

The CUSU LBGT Standing Orders were last amended March 2005.

They should be read in conjunction with the main [CUSU LBGT Constitution](#).

Article A - CUSU LBGT Open Meetings

A.1 Submission of Motions and Amendments to CUSU LBGT Open Meetings.

- i. There are three types of motions that can be considered at CUSU LBGT Open Meetings:
 1. Ordinary Motions, which must be submitted to the CUSU LBGT Chair not later than the deadline stipulated and publicised, which shall be not less than 24 hours before the meeting.
 2. Emergency Motions, which must be submitted to the Chair in writing before that section of the agenda is reached. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not actually arisen after the deadline for the submission of Ordinary Motions (i.e. it is not really an "Emergency").
 3. Procedural Motions are motions which affect the actual conduct of the meeting. They are proposed during the meeting. See A7.
- ii. Amendments to Ordinary Motions and Emergency Motions must be submitted (in writing) to the Chair before the motion is considered. Minor textual amendments which do not affect the meaning of the motion may be submitted at any time at the discretion of the Chair as well as amendments which delete sections, without adding new text.
- iii. An Ordinary Motion, Emergency Motion or Amendment must be submitted in writing or by email. It can be proposed by two members of CUSU LBGT, or by a CUSU LBGT Committee. It can be withdrawn by its proposers, either in person at the meeting or in writing to the LBGT Chair. Any two members of CUSU LBGT present may then adopt it and repropose it themselves.
- iv. The Executive has to publicise the date and time of the meeting and the deadline for submissions of Motions and Amendments by e-mail across listings, LHW, BLUE, etc... at least seven days before the meeting.

A.2 Calling Emergency Open Meetings

- i. Emergency Open Meetings shall be held if requested by 15 members of CUSU LBGT, or by the CUSU LBGT Executive. They must be held within seven Full Term days of the request being made.
- ii. Within one day of receiving a request for an Emergency Open Meeting, the Executive has to publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments across the e-mail lists.

A.3 Submission of Motions and Amendments to Emergency Open Meetings

- i. Ordinary Motions must be included with the request for the meeting. The agenda should be emailed to the lists within one day of the request being made. A paper copy of the agenda is circulated at the meeting.
- ii. Emergency motions and Amendments must be submitted in the manner laid out in A.1 (i) 2, A.1 (ii) of the Standing Orders.

A.4 Order of the Agenda Paper

- i. Items on the agenda paper for an Open Meeting shall appear in the following order:

1. Corrections to the minutes of the last Open Meeting.
 2. Matters arising from the minutes of the last Open Meeting.
 3. Date, Time, Venue of the next scheduled CUSU LBGT Meeting.
 4. Announcements by the Executive.
 5. Questions to the Executive.
 6. Objections to the order of items on the agenda.
 7. Ordinary Motions
 8. Emergency Motions
 9. Elections (should they exist)
 10. Any Other Business.
- ii. Items on the agenda paper for an Emergency Open Meeting shall appear in the following order:
1. Date, Time, Venue of the next scheduled CUSU Meeting.
 2. Announcements by the Executive
 3. Questions to the Executive
 4. Objections to the order of items on the agenda
 5. Ordinary Motions
 6. Emergency Motions
 7. Any Other Business

A.5 Time limits in the debate.

- i. The normal time limit for a speech shall be 3 minutes. The Chair may propose a different time limit to members, subject to an indicative vote. Questions shall have one minute in which to be asked and there shall be a limit of two minutes for a response to be given.
- ii. There is a time limit of fifteen minutes to discuss an item on the Agenda or an Ordinary or Emergency Motion. This limit includes Amendments and Procedural Motions related to the main motion.
- iii. The Chair may at any time suggest an overall time limit for the meeting subject to an indicative vote of members.
- iv. A time limit can be overturned at any point by passing a Procedural Motion (see A.7).
- v. When the time limit for discussing a motion expires, the debate is balanced and the motion is voted on immediately. If the time limit expires during the discussion of an Amendment, the debate on the Amendment is balanced, the Amendment is voted on, the debate on the main motion is balanced and then the main motion is voted on.

