



Standing Orders

University of Queensland Union

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Part 1 General

S1 Applicability

- 1.1 The Standing Orders are a Regulation of the University of Queensland Union (the **Union**) made under C55.
- 1.2 Unless specified otherwise by another Regulation, these Standing Orders apply to meetings of all Union bodies.

S2 Object and purpose of the Standing Orders

- 2.1 The object and purpose of the Standing Orders are to ensure:
 - (a) orderly, efficient and timely consideration of business;
 - (b) robust deliberation of differing points of view;
 - (c) accountable and transparent decision-making in the Union; and
 - (d) that all students participating have a fair and equal opportunity to have their voice heard ~~at~~ meetings of Union bodies.

S3 Notice

- 3.1 The Union Secretary is responsible for:
 - (a) calling meetings of the Union at appropriate intervals;
 - (b) the collation and preparation of the business and agenda for meetings; and
 - (c) ensuring that minutes are taken and prepared by the Minute Taker in accordance with S14.
- 3.2 Unless otherwise specified in the Standing Orders or another Regulation, the Union Secretary is responsible for issuing notice for all meetings of the Union.
- 3.3 Notice need not be given of an adjourned meeting.
- 3.4 Unless otherwise specified in the Standing Orders, at least three clear days before the meeting notice must be provided to each member of the Union body, whether voting or non-voting, in any of the following ways:
 - (a) left in the member's mailbox in Administration Services; or
 - (b) hand delivered to the member; or
 - (c) by email to the member's University-provided or otherwise nominated email address.
- 3.5 For the purposes of S3.4(c), a notice emailed to a member of the Union body is deemed to be delivered on the day that it was sent.

- 3.6 The notice must specify the time, date and place of the meeting and any business proposed.
- 3.7 Business proposed must be in the form of a motion or of a candid description of the nature of the business whether it be Executive Business or General Business.
- 3.8 A copy of the notice must also be placed on the Union Noticeboard at least three clear days before the meeting. However, failure to comply with this clause does not invalidate the meeting.
- 3.9 For the purposes of S3, it is the responsibility of all members of Union bodies to advise and keep the Union Secretary updated of their current:
- (a) postal address;
 - (b) University-provided or otherwise nominated email address; and
 - (c) telephone number.
- 3.10 Where a member of a union body fails to comply with S3.9, notice of a meeting sent to the most recent contact details for that member kept on file by the Union Secretary will be deemed to be a valid issue of notice to the member.
- 3.11 Plans and / or details of all capital works expected to cost \$10,000 or more must be posted on the Union Noticeboard as early as possible. This must occur no later than two weeks before the commencement of such works, except in the case of urgent works.
- 3.12 Notwithstanding S3.4 and S3.5, for meetings listed in R2.1(c)-(d), (f)-(o), (q) of the Regulations inclusive or any superseding Regulations thereto, notice of meetings posted on the Union Noticeboard is deemed to fulfil the requirements of notice to all members.

S4 Quorum required to validly constitute meetings of Union Bodies

- 4.1 For a meeting of a Union body to be validly constituted it must be quorate.
- 4.2 Unless specified otherwise in the Constitution, the Standing Orders or another Regulation, the meeting is quorate when half of all members of the Union body who are entitled to vote on questions put to the meeting are present and voting.
- 4.3 If a meeting does not become quorate within thirty minutes of the time specified in the notice of the meeting, the meeting must not proceed any further.
- 4.4 If a meeting becomes inquorate after previously being quorate, the meeting is taken to be quorate until the Chair rules that the meeting is inquorate. The Chair may make a ruling either:
- (a) on their own motion, or
 - (b) in accordance with a point of order made under S4.7.
- 4.5 If the Chair rules that a meeting is inquorate after previously being quorate under S4.4, and the meeting does not become quorate within thirty minutes, the meeting must not proceed any further.
- 4.6 No question may be put to a meeting if a meeting is inquorate. Any resolution of a Union body that is resolved while a meeting is inquorate, will have no effect and is a nullity.

- 4.7 If a person who is present and voting believes the meeting is inquorate at any time, they may raise a point of order and state that 'I wish to draw the state of the meeting to the attention to the Chair.' The Chair must then require all persons present and voting to either return to or remain in their seats. The Chair must then conduct a count of persons who are present and voting, and rule as to whether the meeting is quorate or inquorate under S4.4.
- 4.8 Notwithstanding the operation of S4.6, whilst a meeting is inquorate, the Chair may decide or the meeting may resolve to adjourn the meeting to another date and time, or for a period of time. If the meeting is not so adjourned and the meeting is required to no longer proceed by operation of S4.3 or S4.5, the meeting will immediately lapse.

S5 Attendance

- 5.1 All students may attend and be physically present at any meeting of a Union body, which is not **In camera**.
- 5.2 Elected Officers are deemed to only have attended Union Council and satisfied the requirement of C31.1(d) of the Constitution if they are present until the end of Question Time.

S6 Application for leave to attend a meeting with use of technology

- 6.1 At any time a member of a Union body other than Union Council may make an application for leave to attend a meeting of that Union body with use of technology to the Union Secretary.
- 6.2 The Use of technology to attend Union Council meetings is restricted to members who hold positions specific to campuses located outside the Brisbane Local Government Area (LGA), such as Gatton Officer. Councillors are not eligible to apply for attendance by the use of technology.
- 6.3 The Union Secretary may either grant or refuse the application.
- 6.4 The Union Secretary must only grant the application if:
- (a) it allows the member to clearly and simultaneously communicate with other members; and
 - (b) it is appropriate to grant the application in the opinion of the Union Secretary.
- 6.5 If the application is granted, a member who participates in the meeting using that technology is deemed to be physically present at the meeting and may:
- (a) count towards quorum; and
 - (b) vote on a question put to the meeting.
- 6.6 A Union body reserves the right to grant or refuse an application for leave already granted or refused by the Union Secretary pursuant to S6.2, if in the opinion of the Union body a contrary decision ought to have been made.

S7 Application for a leave of absence and proxy

- 7.1 At any time a member of a Union body may make an application for leave to be absent from a meeting to the Union Secretary and proxy their voting rights to another person:
- (a) in the approved form; or
 - (b) another way acceptable to the Union Secretary.
- 7.2 The Union Secretary may either grant or refuse the application.

