

## Appendix 1: General Rules

### 1 GENERAL RULES RELATING TO BCSA MEETINGS

The following rules relate to all meetings of BCSA and may be referred to as “The Standing Order of BCSA”.

- 1.1 Ordinary members of BCSA may speak and vote at a General Meeting of the BCSA. Only the members of the Executive Team have the right to speak and vote at Executive meetings.
- 1.2 All meetings of BCSA are open to all members to attend and observe. They may be allowed to speak at the discretion of the Chair.
- 1.3 Members of the College’s Senior Leadership Team may attend and speak at college business parts of the meetings but not in areas of BCSA business unless invited to do so.
- 1.4 Individuals who are not members of BCSA may attend if invited to do so by the Chair and may speak as a guest.
- 1.5 Points of information may be raised by any member providing that the speaker occupying the floor signifies his/her intention to give way. Should he/she not signify such an intention, the person offering such information shall desist. Such points shall consist of either information offered to or asked of the speaker who has given way.
- 1.6 Points of order, which takes precedence over any other business, and upon which there shall be no discussion, may be raised by any member. They must be framed as a question to the Chairperson, and be related to the conduct of the meeting.
- 1.7 The motions shall require a single majority except where otherwise specified in the Constitution or Standing Orders.
- 1.8 Any suspension of Standing orders shall apply for the duration of the matter under discussion only as such other period as may be specified in the resolution for suspension of Standing Orders.

### 2 NOTICE AND AGENDA

- 2.1 At least five working days’ notice shall be given of ordinary meetings.
- 2.2 The order of the Agenda is at the discretion of the Chair but will normally be taken as follows:
  - 2.1.1 Minutes of the previous meeting
  - 2.1.2 Matters arising
  - 2.1.3 Other items of business, reports, statements, motions
  - 2.1.4 Any other competent and urgent business
- 2.3 A Special Emergency Meeting may be called by the Executive Team only where business cannot be left for five days and may be dealt with at a Special Emergency Meeting.
- 2.4 A Staff Member and Student President are responsible for issuing the notice and agenda of all meetings in accordance with the Constitution.

### 3 CHAIRING THE MEETINGS

- 3.1 The President of BCSA shall take the Chair at meetings. If he/she is absent or relinquishes the Chair, a nominated member of the Executive Team shall take it.
- 3.2 The Chair shall be the sole interpreter of the rules contained in this Constitution; their interpretation of the rules shall be final.
- 3.3 The Chair shall be responsible for keeping the meeting in order. When the Chair speaks, the other members shall be silent. The Chair shall decide the order in which members speak.
- 3.4 The Chair will vacate the Chair if a conflict of interest arises, namely if they have a personal interest in the matter being discussed.

### 5 VOTING

- 5.1 Each member shall exercise one vote. The Chair may not vote unless as a casting vote in the eventuality of a tie of votes.

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- 5.2 Voting on motions put forward at a General Meeting shall be by a show of hands or as the meeting decides.
- 5.3 There shall be no proxy or postal votes.
- 5.4 A BCSA Staff Member will act as teller and the Chair shall act as second teller.

### 6 MOTIONS

- 6.1 Every motion shall have a Proposer and Seconder. The proposer shall speak for the motion. It shall thereafter be open for discussion.
- 6.2 The Proposer of any motion shall have the right to sum up on the debate immediately before the vote is taken.
- 6.3 Emergency motions may be moved if, and only if they deal with the matters that have arisen since the date of submission of the motion, and if there is a two-third majority vote for the discussion of this emergency motion.
- 6.4 After discussion, the Chair shall put the motion to the vote, normally by a show of hands.
- 6.5 Motions shall require a simple majority only.
- 6.6 Amendments to the Constitution will require of majority of 2/3rds.

### 7 PROCEDURAL MOTIONS

- 7.1 The following procedural motions may be put:
  - 7.1.1 A vote of no confidence in the Chairperson.
  - 7.1.2 A challenge to the Chairperson's ruling.
  - 7.1.3 That the motion be not put.
  - 7.1.4 That the motion be now put.
  - 7.1.5 That a certain lettered standing order be suspended.
  - 7.1.6 That all standing orders be suspended.
  - 7.1.7 That the meeting be temporarily adjourned for a specific reason.
  - 7.1.8 That the matter lie on the table.
  - 7.1.9 That the motion be remitted to the appropriate Association Team or Sub Team.
  - 7.1.10 The motion be referred back for investigation or re-examination.
  - 7.1.11 That the meeting be closed.
  - 7.1.12 That the motion be voted on in part.
- 7.2 Procedural motions shall have a Proposer and Seconder.
- 7.3 Procedural motions shall be debated in order of priority listed in Standing Orders.
- 7.4 If the first 2 procedural motions are put, the Chairperson shall hand the Chair to another member of the Executive. The Proposer shall state his/her case, the person who has vacated the Chair shall reply, and the matter will be put straight to a vote. In the event of it being carried, he/she shall not resume the Chair during the meeting.

### 8 AMENDMENTS

- 8.1 All amendments to a motion must be discussed at the meeting immediately after the motion is proposed.
- 8.2 Amendments to a motion will be discussed one at a time.
- 8.3 The Proposer of the amendment shall have the right to sum up before a vote is taken. They shall have two minutes to speak.
- 8.4 When all amendments have been voted on, the motion as amended shall be debated.

### 9 AMENDMENTS TO THE CONSTITUTION

- 9.1 The Executive Team shall approve the Constitution.
- 9.2 A meeting of the shall be the sole body competent to amend the Constitution.
- 9.3 All proposed amendments to the Constitution shall require to be passed by a two-thirds majority of those present and entitled to vote.

**10 POINTS OF ORDER**

10.1 Any member may raise points of order<sup>1</sup> which takes precedence over any business, under which there shall be no discussion. They must be asked as a question to the Chair and be related to the conduct of the meeting.

**11 STANDING ORDERS**

11.1 These Standing Orders<sup>2</sup> shall apply to all Executive Team and General meetings of the Association.

11.2 Only ordinary full time members of the Association may speak and vote at General Meetings. Other members may speak with the permission of the meeting.

11.3 Only Executive Team members may speak and vote at Executive Team Meetings. Association members who are not members of the Executive Team may attend such meetings as observers and may speak with the permission of the meeting.

11.4 A Staff Member of the Association shall be responsible for the production of minutes of all meetings.

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<sup>1</sup> A claim or suggestion about whether the meeting is being run correctly or not.

<sup>2</sup> Rules ensuring continuity of procedure during a meeting.