

# Standing Orders

## 1. JCR Meetings

- 1.1. JCR Meetings shall be chaired by the Independent Chair, who shall be elected in the fourth Ordinary Meeting in the term preceding that in which they shall serve. The election shall be conducted by the Alternative Vote system (AV) (Electoral Reform Society 1997) and administered by the JCR Returning Officer. JCR Committee Members shall not be eligible to stand.
- 1.2. The Independent Chair shall liaise with the JCR President and the JCR Secretary to organise JCR meetings.
- 1.3. Notice of JCR Meetings shall be given to all JCR members by e-mail not less than 72 hours before the meeting is due to commence by the Secretary.
- 1.4. Motions shall be submitted to the JCR Secretary not less than 26 hours before the meeting is due to commence. Motions submitted after the deadline shall be considered as Late Motions, and will be treated as such.
- 1.5. Late Motions shall be accepted into the agenda if there is a legitimate reason for them being late. The Chair shall make a ruling on each late motion to decide if this is the case. Successful Late Motions shall become Motions, and be added to the end of the list of Motions. Unsuccessful Late Motions shall be added to the list of Motions for the next JCR Meeting.
- 1.6. The JCR Secretary shall, in consultation with the Independent Chair, produce and distribute an agenda for the meeting not less than 24 hours before the meeting. A summarized version of the agenda shall be posted in the JCR page by the Secretary on the Sunday afternoon prior to the Meeting.
- 1.7. Any member of the JCR may submit to a member of the JCR Committee a short (200 words max) statement, short factual question, short factual point or point of debate which they wish to be read anonymously by the Independent Chair at the next JCR Meeting. As long as it does not include any personal attacks or hate speech, the Independent Chair will read it at the JCR meeting in a neutral tone of voice at the appropriate point in the meeting.
- 1.8. Ordinary Meetings of the JCR shall follow the following order:
  1. Reports from members of the JCR Committee
  2. Reports from Chairs of JCR Sub-Committees (when submitted)
  3. Reports from Chairs of Joint Committees (when submitted)
  4. Reports from the Returning Officer (when submitted)
  5. Election Reports from the JCR President (when required)
  6. Statement by the JCR Treasurer of the balance of the term's motions budget and the balance of any other budget relevant to the meeting.
  7. Late Motions for admission
  8. Passage of Motions Without Discussion
  9. Action Motions for Debate asking for funding
  10. Action Motions for Debate not asking for funding
  11. Statement Motions for Debate
  12. Items for Discussion
  13. Elections to be held in the JCR Meeting
  14. Any Other Business
- 1.9. The order of the motions being considered by a JCR Meeting may be altered from that specified in the agenda at the discretion of the Independent Chair or by the passage of a Procedural Motion under 1.13.15.
- 1.10. Voting on all Motions asking for funding shall be postponed until after all of those Motions have been discussed in full, then, when all debate on all

of those Motions asking for funding has been heard, they shall be voted on, in order.

1.11. When requested to do so by either the JCR Committee, or by a petition of not less than 30 members of the JCR, the Independent Chair shall convene an Emergency Meeting, in accordance with Section 6 of the Constitution. In Emergency Meetings, the JCR shall exclusively consider the matter for which the meeting was called.

1.12. Quorum for JCR Meetings shall be 30. The Independent Chair shall be responsible for ensuring that each Meeting meets Quorum. At the direction of the Independent Chair, or at the reasonable request of any member present, a count shall be held. In the event that it is found that a Quorum is not present, the meeting shall be adjourned for a time specified by the Independent Chair. At the end of this time, if a Quorum is still not present, the meeting shall close. In any case, the proceedings of the meeting up until the time of the Quorum count shall not be invalidated.

1.13. A Motion must:

1. Be proposed and Seconded by Full Members of the JCR;
2. Be categorized as either action or statement motion.

2.1 Action motions are those which require the JCR committee or any of the JCR members to undertake any course of action. They shall follow the Motion guidelines stated in 1.12.1. They can be proposed to move to vote in accordance to 1.14.3, or 1.14.5 if a secret ballot is proposed.

2.1.2. Where a Motion requires expenditure of JCR funds, it shall state the amount to be spent and the budget from which it is to be spent. A Motion shall be said to have been passed by the JCR if it passes an Ordinary Vote in a single JCR Meeting, except under the provisions laid out in this Constitution and its Appendices.

2.2. Statement motions are those which aim to represent what the JCR as a student body stands for, believes in, supports or condemns. They shall have the format: "Statement. Discuss". A discussion with a For and Against stances shall take place during the Meeting. In order to ensure that the motion being passed or rejected is representative of the views of the JCR as a whole, they shall be voted online, in a ballot organized by the Vice-President. The Secretary shall compile a summarized version of the For and Against arguments arising from the discussion. The summary of the arguments, together with any relevant background information, will be checked and distributed by the Independent Chair to facilitate an informed vote. Voting will be open for 48 hours, and the results will be announced at a subsequent meeting.

1.13.1. A set of verifiable facts and a proposed course of action may be brought to the Committee, either during the Meeting or at any point as an Item for Discussion rather than as a motion. After the JCR committee conducts research about the feasibility of the proposal, an action motion shall be raised at the following Meeting.