- 7.3 An application must only be granted by the Union Secretary if:
- (a) an apology is received explaining the reasons for the absence;
 - (b) if a proxy is given, it meets the requirements of S7.5-S7.10; and
 - (b) it is appropriate to grant the application in the opinion of the Union Secretary.
- 7.4 A Union body reserves the right to grant or refuse an application for leave and proxy already granted or refused by the Union Secretary pursuant to S7.2, if in the opinion of the Union body a contrary decision ought to have been made.
- 7.5 No student may hold more than two proxies at any time during a meeting of a Union body.
- 7.6 The proxy may:
- (a) be general; or
 - (b) be limited to a particular resolution or resolutions; or
 - (c) direct the proxy holder on the exercise of the vote on any resolution.
- 7.7 A proxy may not be altered in any way once signed.
- 7.8 A proxy may only be exercised upon distribution by the Chair.
- 7.9 Notwithstanding S7.6 and S7.7, for meetings of Union Council a proxy will only become effective until it is accepted in accordance with the requirements of S10.10 or S10.11.
- 7.10 If there is evidence to suggest that a proxy has been obtained by fraud, bribery or intimidation the Chair can rule the proxy invalid. The ruling may be dissented from, but the person who is eligible to receive the proxy and the voting member who has delegated the proxy that the Chair has ruled invalid is not eligible to participate in that vote.
- 7.11 A proxy may not be exercised while the member is present at the meeting.

S8 Consideration of confidential business

- 8.1 A meeting may resolve at any time to proceed in camera to consider business:
- (a) that involves consideration of personal or staffing matters;
 - (b) that is subject to legal professional privilege;
 - (c) involves consideration of matters that are commercial-in-confidence; or
 - (e) is otherwise a confidential matter in the opinion of the Union body.
- 8.2 Once a meeting has resolved to proceed in camera, any person in attendance must leave unless they are:
- (a) a member of the Union body;

- (b) holding a proxy of a member in accordance with S 13;
 - (c) the Minute Taker; or
 - (d) invited to remain with leave of a Union body.
- 8.3 Any person in attendance that may remain in attendance in accordance with S8.2 must leave the meeting if:
- (a) they have a conflict of interest or perceived conflict of interest; and
 - (b) the meeting resolves to exclude the person from the meeting whilst in camera.
- 8.4 The Minute Taker must prepare a confidential minute of any discussions or resolutions of the meeting made in camera.
- 8.5 The meeting will remain in camera until the meeting resolves to proceed ex camera.

S9 The Chair

- 9.1 Union Council must be chaired by the Chair of Union Council in accordance with C21 of the Constitution.
- 9.2 All other Union bodies must be chaired in accordance with R29.4 of the Regulations.
- 9.3 The Chair of a meeting of a Union body must:
- (a) preside over the meeting;
 - (b) preserve order;
 - (c) control the voting process;
 - (d) ensure the meeting is conducted in accordance with the Standing Orders; and
 - (e) certify the minutes of a meeting.
- 9.4 The Chair of a meeting of a Union body may:
- (a) advise and counsel the meeting or a person;
 - (b) make a statement;
 - (c) grant permission for to a person to make a statement to the meeting;
 - (d) declare a meeting open;
 - (e) declare a meeting closed;
 - (f) rule on a point of order;
 - (g) interpret the Standing Orders;

- (h) extend a time limit or time requirement for a procedural motion, for the asking of questions, or for speaking in committee or formal debate;
 - (i) caution or warn a person for disorderly conduct; or
 - (j) name a person for either disorderly conduct.
- 9.5 The Chair of a Union body, at any time, in a meeting or otherwise, may adjourn the meeting to another date and time or for a period of time, if it is appropriate to do so in the opinion of the Chair.
- 9.6 A person may be named for conduct that in the opinion of the Chair is:
- (a) disorderly; or
 - (b) otherwise disruptive to the meeting of the Union body.
- 9.7 The Chair may name a person for disorderly conduct under S9.6(a) or S9.6(b). If a person is so named three times under either of these Standing Orders during one meeting, the person may no longer participate in the meeting and:
- (a) can no longer be recognised by the Chair;
 - (b) must immediately leave; and
 - (c) may no longer personally exercise their vote
- for the remainder of that meeting.
- 9.8 The Chair may withdraw naming a member if they are satisfied that the person so named under the relevant Standing Orders will not further disrupt the meeting.

S10 Agenda and Order of Business

- JO.1 All meetings of Union bodies must proceed in accordance with its agenda.
- 10.2 Unless the meeting otherwise resolves, the agenda and order of business to be considered by an **Ordinary Meeting** of Union Council is:
- 1. Credentials*
 - 1.1 Members Present
 - 1.2 Apologies and Leave
 - 1.3 Proxies
 - 1.4 Others Present
 - 1.5 Resignations
 - 2. Elections
 - 3. Requests for starting *I* approval or noting of the items not starred *en bloc**
 - 4. Confirmation of the minutes of the previous meeting*
 - 5. Business arising from the minutes of the previous meeting

6. Reports of the Elected Officers
7. Matters arising from the Reports of the Elected Officers
8. Question Time*
9. Reports of Union bodies
10. Business which has been proposed*
 - 10.1 Appeals
11. General Business*

10.3 Unless the meeting otherwise resolves, the agenda and order of business to be considered by an Extraordinary Meeting of Union Council is:

1. Credentials*
 - 1.1 Members Present
 - 1.2 Apologies and Leave
 - 1.3 Proxies
 - 1.4 Others Present
 - 1.5 Resignations
2. Requests for starring *I* approval or noting of the items not starred *en bloc**
3. Business which has been proposed *
4. General Business*

10.4 Unless the meeting otherwise resolves, the agenda and order of business to be considered by the **Annual** General Meeting of Union Council is:

1. Credentials*
 - 1.1 Members Present
 - 1.2 Apologies and Leave
 - 1.3 Proxies
 - 1.4 Others Present
 - 1.5 Resignations
2. Elections
3. Requests for starring *I* approval or noting of the items not starred *en bloc**
4. Confirmation of the minutes of the previous meeting*
5. Business arising from the minutes of the previous meeting
6. Annual Reports of the Elected Officers
7. Matters arising from the Annual Reports of the Elected Officers
8. Annual Financial Statements*
9. Audited Statement of Accounts and the Independent Auditor's Report*
10. Appointment of the Independent Auditor*