A.6 Procedure of Debate for Ordinary Motions, Emergency Motions and Amendments.

- i. The proposer of the motion (or someone he/she nominates) makes the proposing speech.
- ii. The Chair then asks for speeches against and for the motion, in alternation, keeping the debate balanced.
- iii. It is possible to make a speech 'to' the motion (which is neutral on the issue under debate), and also to ask a question about the motion. Such a question should be for clarification of the motion, or the effects of the motion on the activities of CUSU LBGT, and should be aimed at the Chair, proposer of the motion, or a member of the Executive. The Chair may treat a question as a speech for or against a motion if they deem that it was not neutral.
- iv. If an amendment has been submitted, it is debated after the proposing speech for the main motion.
- v. If an amendment is passed by the meeting, or if it is accepted by the proposers of the main motion, it immediately passes into the main motion.

- vi. The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed (see A.7 (ii) 2), or when the time limit expires (see A.5). The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

A.7 Procedural Motions.

- i. There are ten Procedural Motions that can be proposed by any CUSU LGBT member.
- ii. The following six Procedural Motions can be proposed during discussion of a motion or amendment. They can only be considered if there has been at least one speech in favour and one speech against the motion or amendment. Procedural Motions take precedence over speeches, and are listed here in order of priority.
 - 1. That the question be not put. This means that the motion or amendment shouldn't be considered. This could be used, for example, if the content of the motion or amendment is likely to cause offence, or if its resolutions are anyway ultra vires (which is when CUSU cannot legally do what is being asked of it).
 - 2. That the motion or amendment should be voted on immediately.
 - 3. That the matter should be referred back to the Executive or to a committee.
 - 4. That the motion or amendment should be voted on in parts (see A 7 (v) for an explanation of how this works).
 - 5. That part of the motion or amendment should be deleted.
 - 6. That a specified set of Standing Orders should be suspended.
- iii. The following four Procedural Motions can be proposed on a point of order at any time during a meeting:
 - 1. A request for a Chair's ruling. This must be given at once.
 - 2. A challenge to a Chair's ruling.
 - 3. A motion that the Chair should leave the Chair for the rest of the meeting, see A.7 (vi).
 - 4. A motion that the time limit should be extended for a specified period.
- iv. Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority and do not have a quoracy (except A.7. ii 6 which requires a two thirds majority) and don't need to be recorded on voting papers.
- v. If a motion is taken in parts, each part is debated and voted upon separately; if passed quorately the part then becomes CUSU LGBT Policy. If an amendment is taken in parts, each part is debated and voted upon separately; if passed quorately the part then becomes an amendment to the motion being considered.
- vi. In the case of Procedural Motion A.7 (iii) 3 the Chair has to hand over the Chair to another member of CUSU LGBT. The Chair should be allowed to make the speech against the motion.
- vii. Points of order cannot be raised during a speech, nor during the taking of a vote unless they relate specifically to the procedure of that vote.

A.8 Attendance and Voting at Open Meetings

- i. All Ordinary Members of CUSU have the right to attend CUSU LGBT Open Meetings and Emergency Open Meetings and vote at Open Meetings and Emergency Open Meetings if they self-define as members of the campaign.
- ii. Groups or individuals who are not members of CUSU may attend and speak at Open Meetings and Emergency Open Meetings at the discretion of the Chair.
- iii. The quoracy for a CUSU LGBT Open Meeting or Emergency Open Meeting shall be 15 voting members.
- iv. Votes shall be taken at an Open Meeting or Emergency Open Meeting by the raising of hands.

- v. For a vote to be carried the total number of members voting must be above quoracy whether they vote for, against, or abstain.
- vi. A simple majority shall be taken to mean the those voting in favour outnumbers those voting against, regardless of those abstaining (but requiring a minimum of 8 votes in favour, being half of quoracy plus one for a CUSU LBGT Open Meeting)
- vii. A two thirds majority shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining (but requiring a minimum of 10 votes in favour, being the two thirds of the quoracy for a CUSU LBGT Open Meeting)
- viii. Those members present at a meeting that do not choose to vote do not add to the quoracy of that vote. They do however add to the quoracy of the meeting.

