

Section 3 – Union Council

I. Membership of Council

- A. The following shall be members of Union Council:
1. Education Officer;
 2. Communications & Services Officer;
 3. Finance & Democracy Officer
 4. Medical & Postgraduate Students' Officer
 5. Student Activities Officer;
 6. Welfare Officer;
 7. Acting Sabbatical Officers
 8. General Secretary;
 9. Academic Affairs; Clubs & Societies; Campaigns & Equal Opportunities; Environment & Ethics; Promotions & Entertainments Officers;
 10. BME Students'; Arts; Disabled Students'; Lesbian, Gay, Bisexual & Trans Students'; Mature Students'; Overseas Students'; Part-time Students'; Societies; Sports; Volunteering; Women's Officers;
 11. Postgraduate Association President
 12. Postgraduate Association Vice President
 13. Postgraduate Association Entertainments Officer
 14. Postgraduate Association Publicity Officer
 15. SSEES Site President
 16. SSEES Vice President
 17. Pre-Clinical President
 18. Clinical President
 19. Vice President (Clinical) (Bloomsbury)
 20. Vice President (Clinical) (Hampstead)
 21. Vice President (Pre-Clinical)
 22. Vice President (Archway)
 23. Thirty Six Faculty Representatives
 24. One Hall Representative from each UCL Hall.
 25. Four Senior Treasurers who shall be non-voting members;
 26. Co-opted between April 1 and July 31 each year, the sabbatical officers-elect.
- B. All members of Union Council shall be elected or appointed to Union Council in accordance with the standing orders for Elections.
- C. The Education Officer, Communications & Services Officer, Finance & Democracy Officer, Medical & Postgraduate Students' Officer, Student Activities Officer, and Welfare Officer shall be sabbatical members of Council.
- D. All members of Union Council, save the Senior Treasurers, shall have voting rights.

II. General Rules for Meetings Of Union Council

- A. The quorum shall be one third of the whole number of elected student members of Union Council or 30 (whichever is greater).
- B. The General Manager shall be the assessor to Union Council.
- C. Any member of Council, except the Senior Treasurers, who is absent from two consecutive meetings of Council or any of the college committees they sit on (as outlined by their job descriptions or that they have been elected to by council), shall be deemed to have resigned at the discretion of the Elections Committee. Those so dismissed may appeal to the next meeting of Council after being dismissed. Council may then overturn such a decision of Elections Committee by a two-thirds majority vote.
- D. Union Council shall elect Union members to the College committees and shall ratify all elections to College committees by standing committees.
- E. If a standing committee fails to appoint members to College Committees when required Union Council shall take responsibility for these elections.
- F. The dates of all planned meetings of the Executive, Union Council and its standing committees for each academic year shall be recommended to the last statutory meeting of Council in the Summer Term.
- G. Council shall meet at least once every three weeks during term time, except in the first term, where the first meeting shall be in the fifth or sixth week and then at least every three weeks thereafter. This shall include at least three meetings in the first term and at least four meetings in the second term.
- H. Additional meetings may take place at the discretion of the Executive, Union Council, or a General Meeting.

- I. The agenda shall be prepared and circulated at least three full working days prior to the meeting by the Finance & Democracy Officer. The agenda shall include all necessary papers to complete the business.
- J. The Communications & Services Officer shall, before each meeting of Council, include a summary of business to be discussed in at least one issue of any regular Union news sheet.
- K. The Communications & Services Officer shall ensure all decisions made at Council are conveyed to the membership adequately by:
 - 1. including a summary of the business of each Council in at least one issue of any regular Union news sheet;
 - 2. submitting details for publication to the editors of the student paper.
- L. The Finance & Democracy and Communications & Services Officers shall also ensure the decisions of Council are conveyed to the membership by any other means outlined by Council from time to time.
- M. The Finance & Democracy Officer shall post a copy of the draft minutes of the meetings of Union Council and any motions passed on the official notice board within seven days of each meeting.
- N. Minutes shall be taken by the General Manager or their appointee.