11. Returning Officer's Report*
 12. Question Time*
 13. Reports of Union bodies
 14. Business which has been proposed*
 - 14.1 Appeals
 15. General Business*
- 10.5 Unless the meeting otherwise resolves, the agenda and order of business for Ordinary, Extraordinary, or any other meeting for all other Union bodies is:
1. Attendance*
 - 1.1 Members Present
 - 1.2 Apologies and Leave
 - 1.3 Proxies
 - 1.4 Others Present
 2. Requests for starring *I* approval or noting of the items not starred *en bloc**
 3. Confirmation of the minutes of the previous meeting*
 4. Business arising from the minutes of the previous meeting
 5. Reports of the Elected Officers
 6. Matters arising from the Reports of the Elected Officers
 7. Business which has been proposed
 8. Any other business*
- 10.6 If an item of business on the agenda is not starred after the Chair has invited persons to star an item of business for discussion or debate, the Chair must invite the Union Secretary to move that all items of business not starred be agreed to by the Union body *en bloc*. The meeting must then proceed to consider all items of business starred for discussion or debate accordance the order of business proposed in the agenda.
- 10.7 For meetings of Union bodies, any item of business in the agenda may be starred prior to circulation of the agenda and the business pack for a meeting of a Union Body by any member of the Union body.
- 10.8 Any item of business that is starred in the Standing Orders is taken to have been starred by a member prior to circulation of the agenda and business pack for the meeting of a Union body under S10.7.
- 10.9 For meetings of Union Council, Question Time must be forty-five minutes in duration. While the meeting is in Question Time, persons may only asking or answer of questions.
- 10.10 For meetings of Union Council, the Union Secretary must present credentials for acceptance. In presenting the credentials for acceptance, the Chair must invite the Union Secretary to advise the meeting the following:

(a) that the meeting is recorded with the use of an audio-recording device for the purpose of preparing accurate minutes of the meeting under Standing Order 15;

(b) members who are present and voting;

(c) other members who are present;

(d) any apologies received;

(e) any applications granted or refused under either S6.2 or S7.2; and

(f) any resignations.

10.11 Before the meeting of Union Council can proceed any further, credentials as presented by the Union Secretary must be accepted by the meeting. The meeting may accept, conditionally accept or refuse the credentials as presented.

10.12 After credentials have been accepted by the meeting, they cannot be amended without leave.

S11 Business

11.1 Union bodies may only consider business of which notice has been given under S3.

11.2 Union Council may consider business of which notice:

(a) has not been given, but no time limit is explicitly required; or

(b) was given in breach of a time limit required by either the Constitution or the Regulations if in accordance with C56.3 of the Constitution, two-thirds majority of members present and voting at Union Council agree to abridge the time limit imposed.

S12 Participation

12.1 No person may participate in discussion or formal debate at a meeting unless they are called upon and recognised by the Chair.

12.2 A person is entitled to participate in meeting of a Union body if they are:

(a) a member of the Union body; or

(b) a student.

12.3 Any other person not contemplated by S12.2 is not entitled to participate in a meeting of a Union body.

12.3 The Chair must be heard in silence and if a person speaks while the Chair is speaking, it is disorderly conduct pursuant to S9.6(a).

12.4 Unless the Union body otherwise resolves by procedural resolution, only students or members of the Union body may move, second and speak to motions and amendments.

- 12.5 Persons wishing to participate must indicate to the Chair that they wish to speak by:
- (a) raising their hand;
 - (b) standing in their place; or
 - (c) in another way that is acceptable in the opinion of the Chair.
- 12.6 Speakers must be heard in silence and may only be interrupted by the Chair or in accordance with the Standing Orders.
- 12.7 If a person interrupts or interjects another person that is either recognised by the Chair or otherwise participating in accordance with the Standing Orders, it amounts to disorderly conduct pursuant to S9.6(a).
- 12.8 If a person participating in a meeting of a Union body:
- (a) obstructs the meeting;
 - (b) uses offensive words, for which they have refused to withdraw;
 - (c) refuses to comply with the Standing Orders;
 - (d) interjects; or
 - (e) disregards the authority of the Chair
- it is disorderly conduct pursuant to S9.6(a).

S13 Voting

- 13.1 No vote may be taken until persons who are entitled to vote are seated, present and voting.
- 13.2 A vote may only take place to resolve a question put to a meeting by the Chair.
- 13.3 A meeting may either resolve a question in the affirmative or in the negative.
- 13.4 If a meeting resolves a question in the affirmative, the motion, amendment or other question is carried and becomes a resolution of the Union body.
- 13.5 If a meeting resolves a question in the negative, the motion, amendment or other question is not carried. This is referred to herein as the question having been 'negatived.'
- 13.6 The Chair may conduct a vote to resolve a question either:
- (a) on the voices in accordance with S13.7 and S13.8;
 - (b) by a show of hands in accordance with S13.9; or
 - (c) by a roll call of persons present and voting in accordance with S13.10.

- 13.7 If a vote is conducted under S 13.6(a), the Chair must put the question to the meeting and ask those voting in the affirmative to say 'Aye' and those in the negative to say 'No.' Any person who does not cast a vote, or may cast a vote however they are not present and seated, they are taken to have abstained. The question may be resolved in the affirmative if the number of persons present and voting required to resolve the question in the affirmative call 'Aye.' The question may be resolved in the negative if the number of persons present and voting required to resolve the question in the negative call 'No.'
- 13.8 After conducting a vote on the voices in accordance with S13.6(a), the Chair must then state whether the 'Ayes' or the 'Noes' have it. If the Chair's opinion remains unchallenged, then the Chair may then declare that the question of whether motion, amendment or other question is agreed too was either resolved in the affirmative or the negative. However, if the Chair's opinion is challenged by at least one person who is present and voting, the question will remain unresolved. The question must then be put to the meeting again by the Chair and a vote must be conducted under either S13.6(b) or S13.6(c).
- 13.9 If a vote is conducted under S 13.2(b),
- 13.10 If a vote is conducted under S 13.2(c), how each person who is present and voting casts their vote must be recorded in the minutes. The Chair must invite each person who is present and voting to state whether they are voting in the affirmative, or the negative, or whether they wish to cast a formal abstention. The question may be declared to have been resolved in the affirmative if the number of persons who are present and voting that are required to resolve the question in the affirmative vote in the affirmative. The question may be declared to have been resolved in the negative if the number of persons who are present and voting that are required to resolve the question in the negative vote in the negative.
- 13.11 In conducting a vote in accordance with this Standing Order, if there is an equality of votes and there is no clear majority, and the question is taken to have been negated.
- 13.12 A person who is present and voting may request that a vote be conducted under S 13.6(c). If such a request is made, the Chair must conduct the vote under S 13.6(c).
- 13.13 If a vote is conducted under S 13.6(a) or S 13.6(b), a person that is present and voting may request that their abstention to be noted in the minutes as a formal abstention. If a such a request is made, the formal abstention must be recorded in the minutes.
- 13.14 If a person is entitled to vote, however that person was not present and did not proxy their vote in accordance with the Standing Orders, they are taken to have abstained from voting.