1.14. The JCR Secretary shall maintain a Policy Book.

- i. In order for an item to be added or removed from this book, a Policy Motion stating the change shall be required to be passed by the JCR. Policy Motions shall be subject to a Supermajority Vote;

- ii. All JCR Officers and Representatives shall be bound by the contents of the Policy Book;
- iii. The Policy Book shall list the names of Honorary Members of the JCR;
- iv. The Policy Book shall list the names of all the external organisations to which the JCR is affiliated;
- v. Policy shall lapse after 2 years;
- vi. All current Policy shall be presented at the first Ordinary Meeting of Hilary Term, where it may be renewed by a Supermajority Vote.

1.15. The following Procedural Motions may be moved on a Point of Order at any time and without notice:

1. That the Meeting has no confidence in the Independent Chair. At this point, the Independent Chair shall vacate the Chair, and the JCR Returning Officer, or, in their absence, another Member of the JCR Committee, shall take the Chair. In the event of the motion being passed, the Meeting shall immediately elect an interim Chair, in accordance with 1.1;
2. That the Independent Chair's Ruling be overturned. At this point, the Independent Chair shall vacate the Chair, and the JCR Returning Officer, or, in their absence, another Officer of the JCR, shall take the Chair. In the event of the motion being passed, the ruling shall be overturned, and the Independent Chair shall resume the chair;
3. That the Meeting move to vote. The Independent Chair shall seek to ensure that all interested parties have had a fair opportunity to put their case and may block this procedural motion accordingly, subject to 1.13.2;
4. That the Motion not be put;
5. That a vote be undertaken by secret ballot online such that the whole JCR may vote;
6. That a vote be undertaken by secret ballot during the JCR Meeting;
7. Votes undertaken by secret ballot during a JCR Meeting shall be held in the following way. The Chair shall ask those present to close their eyes during the vote, and raise their hands at the appropriate moment to vote for, against, or abstain. The Independent Chair, Secretary and Returning Officer shall keep their eyes open in order to count and verify the vote, and shall keep confidential the voting of individuals. During such a vote photography within the JCR shall be prohibited. If the Chair is unable to conduct a vote by secret ballot with good order, then they may make use of SO 1.15.5;
8. That a non-JCR Member be given attendance rights for the duration of the meeting.
9. That a non-JCR Member be given speaking rights for the duration of the meeting;
10. That the Meeting be adjourned for a specified period of time;
11. That the Meeting be closed;
12. That a Motion be postponed until a later (specified) Meeting;
13. That the Motion be taken in (specified) parts;
14. That a matter be referred to the JCR Committee, or to a JCR Sub-Committee, Joint Committee or Working Group;
15. That a motion be amended in a specified manner;
16. That a report be accepted, amended, referred back or rejected;
17. Any other item relating to the order of the meeting;

1.16. The Procedural Motions listed in SO1.14 are done so in order of precedence, so that (for example) a Procedural Motion moved under SO1.14.2 takes precedence over a Procedural Motion moved under SO1.14.3.

- 1.17 Procedural Motions shall all be subject to an Ordinary Vote, save Standing Orders 1.15.5 and 1.15.6 which shall simply require any two members of the JCR (including the Independent Chair, Returning Officer or Member of the JCR Committee) to propose and second it for the move to secret ballot to pass without recourse to a vote, and save where a report being accepted under SO 1.15.14 seeks to determine JCR Policy, in which case it shall be subject to a SupermajorityVote. Procedural Motions moved under SO 1.15.13 may be accepted as friendly by the Motion's Proposer and Seconder, and shall not then require a vote.'
- 1.18. Motions of No Confidence not covered by SO 1.14.1 shall be subject to Supermajority Vote and may not be submitted as Late Motions, save where they are submitted by the JCR Committee following a JCR Committee meeting in the 72 hours preceding the JCR meeting.
- 1.19. Motions of No Confidence requiring the resignation of any Officer or Representative of the JCR shall require one of the following (the votes of

any Officer or Representative of the JCR being required to resign will be minuted but will not affect the outcome of the vote):

1. A unanimous vote in favour of the Motion of No Confidence
2. The Motion to pass two consecutive JCR Meetings by a Supermajority Vote

- 1.20. The Independent Chair shall vacate the Chair for any item of business in which they have a declared interest, or in which they wish to vote. In such circumstances, the Chair shall be taken by the JCR Returning Officer, or, in their absence, by a JCR Member nominated by the Independent Chair.
- 1.21. If the Independent Chair is unable to attend a meeting, then the meeting shall elect an Interim chair, who may not be an Officer of the JCR.
- 1.22. The chair shall only pass to a JCR Committee Member if no other person present is willing to take it or immediately following the movement of 1.13.2 or if they have taken the chair in order to elect a new Independent Chair (interim or otherwise).
- 1.23. When the Chair speaks they shall be heard in silence.
- 1.24. In the event of the order of the Meeting being disrupted by a particular JCR Member, their speaking rights may, after a warning, be suspended at the discretion of the Chair. If said Member continues to disrupt the meeting, the Chair may ask the Meeting to vote for their removal. Such a ban shall last for one Meeting only.
- 1.25. Should disorder arise, the Chair may, at their discretion, warn the Meeting that they intend to quit the Chair, and if order is not resumed, they may do so whereupon the Meeting shall be closed. The reasons for so doing so shall be given by the Chair at the next Meeting.