III. Chair

- A. The Chair of Council shall be the General Secretary. Where the General Secretary is unable to chair a meeting, a member of the Executive shall open the meeting and the meeting shall elect a Chair.
- B. The duties of the Chair shall be as follows:
 - 1. to keep the meeting in order;
 - 2. to interpret and make rulings on the Constitution and Standing Orders;
 - 3. to rule on points of order;
 - 4. to see that remarks are relevant to the business at hand;
 - 5. to provide information relevant to the business or procedure of the meeting;
 - 6. to ensure the general smooth running of the meeting;
 - 7. to have the casting vote should Council be equally divided. Other than this the Chair may not vote in any debate.
- C. The Chair:
 - 1. shall be heard in silence;
 - 2. may expel any member from the meeting if that person refuses to obey the chair;
 - 3. may not participate in any debate;
 - 4. may vacate the chair in order to participate in the debate;
 - 5. shall announce at the beginning of each meeting at what time the meeting will be adjourned if there is still business to be discussed.

IV. Standing Committees

- A. The Standing Committees of Council are those outlined in the Standing Orders.
- B. In the third week of term one and following the election of Council Members a special meeting of council shall be held. This meeting will be for the purpose of electing members on to the relevant standing committees as outlined in the standing orders relating to standing committees of Union Council and to the College Committees Council Members sit on.
- C. Council shall receive, via the chairs of each committee, the written summaries of any decisions made by all Standing Committees for information and to resolve any disputes between committees.
- D. A two-thirds majority shall be required to overturn the decision of a Standing Committee or to instruct such a committee on a matter for which it is responsible. This shall not apply in the case of decisions made at Establishment, Finance, Elections, or Governance Committee.
- E. Decisions of Establishment Committee may be referred back only by a two-thirds majority of a closed session of Council.
- F. Decisions made at Finance, Elections, or Governance Committee may be referred back by a two-thirds majority vote of council. Save for those relating to resignations which may be overturned by a two thirds majority vote.
- G. Standing Committees shall adhere to all rulings and regulations laid down by Establishment Committee with regard to the employment of staff, full time or part time.

V. Working Parties

- A. Union Council may set up a working party that will examine a particular issue within a predetermined period of time and then submit a report thereon to Council or a specified Standing Committee. The working party shall then be disbanded.

- B. Reports of the working party must be presented to Council or the specified Standing Committee, and through them to Council.
- C. The quorum of a working party shall be at least 1/4 of the whole number or 3 members, whichever is greater.
- D. Council shall specify the Chair, Secretary and membership of the working party.

VI. Meeting Procedure

- A. Non-Council members may speak if they have proposed a motion. Otherwise non-members may only speak on other matters at the Chair's discretion with agreement from the meeting.
- B. The order of business shall be:
 - 1. Announcements;
 - 2. Minutes of the previous meeting. Corrections may be made and the minutes accepted by a simple majority before moving onto the next item of business;
 - 3. Matters arising;
 - 4. Acceptance of the Agenda;
 - 5. Minutes of the Executive;
 - 6. Officer Reports to include all members of the Executive in any order;
 - 7. Committee Reports
 - 8. Council Member's motions;
 - 9. Ordinary motions;
 - 10. Special resolutions;
 - 11. Guest speakers;
 - 12. Any other business which should preferably be submitted to the Finance & Democracy Officer at least five days in advance of the meeting. Any other business that is tabled at the meeting must be of a trivial nature. The Chair shall rule on whether the item is trivial.