S14 Minute Taker

- 14.1 The Union Secretary must appoint a person to take minutes either for each meeting or for a period of time no longer than the duration of a session of the Union body (the **Minute Taker**).
- For example- at the first ordinary meeting of 106th Union Council, it was moved under Standing Order 14 that a union employee be appointed as the Minute Taker for the duration of the 106th Union Council.
- 14.2 The Minute Taker must be either a student or a Union employee.
- 14.3 If there is a disagreement over the appointment of the Minute Taker or the Union Secretary did not appoint a Minute Taker, the Union body must resolve to appoint a Minute Taker.

S15 Taking of Minutes

- 15.1 Minutes must be taken at all meetings of Union bodies.
- 15.2 Minutes for all meetings must include the following:
- (a) name of Union body;
 - (b) location of meeting;
 - (c) time and date for which notice was given;
 - (d) the name of those members of the Union body who are present and voting;
 - (e) the name of those members of the Union body who are present; and
 - (f) names of others present.
- 15.3 Persons who arrive after the meeting has closed or lapsed shall not be included in the attendance record of the minutes.
- 15.4 Minutes for inquorate meetings may include discussion which has taken place, so long as the minutes clearly and unambiguously show the meeting was inquorate.
- 15.5 In addition to S 15.4, at least the following must be included in the minutes of a quorate meeting:
- (a) times of opening and closing of meeting;
 - (b) times the meeting was ruled to be quorate or inquorate;
 - (c) times the meeting moved in and ex camera;
 - (d) name of chair of meeting;
 - (e) the details of the credentials accepted by the meeting;
 - (f) the details of any amendments to the credentials during a meeting;
 - (g) any confirmation or amendment of the minutes of previous meetings;
 - (h) titles of the agenda items as they are discussed;
 - (i) the entire text of all motions put to the meeting, including the name of the mover, and including the entire text of any Standing Resolution on Policy or Constitution or Regulation alterations;
 - (j) for motions other than procedural motions, the seconder of the motion and the motion **number**;
 - (k) titles of, and reference to, all papers presented to the meeting; and

(l) times when the meeting adjourned and resumed.

- 15.6 Where a question was considered, the minutes must record whether the question was resolved in the affirmative or the negative, whether it was carried as a resolution of the Union body. It must also be recorded if a formal motion lapsed.
- 15.7 Minutes must be an accurate record of the events of the meeting.
- 15.8 Separate to the minutes of a meeting of a Union body, confidential minutes must be taken where a Union body resolved questions on formal motions whilst in camera.
- 15.9 A meeting of a Union body may be recorded by the Union Secretary or the Minute Taker with the use of an audio-recording device for the purpose of preparing accurate minutes of a meeting.
- 15.10 An audio-recording of a meeting must not be used for any purpose other than preparing accurate minutes of a meeting in accordance with S 15.9.
- 15.11 An audio-recording must be destroyed as soon as practicable after the Union body confirms the minutes of the meeting for which the audio-recording was made.
- 15.12 A meeting must not be recorded under S 15.9 if the meeting:
 - (a) is in camera; or
 - (b) a person objects to recording of the meeting.

S15A Flying Minute

- 15A.1 With the consent of the Chair of a Union body, the Union Secretary may circulate a question to members of a Union body by flying minute with an attached formal motion in the approved form.
- 15A.2 The Chair of a Union body must determine an appropriate procedure to control of the voting process.
- 15A.3 A flying minute will only resolve a question in the affirmative if the question is resolved unanimously.
- 15A.4 If a flying minute resolves a question in the affirmative in accordance with S 15A.3, the Chair of the Union body may declare that the motion carried. If the motion is carried, the motion then becomes a resolution of the Union body as at the date and time it was carried.
- 15A.5 A flying minute must be approved at the next ordinary meeting of the Union body as a minute of a previous meeting.

S16 Correction and Confirmation of Minutes

- 16.1 The Minute Taker is responsible for the preparation of the minutes or confidential minutes (if applicable) for confirmation at the next meeting.
- 16.2 Where possible, the Minute Taker should submit a draft to the Chair. Any disagreement between the Minute Taker and the Chair must be resolved by the next meeting of the Union body.

- 16.3 Each page of the unconfirmed minutes must be clearly marked 'unconfirmed' or 'draft.'
- 16.4 The minutes must be distributed to all members of the Union body, before its next meeting.
- 16.5 At the next quorate meeting of the Union body, the Chair must move to confirm the minutes, with such amendments as are resolved by the meeting, to make them an accurate record of the events of the previous meeting.
- 16.6 The minute taker must ensure that each page of the confirmed minutes is clearly marked 'Confirmed' and signed by the Chair of the meeting to which the minutes pertain.

S17 Storage

- 17.1 The Minute Taker must submit the minutes confirmed under S16 to the Union Secretary, who must ensure they are stored in the appropriate minute book.
- 17.2 The Minute Taker must submit copies of the papers presented at the meeting to the Union Secretary, who must store them in a file.
- 17.3 The Union Secretary is responsible for the custody, integrity and safety of all meeting papers and minute books for meetings of Union bodies.

S18 Availability

- 18.1 Copies of confirmed minutes (with the exception of confidential minutes) of all meetings of Union bodies must be freely available to all students on request.
- 18.2 Copies of minutes of Union Council (with the exception of confidential minutes) must be made available on the Union website as soon as practicable after confirmation and remain available on the website for no longer three years after the date of the meeting.

