretion.

5 Procedure of discussing Reports.

- 5.1 A report shall be introduced by a member of the group making the report. It can then be discussed using the normal procedures for debate listed in these rules.

6 Procedural Motions

- 6.1 The following proposals to affect the conduct of the meeting may be introduced and quoted any time during the meeting;
- 6.2 To remove the Chairperson; this motion shall require a 75% majority to be carried.
- 6.3 To override a ruling made by the Chairperson on the meaning of the Union's rules.
- 6.4 To temporarily suspend the rules of procedure; this motion shall require a 75% majority to be carried.
- 6.5 To suspend the meeting until another time or abandon the meeting.
- 6.6 To immediately close discussion and vote on the current proposal.
- 6.7 To prevent the proposal being voted on.
- 6.8 To delete part of the proposal.
- 6.9 To ask a named Committee to look at the proposal and to report back to the meeting on it.
- 6.10 **For reports only**, that the report or a selection of the report is looked at again by the group, and another report submitted.
- 6.11 **At Council meetings**, to call a General Meeting or referendum to vote on the proposal.
- 6.12 **At Council meetings**, to finish discussion and vote on a specific proposal by a given time.

Unless otherwise stated, these proposals can be carried by a simple majority.