VII. Motions, Amendments and Lapsed Policy

- A. Ordinary Motions
 - 1. Motions to be discussed must be given to the Finance & Democracy Officer in writing, signed by a proposer and signed by at least ten seconders all of who must be members of the Union, at least 7 days before the meeting at which it is to be discussed (unless it is an emergency motion).
 - 2. The proposers and seconders must include their department and years.
- B. Emergency Motions
 - 1. Only motions whose matter deals with events that occurred after the deadline for submission or whose matter can not reasonably be postponed until the next Council, will be called emergency motions.
 - 2. Emergency motions may be entered onto the order paper under Any Other Business unless the meeting agrees that it is not an emergency at the acceptance of the agenda stage.
 - 3. An emergency motion must be given to the Finance & Democracy Officer at least 3 hours before the meeting at which it is to be discussed.
- C. Special Resolutions
 - 1. Special Resolutions must be used to amend the Standing Orders of the Union.
 - 2. Fourteen days notice is required for special resolutions.
 - 3. Special Resolutions to amend the standing orders must be passed by a two thirds majority at each of two consecutive meetings of Council, two consecutive General Meetings or by a two thirds majority in a referendum.
- D. Amendments
 - 1. Amendments to ordinary motions, lapsing policy and special resolutions must be signed by a proposer and at least ten seconders all of who must be members of the Union. The proposer and seconders must include their departments and years
 - 2. Amendments to ordinary motions and lapsing policy must be given to the Finance & Democracy Officer at least three hours before the meeting at which the motion is to be discussed.
 - 3. Amendments to special resolutions must be given to the Finance & Democracy Officer at least four days before the meeting at which the motion is to be discussed.
 - 4. Amendments to emergency motions can be made at the meeting in question.
 - 5. Drafting amendments, which do not alter the substance of a motion or lapsing policy, can be made at the meeting provided that they are accepted by a simple majority.
 - 6. An amendment must be relevant to the main motion or lapsing policy.
- E. Display of Motions
 - 1. Copies of motions shall be displayed on the official notice board before the meeting at which they are to be discussed at the following times:

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| a. special resolutions | at least 13 days |
| b. ordinary motions & lapsing policy | at least 3 days |
| c. amendments to special resolutions | at least 3 days |
| d. amendments to ordinary motions or lapsing policy | at least 1 hour |
| e. emergency motions | at least 1 hour |
- F. General
1. If a motion has not finished being debated by the end of the end of a meeting, the proposer can indicate in writing to the Finance & Democracy Officer within five days of the close of the meeting that they wish the motion be put to the next meeting.
 2. Motions and amendments may be withdrawn by the proposer of the motion or the amendment at the meeting.

VIII. Debating Procedure

- A. Only one motion or amendment shall be debated at any one time.
- B. The Chair may set a time limit for the discussion of a motion subject to the consent of the meeting. If the time limit is reached the Chair shall ensure the debate is balanced and call the proposer of the substantive to summate. The meeting shall then move straight to the vote.
- C. The debating procedure shall be as follows:
 1. when a motion has been presented to the meeting the Chair shall first call the proposer to propose the motion. Should the proposer not be available, any member of Union Council may propose the motion;
 2. the Chair shall then call for any amendments. No opposition to the motion may be put until amendments have been voted on;
 3. if the proposer of a motion accepts any amendment in its entirety, then the motion as amended shall become the main motion with the same proposer and seconders;
 4. if the proposer of the motion does not accept the amendment, then the amendment shall be debated and voted upon. If the amendment is carried, the motion as amended shall become the main motion with the proposer and seconders of the amendment becoming the proposer and seconders of the main motion;
 5. further amendments may be moved in turn. The proposer of the last successful amendment then becomes the proposer of the substantive;
 6. each motion and amendment shall have an equal number of speakers for and against as long as there are people willing to speak;
 7. the Chair shall then call for a speaker in opposition to the motion as amended;
 8. if there is opposition, there may be further rounds of speeches as the meeting feels necessary;
 9. the chair shall then invite discussion of the motion from the floor. Any member may ask for clarification from the proposer, the opposition speaker or the chair;
 10. the proposer of the substantive shall be given the opportunity to sum up immediately before the vote is taken;
 11. at least one speaker may be called for abstentions at the discretion of the Chair;
 12. the substantive shall then be put to the vote and the result announced to the meeting.
- D. If the final motion is carried it shall become a resolution of the meeting.
- E. New facts or arguments, not already raised in the debate, may not be raised in the summing up speech.
- F. No motion, except a procedural motion, may be raised more than once at the same meeting.
- G. When a member is called to speak for or against a motion they may do so formally without any further comment.