Part 2 Form of Debate

S19 Forms of Debate

- 19.1 Unless the meeting proceeds to consider an item of business in formal debate, the meeting is in committee and those participating in the meeting:
- (a) may speak when recognised by the Chair on a motion, amendment or other question;
 - (b) may ask questions;
 - (c) may speak more than once on the same matter; and
 - (d) the time limits under S25 do not apply.
- 19.2 When a meeting is in committee, speakers must be directly relevant to the motion, amendment or other question being considered.
- 19.3 If a meeting proceeds into formal debate all speakers may only speak:
- (a) for or against the motion, amendment or other question in accordance with the time limits and order of debate imposed under S25 and S26; and
 - (b) once to a motion, amendment or other question, except as the mover of a motion exercising their right of reply.
- 19.4 A meeting will proceed into formal debate on a question when:
- (a) a Union body resolves to proceed into formal debate; or
 - (b) it is appropriate to do so in the opinion of the Chair.
- 19.5 The Chair may decide or the meeting may resolve to proceed back into committee at any time.

S20 Motions and Amendments

- 20.1 All motions that are not procedural motions are formal motions and must be presented to the Chair using the approved form.
- 20.2 All formal motions and amendments must have a mover and seconder.
- 20.3 Motions and amendments may be moved and seconded in advance of the meeting by persons not present.
- 20.4 Seconders of motions and amendments may reserve their speaking rights.
- 20.5 Speakers on motions and amendments must be directly relevant to the motion or amendment being considered.
- 20.6 Movers and seconders of motions and amendments may delegate their moving, seconding, and speaking rights or yield the balance of time remaining to:

- (a) any other student;
 - (b) the next speaker for;
 - (c) the next speaker against; or
 - (d) the mover, in exercising a right of reply
- by notification to the Chair.
- 20.7 Movers or seconders of motions and amendments may yield the balance of their time allowed for speaking to any other student by notification of the Chair.
- 20.8 Motions and amendments may be withdrawn by the mover, subject to the right of the seconder or any other student to take up the moving of the motion or amendment.
- 20.9 A motion or amendment may only be amended by:
- (a) the consent of the mover and seconder; or
 - (b) an amendment supported by a simple majority.
- 20.10 No person may speak to any motion or amendment after it has been put to the vote.

S21 Motions

- 21.1 Motions must be affirmative in character.
- 21.2 Movers of motions (other than procedural motions) have a right of reply.
- 21.3 The right of reply may be exercised:
- (a) immediately before the motion is put; or
 - (b) immediately before any amendment to the motion is put.
- 21.4 All motions or amendments must be presented to the Chair before being spoken to.
- 21.5 If a motion is presented to the Chair without notice, consideration must be deferred by the Union body until the end of the meeting as 'Any Other Business.'
- 21.6 For meetings of Union Council, if a motion is presented to the Union Secretary, with notice and prior to circulation of the agenda, and the mover of the motion is an Elected Officer, the motion must be listed as an item of business for consideration as 'Executive Business.'
- 21.7 For meetings of Union Council, if a motion is presented to the Union Secretary, with notice and prior to circulation of the agenda, and the mover of the motion is not an Elected Officer, the motion must be listed as an item of business for consideration as 'General Business.'
- 21.8 The Chair must put the motion as a question after formal debate or discussion has ended.

S22 Amendments

- 22.1 Amendments must be relevant to the motion.
- 22.2 Amendments must not be a direct negation of the motion.
- 22.3 A student who has spoken to a motion may move and second amendments to it.
- 22.4 A student may move and second more than one amendment to a motion.
- 22.5 Multiple amendments must be debated in cognate.
- 22.6 If there are two or more amendments before the Chair which have not yet been debated, the amendments must be considered in the order in which they were received by the Chair.
- 22.7 Movers of amendments have no right of reply.
- 22.8 Speakers on amendments must be directly relevant to the amendment considered.
- 22.9 Once an amendment is before the Chair it must be considered before the motion can be put.
- 22.10 The Chair must put the amendment as a question after formal debate or discussion has ended.

S23 Foreshadowed Motions

- 23.1 If more than one motion deals with a particular issue, they must be considered together.
- 23.2 The meeting must consider motions in the order in which they were received by the Chair.
- 23.4 The rights of reply must be exercised in the reverse order to the moving of the motions.
- 23.5 The motions must be put in the order they were moved, until either a motion is carried (in which case the remaining motions lapse) or until all motions are defeated.

S24 Motions amending the Regulations

- 24.1 Any motion that is circulated for or considered by a meeting Union Council that has the effect of amending the Regulations, is deemed to be laid on the table and must be referred to the Rules Committee for consideration.
- 24.2 The Union Secretary may present copies of the motion having the effect of amending the Regulations to Union Council in list form and provide immediate access to the motion upon the request of any member of Union Council.

S25 Time Limits

- 25.1 Unless the meeting otherwise resolves, the following time limits apply to all speakers on motions or amendments on procedural and formal motions:
 - (a) mover of a motion and mover of an amendment (eight minutes)
 - (b) speakers to motions and amendments (eight minutes); and

(c) right of reply (four minutes).

25.2 Where a procedural motion interrupts a speaker, the time limits imposed by S25.1 will stop until the speaker resumes speaking.

S26 Order of Debate

26.1 The order of debate for a motion is:

- (a) mover,
- (b) seconder (unless reserves rights),
- (c) equal number of speakers against (one if seconder has reserved, two if not),
- (d) further speakers alternately for and against,
- (e) any further speakers for or against,
- (f) mover's right of reply,
- (g) vote.

26.2 The order of debate for an amendment is the same as for a motion, except that there is no right of reply. The debate on an amendment suspends debate on the motion. As the amendment is a separate question, speakers who have already spoken to the motion may speak to the amendment. Once the amendment has been voted on, debate on the motion resumes where it was suspended. An example is:

- (a) mover of the motion,
- (b) seconder of the motion reserves rights,
- (c) mover of the amendment,
- (d) seconder of the amendment reserves rights,
- (e) mover of the motion speaks against the amendment,
- (f) seconder of the amendment exercises rights,
- (g) seconder of the motion speaks against the amendment,
- (h) mover of the motion elects to exercise right of reply,
- (i) amendment put to the vote and carried,
- (j) seconder of the motion withdraws seconding because motion has been amended,
- (k) mover of the amendment takes up seconding of the motion, as amended,
- (l) motion put to the vote (no right of reply as this has already been exercised).