A.9 The Chair.

- i. Open Meetings are chaired by the CUSU LBGT Chair or in the case of Co-Chairs, they shall decide between themselves prior to the meeting which one shall chair.
- ii. The Chair cannot participate in the debate, and cannot vote.
- iii. It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with the Standing Orders. If there is ever any confusion or uncertainty about the exact meaning of any particular Standing Order, the Chair makes a 'Chair's Ruling' and the meeting continues.
- iv. For details of how to challenge a Chair's Ruling, see A7
- v. The Chair may invite a member of CUSU to act as "Chair's Aide".
- vi. The function of Chair's Aide is solely to advise the Chair, not to advise the Open Meeting. As such the Chair's Aide should not address the Open Meeting in the capacity of Chair's Aide. All communication should go through the Chair. If a Chair's Aide wishes to make a speech, they must take the floor and address the Open Meeting in another capacity.
- vii. In the case of procedural motion A.7 (iii) 3 being passed the LBGT executive shall meet and select a new chair for the remainder of the meeting. The new chair does not necessarily need to be a member of the executive.

A.10 Restrictions on Offensive Comments.

- i. Anyone making a racist, sexist, homophobic or other bigoted remark shall be asked by the Chair to withdraw that remark and, if they refuse to do so, can be asked to leave the meeting.

A.11 Photography and Electronic Recording of Open Meetings and Emergency Open Meetings

- i. Only members of CUSU may take photography (video or still) at CUSU LBGT Meetings.
- ii. Those wishing to take photographs during a CUSU LBGT meeting should inform the Chair prior to the start of the meeting with information of the photographers name, college, and the use to which the photography shall be put.
- iii. Any member of CUSU present has the right not to be photographed at a CUSU LBGT meeting.
- iv. An indicative vote is sufficient to allow photography to take place, but photographers must still heed any individual requests resulting from A. 12 (iii)

A.11 Renewal of Lapsing Policy.

- i. Policy passed at a CUSU LBGT Open Meeting or Emergency Open Meeting remains valid for the remainder of the academic year it was passed, and for the two subsequent academic years, or until such time that it is overturned.
- ii. Policy can be renewed if it is resubmitted to the Open Meeting or Emergency Open Meeting in the usual way.
- iii. Policy derived from a resolution of a CUSU LBGT Open Meeting or Emergency Open Meeting can only be amended or revoked by a subsequent resolution of either body. In the event of contradictions in policy, the later policy overrules the earlier policy.

Article B - Elections

B.1 The Single Transferable Vote system and Re-Open Nominations.

- i. All elections are by single transferable vote, under the regulations currently recognised by the electoral reform society. The count in any election or by-election is public.
- ii. All elections are conducted by secret ballot.
- iii. For the purpose of counting the votes, the "re-open nominations" box is treated as if a candidate. If at any stage of the count the "re-open nominations" candidate gains the required number of votes to be elected, the election closes and a further election is held for those places which remain unfilled.

B.2 Returning Officer.

- i. The Returning Officer shall be the Chair, or one of the co-chairs of CUSU LBGT, Should they be standing for election, this power must be delegated.
- ii. The Returning Officer cannot endorse or campaign on behalf of any candidate.

B.3 Elections

- i. Nominations have to be submitted at, or prior to, the Open Meeting in question to the Returning Officer.
- ii. All members of CUSU who self define as LBGT may vote in any elections, with the exception of the election for womens officer, when only those who self-define as female may vote.
- iii. Candidates will be permitted a 2 minute speech prior to the vote and then may answer 2 questions from the floor. Questions must be addressed to the position, not to any individual and be answered by all candidates.

Article C - Changes to the Standing Orders

C.1 These standing orders may only be changed with a two thirds majority vote at two consecutive CUSU LBGT Open Meetings.

C.2 These Standing Orders should be used in conjunction with the CUSU LBGT Constitution. In the case of a conflict the constitution shall be considered the senior document