IX. Voting

- A. All voting shall be by a show of hands or by a show of voting cards unless a secret ballot is called for.
- B. A re-count may be taken immediately after the vote at the Chair's discretion or in a response to a call for a re-count.
- C. When the meeting moves to a vote, no-one may leave or enter the room.
- D. Voting begins when the Chair asks for all those in favour of a motion to raise their hands.
- E. A simple majority vote shall be sufficient for all motions except special resolutions or where otherwise specified in these Standing Orders.
- F. A simple majority shall mean a majority of those members present and voting.
- G. In matters of discipline against a named individual a secret ballot shall be used.

X. Points of Order

- A. Members of the floor may raise points of order by shouting "Point of Order".

- B. Points of order shall have precedence over all other business. A request for a quorum count shall have precedence over any other point of order.
- C. Points of order may not be raised during voting unless they relate to the act of voting - asking for a quorum count or taking parts does not relate to the procedure of the vote, asking for a secret ballot does.
- D. Points of order must relate specifically to the meeting and/or current debate.
- E. Points of order may be raised under any of the following:
 - 1. a procedural motion (see below);
 - 2. a request for a quorum count;
 - a. The meeting shall be quorate unless declared inquorate. If after a count the meeting is found to be inquorate, it will close.
 - b. Decisions taken at the meeting prior to the meeting being declared inquorate remain valid.
 - c. If declared inquorate, the meeting may be reconvened at a time specified by the Chair as long as 24 hours notice is given on the Official Notice board.
 - 3. a request for a chair's ruling;
 - 4. a request for a recount immediately after a vote - must be supported by at least 15 members of the floor;
 - 5. a request to suspend standing orders - there shall be a speech for and a speech against. The meeting shall then move to the vote;
 - 6. a request to propose a drafting amendment;
 - 7. a request for a secret ballot, which must be supported by at least 15 members of the floor.

XI. Procedural Motions

- A. Procedural motions relate to the procedure of the meeting and may be raised at anytime unless otherwise stated. A simple majority is sufficient for all unless otherwise stated:
 - 1. Challenge the Chair - any challenge must be made immediately after the ruling to be challenged. If the challenge is supported by at least 15 members of the floor, the Chair must vacate the chair. The challenger may then speak and the Chair may reply. The meeting shall then move straight to the vote;
 - 2. No Confidence in the Chair - if a call of no confidence is supported by at least 15 members of the floor, the Chair must vacate the chair. There shall be at least two speakers for and against. The meeting shall then move straight to the vote. If passed, the temporary Chair shall continue for the duration of the meeting, otherwise the original Chair shall re-occupy the Chair;
 - 3. Temporary Adjournment - a motion for a temporary adjournment of no longer than 10 minutes may be moved. There shall be one speech for and one against. The meeting shall then move straight to the vote;
 - 4. Move straight to the vote - a simple majority is required to move straight to the vote. This may only be moved if there has been equal numbers of speeches for and against the motion or amendment;
 - 5. Refer the Matter back - a matter may be referred back to the relevant committee or Council. There will be one speech for and one speech against then the meeting will move straight to the vote. A simple majority shall be sufficient except as otherwise provided for in these standing orders;
 - 6. Parts - parts may be taken of any motion or amendment. The proposer of this procedural motion must specify which parts are to be taken. There will then be a speech in favour and a speech against. The meeting will then move straight to the vote to decide whether those parts are passed. If the parts which are passed are part of an amendment, they shall become part of the substantive; if they are part of the substantive, they shall simply be retained as part of the substantive;
 - 7. The Motion Be Not Put - there will be one speech for and one against then the meeting shall move to a vote. If passed, the motion in question may not be discussed for the remainder of the meeting;
 - 8. Private Session - Union Council may resolve itself into private session to consider any business of Establishment Committee. There shall be one speech for and a speech against. If passed, Union Council shall temporarily exclude all except members of Union Council and the General Manager.

XII. Points of Information

- A. Points of information may be raised to request clarification by shouting "Point of Information".
- B. Points of information must be put as a question to the Chair or speaker.
- C. No points of information may be raised during the summing up.
- D. A point of information may contain no argument.

- E. If a Point of Information is be raised during a speech, the speaker may choose to take the Point of Information or not.