26.3 With foreshadowed motions, speakers speak in favour of their motion and against all others. A speaker may speak against all motions. An example for the order of cognate debate on a substantive ("A") and two foreshadowed motions ("B" and "C") is:

- (a) mover of A in favour of A and against B and C,
- (b) seconder of A reserves rights,
- (c) mover of B in favour of B and against A and C,
- (d) seconder of B reserves rights,
- (e) mover of C in favour of C and against A and B,
- (f) seconder of C reserves rights,
- (g) speaker against all of A, B and C,
- (h) seconders exercise their rights in the same order, speaking in favour of their motions and against the others,
- (i) further speaker against all of A, B and C,
- (j) mover of C's right of reply,
- (k) mover of B's right of reply,
- (l) mover of A's right of reply,
- (m) A put to the vote and defeated,
- (n) B put to the vote and carried, C therefore lapses.

26.4 A procedural motion suspends debate on the substantive motion in the same way as an amendment. The mover and seconder of a procedural motion which is lost may not speak again to the substantive motion, as they are deemed to have spoken already.

S27 General discretion of the Chair on calling speakers whilst in committee

27.1 The Chair at any time, may call upon and recognise speakers whilst a meeting is in committee. The Chair may, but is not limited to calling upon speakers:

- (a) in the order in which they sought to speak;
- (b) the order in which they were added to a speaking list; or
- (c) another way that is appropriate in the opinion of the Chair.

Part 3 Conduct of Debate

S28 Procedural motions

- 28.1 Any person who may participate in a meeting of a Union body, whilst in committee or in formal debate, may move a procedural motion.
- 28.2 A procedural motion moved by a person at meeting of a Union body takes priority over consideration of a formal motion, a discussion or a debate. The Chair must immediately call upon and recognise a person who seeks to move a procedural motion in their name.
- 28.3 Procedural motions do not require a seconder and may be moved orally in the name of the mover by saying 'I move a procedural (*insert name of motion*) in my name.'
- 28.4 Unless specified otherwise in the Standing Orders, consideration of a procedural motion by a meeting of a Union body is not open to debate or discussion, and must be put immediately and resolved without amendment.
- 28.5 Procedural motions that may be moved at any time in a meeting include, but are not limited to:
- (a) motion that the Chair's ruling be dissented (S31);
 - (b) motion that the speaker be no longer heard (S32);
 - (c) motion to adjourn debate or discussion on a question (S33);
 - (d) motion that the question lie on the table (S34);
 - (e) motion to proceed to next business (S35);
 - (f) motion that the question be referred (S36);
 - (g) motion that the question be put (S37);
 - (h) motion that a person or member be suspended (S38);
 - (i) motion to impose a time limit for debate or discussion on a question (S39);
 - (j) motion that a time limit or time requirement be extended or abridged (S40);
 - (k) motion that the meeting proceed to consider business in formal debate (S41);
 - (l) motion that the meeting proceed to consider business in committee (S42); or
 - (m) motion that the meeting proceed in camera (S43);
 - (n) motion that the meeting proceed ex camera (S44);
 - (o) motion that Standing Orders be suspended (S45).

S29 Leave of a Union body

29.1 A person may seek leave of a Union body to do a thing or act not provided for, or that is otherwise contrary to, these Standing Orders.

For example- the Treasurer sought leave to table a report into financial matters relating to Clubs and Societies whilst Union Council was in Question Time. This would fall foul of the general rule under S10.9. However, if no member objected to this course of action, leave is granted and the report may be subsequently tabled during Question Time.

29.2 A Union body may grant or refuse leave to do the thing or act for which leave is sought.

29.3 Leave is granted by a Union body if no member or person present and voting objects to leave being granted.

29.4 Leave is refused by a Union body if a member or person present and voting objects to leave being granted.

29.5 For the avoidance of any doubt, leave can only be granted whilst a meeting is quorate. Thus, leave cannot be sought or granted so as to allow a meeting to proceed in a way that is inconsistent with S4.

S30 Point of order

30.1 Any person at a meeting of a Union body may raise a point of order to:

(a) ask the Chair a question about the proper conduct of the meeting in accordance with the Standing Orders;

(b) submit to the Chair that a motion or amendment is out of order;

(c) submit to the Chair that there is been non-compliance with the Standing Orders;

(d) draw the state of the meeting to the attention of the Chair under S4.8; or

(e) seek a declaration of on the interpretation of the Standing Orders.

30.2 A person may interrupt another person participating in the meeting by either raising their hand or standing in their place and saying 'point of order' and stating the nature of the point of order.

30.3 A point of order takes priority over consideration of a formal motion, a procedural motion, a vote on a formal motion, a vote on a procedural motion, a discussion or a debate. The Chair must immediately recognise a person who seeks to raise a point of order.

30.4 The Chair must call for submissions on the point of order raised in the following order:

(a) any person who wishes to make a submission,

(b) the person who raised the point of order, in reply,

(c) ruling.

30.5 A submission made by a person must be directly relevant to the point of order.

- 30.6 The Chair must rule on the point of order. Without limiting the general discretion afforded to the Chair to make a ruling in relation to the Standing Orders, a ruling on a point of order the Chair may:
- (a) declare a thing or act as out of order;
 - (b) declare a motion or amendment as out of order;
 - (c) declare an interpretation of the Standing Orders;
 - (e) substitute, vary or replace a previous ruling; or
 - (f) declare a meeting quorate or inquorate.
- 30.7 If a person raises a point of order and speaks about a matter not contemplated by S30, it amounts to disorderly conduct pursuant to S9.6(a).
- 30.8 Rulings of the Chair remain in effect, unless the ruling is substituted, varied or replaced by the Chair in accordance with S30.6(e).

S31 Dissent in the Chair

- 31.1 Any ruling by the Chair may be challenged by a procedural motion moved in the name of a person 'That the Chair's ruling be dissented from.'
- 31.2 The mover must in speaking to the motion propose an alternative ruling.
- 31.3 On this motion being moved in accordance with S31.1 and S31.2, the meeting must then appoint another voting member to assume the Chair and preside over the meeting for the duration of the debate.
- 31.4 In the case of Union Council, the Union Secretary must assume the Chair as the Deputy Chairperson of Union Council. If the Union Secretary is absent, unable or unwilling to assume the Chair as Deputy Chairperson of Union Council, then Union Council must appoint an Acting Deputy Chairperson of Union Council to preside over the meeting for the duration of the debate.
- 31.5 The Chair of the Union body, who is currently not in the Chair and from whom their ruling is dissented from, may speak in reply.
- 31.6 If the question is resolved in the affirmative and the motion is carried, the Chair's ruling is set aside and the alternative ruling proposed takes immediate effect.
- 31.7 If the question is negated, the Chair's ruling remains in effect.
- 31.8 The Chair whose ruling was challenged will resume the Chair as soon as the question of whether the motion moved under this Standing Order is resolved either in the affirmative or the negative.
- 31.9 A ruling of the Chair may only be dissented from once in the same session of the Union body.

For example-

the member of the 106th Union Council was not permitted to move dissent in the Chair a second time in relation to the same ruling without leave of the Union body.

31.10 Speaking is permitted in relation to a procedural motion moved under this Standing Order and a meeting must consider the question of whether the motion is agreed to in formal debate.

S32 Closure of Member

32.1 This motion may also be referred as a 'motion to gag a member.'

32.2 It may be moved, 'That the speaker be no longer heard.'

32.3 If the question is resolved in the affirmative and the motion is carried, the speaker must immediately cease and the Chair must no longer recognise the person for the remainder of debate or discussion on the question.

32.4 If the question is negated, the speaker may participate for the remainder of the debate or discussion on the question, and may resume speaking.

S33 Adjourn the Debate

33.1 It may be moved, 'That the debate [or discussion] be adjourned.'

33.2 If an adjournment is so moved under S33.1, the motion must specify a date, time and place for the resumption of debate or discussion.

33.3 It may also be moved, 'That the debate [or discussion] be adjourned and placed on the agenda for the next ordinary meeting.'

33.4 If the question of whether the debate be adjourned is resolved in the affirmative and the motion is carried, the resumption of the debate or discussion on the motion, amendment or other question will resume at a later date and time in accordance with the motion carried.

33.5 If the question is negated, the debate or discussion on the motion, amendment or other question will resume.

S34 Lie on the Table

34.1 It may be moved, 'That the question lie on the table.'

34.2 If the question is resolved in the affirmative and the motion is carried, the motion, amendment or other question under consideration may not be considered further unless the body resolves 'That question be taken from the table.'

34.3 If the question is negated, the debate or discussion resumes.

S35 Proceed to the Next Business

35.1 It may be moved, 'That the meeting proceed to the next business.'

35.2 If the question is resolved in the affirmative and the motion is carried, the motion, amendment or other question under consideration lapses and the meeting must proceed to the next item of business.

35.3 If the motion is moved while an amendment is under consideration, the motion to which the amendment relates and all other amendments to that motion also lapse.

35.4 If the question is negated, the debate or discussion resumes.

S36 The Referral

36.1 It may be moved, 'That the question be referred to (*insert Union body name*).'

36.2 If the question is resolved in the affirmative and the motion is carried, the motion, amendment or other question under consideration is referred to the Union body so named in the motion with immediate effect.

S37 Closure of Debate

37.1 This motion may also be referred as 'a motion to gag debate.'

37.2 It may be moved, 'That the question be put.'

37.3 If the question is resolved in the affirmative and the motion is carried, the motion, amendment or other question under consideration must be immediately put to a vote of those present and voting, subject only to any right of reply.

37.4 If the question is negated, debate or discussion resumes.

S38 Suspension of a member or person

38.1 It may be moved, 'That (*insert name of member or person*) be suspended from service of the (*insert name of Union body*) for the remainder of the meeting.'

38.2 This procedural motion may only be moved if the person has engaged in conduct that disorderly pursuant to S9.6(a).

38.3 If the question is resolved in the affirmative and the motion is carried, the person may not continue participate in the meeting and:

(a) can no longer be recognised by the Chair;

(b) must immediately leave; and

(c) may no longer personally exercise their vote

-for the remainder of that meeting

38.4 If the question is negated, the person may continue to participate in the meeting.

38.5 Only one person may be the subject of a motion under S38.

38.6 Speaking is permitted in relation to a procedural motion moved under this Standing Order and a meeting must consider the question of whether the motion is agreed to in formal debate.

S39 Impose of a time limit on debate or discussion

39.1 It may be moved, 'That debate (or *discussion*) on a question be limited to (*insert time limit*).

39.2 If the question is resolved in the affirmative and the motion is carried, the time limit will take effect as if it were a time limit imposed by the Standing Orders.

39.3 If the question is negatived, the debate or discussion will proceed in accordance with the Standing Orders.

S40 Extend or abridge a time limit for discussion or debate

40.1 It may be moved, 'That the time limit imposed by (*insert name of Standing Order*) be extended by (*insert time*) [or abridged by (*insert time*)].'

40.2 In the case of Union Council, it may also be moved 'That Question Time be ended early and that all further questions be placed on notice.'

40.3 If either question is resolved in the affirmative and the motion is carried, the new time limit or time requirement or variation of the time limit or time requirement will take effect as if it were the time limit or time requirement imposed by the Standing Orders.

40.4 If the question is negatived, the debate or discussion on the question will proceed in accordance with the time limit or time requirement imposed by the relevant Standing Order.

S41 Consider business in formal debate

41.1 It may be moved, 'That the meeting proceed to formal debate so as to consider (*insert item of business*)'

41.2 If the question is resolved in the affirmative and the motion is carried, the meeting will proceed to formal debate.

41.3 If the question is negatived, the meeting will remain in committee.

S42 Consider business in committee

42.1 It may be moved, 'That the meeting proceed to committee so as to consider (*insert item of business*)'

42.2 If the question is resolved in the affirmative and the motion is carried, the meeting will proceed to committee.

42.3 If the question is negatived, the meeting will remain in formal debate.

S43 Consider business in camera

43.1 It may be moved, 'That the meeting proceed in camera so as to consider (*insert item of business*)'

43.2 If the question is resolved in the affirmative and the motion is carried, the meeting will proceed **In camera.**

43.3 If the question is negatived, the meeting will continue ex camera.

S44 Consider business ex camera

44.1 It may be moved, 'That the meeting proceed ex camera.'

44.2 If the question is resolved in the affirmative and the motion is carried, the meeting will proceed **ex camera**.

44.3 If the question is negatived, the meeting will remain in camera.

Part 4 Suspension of Standing Orders

S45 Suspension of Standing Orders

- 45.1 It may be moved, 'That Standing Orders be suspended so as to consider (*insert name of motion, question or other item of business*).' This may also be referred to as a 'general suspension of Standing Orders.'
- 45.2 It may also be moved, 'That so much of Standing Orders be suspended so as to allow (or 'as would prevent') (*insert name of motion, question or other item of business*).' This may also be referred to as a 'contingent suspension of Standing Orders.'

For example-The Union Secretary intended to make an urgent amendment to a Regulation. However, the general rule requires that all motions proposing to amend the Regulations must be referred to committee. The Union Secretary may seek leave to do this. However, if it was refused by Union Council, it may be moved that that so much of Standing Orders be suspended as would prevent the Union Secretary from moving the following motion: (*insert name of motion*).

- 45.3 A suspension of standing orders, if moved, is a procedural motion.
- 45.4 Speaking is permitted in relation to a procedural motion moved under this Standing Order and a meeting must consider the question of whether the motion is agreed to in formal debate.

Part 5 Interpretation

S46 Interpretation

46.1 It is intended that:

(a) where the Constitution and these Standing Orders conflict, the Constitution will prevail to the extent of the inconsistency; and

(b) where the Standing Orders conflict with another Regulation, unless there is a clear contrary intention to oust the application of a particular Standing Order or the Standing Orders as a whole, the Standing Orders will prevail to the extent of the inconsistency.

Note-If an inconsistency arose as contemplated by 46.1(b), this can easily be overcome with leave, or by suspending Standing Orders. The Standing Orders are designed to be more flexible in their application than other Regulations.

46.2 If the Standing Orders are silent, the Standing Orders may be read in conjunction with:

(a) the most recent edition of *Joske's Law and Procedure at Meetings in Australia*; and

(b) the previous practice of a Union Body.

46.4 Reference to:

(a) 'C' followed by a number or a number and letters is a reference to the correspondingly numbered provision of the Constitution of the Union;

(b) 'S' followed by a number or a number and letters is a reference to the correspondingly numbered provision of the Standing Orders of the Union;

(c) 'A' followed by a number or a number and letters is a reference to the correspondingly numbered provision of the Administrative Regulation of the Union; and

(d) 'E' followed by a number or a number and letters is a reference to the correspondingly numbered provision of the Electoral Regulation of the Union; and

(e) 'Regulations' is a reference to all Regulations listed above collectively.

46.5 5 Unless a contrary intention appears:

(a) it is intended that the use of examples or notes in the Standing Orders are for the purpose of being aides for interpretation, they have no force and are not a binding part of the Regulation;

(b) the singular includes the plural and vice versa; and

(c) headings are for reference only and have no force and are not a binding part of the Regulation.

46.6 In these Standing Orders:

Audio-recording device means any instrument, apparatus, equipment or device capable of being used to simultaneously record a discussion of persons or a person at a meeting of a Union body.

Executive business means all business proposed by members of Union Council who are also Elected Officers;

Formal motion means a motion that is moved by a person and seconded by a person and is presented in written form in accordance with the approved form;

Participate means contributing to discussion or formal debate, moving or seconding motions or amendments, asking of questions, or another other act that would have the effect of contributing to a meeting of a Union body;

Previous practice of a Union Body means rulings of the Chair or resolutions of meeting that have the effect of giving meaning or authoritatively interpreting the Standing Orders that have been consistently applied over a period of time;

Procedural motion means a motion moved orally in the name of a person in relation to the procedure of a meeting in accordance with the Standing Orders.

Session means the current constitution of a Union body, as constituted by the last Annual Election or by the last appointment in accordance with a relevant Regulation or the Constitution.

For example-the 106th Union Council commencing on 16 December 2016 returned by the Annual Election held in October that year; and

Student means a student enrolled in either an undergraduate, postgraduate or research-higher degree program administered by a faculty or other organisational unit of the University of Queensland.

Unanimous means that after the counting of votes cast in relation to a question put to a Union body, no person voted in the negative. For the avoidance of any doubt, the following does not affect a vote from being declared as unanimously carried:

- (a) the casting of a formal abstention; or
- (b) a failure to vote.

Part 6 Transitional rules

S47 Application of Schedule One

- 47.1 The Standing Orders will commence and come into effect on 17th April 2018. However, Schedule One will commence on a date and time to be fixed by the Union Secretary.
- 47.2 The Union Secretary may commence Schedule One at any date or time by promulgation, or at a date and time fixed by resolution of Union Council.
- 47.3 If the Union Secretary commences Schedule One by promulgation, the Union Secretary must:
- (a) place the promulgation on the Union Notice Board for at least 30 academic days; and
 - (b) circulate the promulgation to Union Council.
- 47.4 Until the date and time Schedule One is commenced by operation of this Standing Order, reference to an 'approved form' is taken to be a reference to the relevant Schedule in the superseded Standing Orders included in the Consolidated Regulations.
- 47.5 Upon commencement of Schedule One, the Union Secretary is delegated the authority to:
- (a) amend S48 to reflect the commencement of Schedule One; and
 - (b) publish and authorise a re-print of the Standing Orders.

Part 6 Table of Amendments

S48 Table of Amendments

S48.1 Union Council has resolved by Special Resolution under C55 to amend the Standing Orders in accordance with the following Table of Amendments:

Table of Amendments			
Version	Date	Session	Description
1	17 April 18	10?11' Union Council	In accordance with [insert resolution number], Union Council resolved to repeal RI-R31A, and Schedules One and Two of the Consolidated Regulations. Union Council further resolved to adopt these Standing Orders as a separate Regulation under the Constitution. The motion was moved by Dylan Kerr and seconded by Zachary Thomas. The motion became a Special Resolution of Union Council at its 3 rd Ordinary Meeting.

Schedule One: Approved forms

- 1 There are two forms that are approved by the Standing Orders, and must be used to give effect to any Standing Order that requires the use of an approved form:
 - (a) Formal Motion (Form 1); and
 - (b) Proxy (Form 2).

Form 2

Proxy

I, _____ hereby apologise for my absence at the
_____ meeting of _____ (name of Union body)

to be held on _____ and give my proxy to:

1. _____
2. _____
3. _____

This proxy instrument is:

general (*may be exercised at the discretion of the proxy holder*)

limited to the following resolution/s _____

must be exercised in the following way:

Signed: _____ Date: _____

Note: the following section is for the Union Secretary to complete

Application was: granted refused

Signed: _____ Date: _____