

## Standing Orders of the Guild

### 1 Application and Interpretation

- 1.1 These Standing Orders shall be applicable to all formal meetings of the Guild Council, Education Council, and Staffing and Finance Committee.
- 1.2 These Standing Orders shall be read subject to the following:
  - 1.2.1 Murdoch University Act, s17;
  - 1.2.2 Guild Operational Regulations;
  - 1.2.3 Guild Election Regulations;
  - 1.2.4 General Meeting Resolutions.
- 1.3 Changes to these Standing Orders require a 2/3 absolute majority.
- 1.4 Changes to s17, the Guild Operational Regulations or the Guild Election Regulations require a 2/3 absolute majority.
  - 1.4.1 Once Guild Council has so resolved, changes shall be considered as a resolution of Guild Council, insofar as they do not contradict the regulations listed in 1.2
  - 1.4.2 Following that vote, the Regulations must be available for comment to all Guild Members for at least two (2) teaching weeks. A petition of twenty five (25) Financial Guild Members may require that the changes be considered at a General Meeting.
  - 1.4.3 After the two (2) weeks, the Regulations shall then be sent to Murdoch University Senate for approval.
  - 1.4.4 Changes to s17 shall then be sent to the state government for approval.
- 1.5 For the purposes of these Standing Orders:
  - 1.5.1 board member shall be interpreted to be a member of the Council or Committee to which these orders are being applied;
  - 1.5.2 meeting shall be interpreted as a meeting of the Council or Committee to which these orders are being applied;
  - 1.5.3 the positions of secretary, executive officer, and chair shall be interpreted as the board member of the Council or Committee that holds these positions on the Council or Committee to which these orders are being applied;
- 1.6 A departure from these Standing Orders that was not detected until after the meeting was closed will not be grounds for invalidation of that meeting or any procedure of the meeting
  - 1.6.1 Departure from the Standing Orders section 2.3.1; 2.7; 3.9 and 3.10 are grounds for invalidation of the specific resolution or entire meeting they pertain to, even after the close of a meeting.

### 2 All Meetings of the Guild

#### 2.1 Notice of Meeting & Agenda

- 2.1.1 Each board member will be given at least three (3) business days notice in writing of the date, time, and place of a meeting. Included in this will be a call for items of business, with a close of submissions no later than two (2) business days prior to the meeting.
- 2.1.2 Prior to the close of submissions, any board member may request that an item be placed on the agenda. The Executive Officer may exercise discretion as to whether or not to include it

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in the agenda. If any three (3) board members request an item be placed on the agenda prior to the close of submissions, it will be included.

- 2.1.3 The order and content of the agenda will be set by the Secretary, and approved by the Executive Officer.
- 2.1.4 The business of the meeting will be circulated to board members no closer than twenty four (24) hours before a meeting.
- 2.1.5 The Executive Officer may allow additional business to be circulated with less notice. Any such business will be covered in the regular agenda item "other business". The meeting may resolve that any items in other business will not be debated or concluded at that meeting.
- 2.1.6 The minutes of each meeting shall include the date of the next meeting, unless this has not yet been set.

### 2.2 Apologies

- 2.2.1 Any board member unable to attend a meeting may record her or his apology by advising the Secretary, or chair, prior to the meeting.

### 2.3 Meetings

- 2.3.1 At any meeting, quorum will be consisted of half the number of filled positions, or if that number is a fraction, then the next whole number. If a quorum is not present thirty (30) minutes after the scheduled meeting time, the meeting will lapse.
- 2.3.2 The minutes of the meeting will contain the names of the board members present, the substance of debate, and the precise terms of each resolution.
  - 2.3.2.1 Where the deliberations have been in camera, the meeting may determine that this be minuted as a confidential minute for board members only.
- 2.3.3 The accuracy of the minutes of a meeting will be confirmed at the next meeting when the minutes are available.

### 2.4 Conduct of the Meeting

- 2.4.1 The order of business outlined in the agenda may be altered by a majority of board members present.
- 2.4.2 Conflicts of Interest
  - 2.4.2.1 Board members must declare the nature, character, and extent of any material personal interest. In case of doubt, a possible material personal interest must be declared.
  - 2.4.2.2 If the Chair perceives there to be a material personal interest of which a board member may be unaware, the Chair will raise it with the board member concerned before the meeting.
  - 2.4.2.3 Where there is a material personal interest, the board member may be asked to leave the room, have papers withheld, or have voting rights removed by the meeting.
  - 2.4.2.4 All declarations of interest will be minuted, along with any ensuing action.
- 2.4.3 Conflicts of Interest of the Chair
  - 2.4.3.1 If the Executive Officer perceives there to be a material personal interest in any item with the Chair, the Executive Officer will raise it with the Chair before the meeting.

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- 2.4.3.2 Where there is disagreement, the matter will be decided by the meeting.
- 2.4.3.3 Where the Chair is in agreement, or the meeting so decides, the Chair shall vacate the chair and the meeting shall nominate another chair for the specific items in conflict.
- 2.4.3.4 All declarations of interest will be minuted, along with any ensuing action.
- 2.4.4 The Chair may allow business not tabled for discussion to be discussed under “other business”. The meeting may resolve to not discuss any business in this category, and hold it over to another meeting.
- 2.4.5 Additional papers for listed items may be tabled without due notice at a Council meeting only with the approval of the Chair, or a majority of board members. When such approval is granted, adequate reading time will be provided to all board members, or, if the item is not urgent, the item may be postponed to another meeting.
- 2.4.6 If a meeting has not completed its business after two (2) hours, there will be a break of at least five (5) minutes, after which the meeting will recommence.

### 2.5 Rules of Debate

- 2.5.1 For a Motion or amendment to be debated, both a proposer and a seconder are required. Motions moved by the Chair do not require a seconder.
- 2.5.2 Debate commences when the Motion or amendment has been seconded, and the Motion’s proposer has spoken to the Motion.
- 2.5.3 The Chair may, in their discretion, allow questions of clarification to be put to the proposer before debate begins.
- 2.5.4 A board member may speak more than once during a debate, however, not until any board member who is on the speaking list, and has not yet spoken, has had the opportunity to speak.
- 2.5.5 The Chair must ensure that speeches:
  - 2.5.5.1 are confined to the subject matter of the Motion or amendment in consideration; and
  - 2.5.5.2 avoid repetition.
- 2.5.6 When (2) two or more board members indicate that they wish to speak, the Chair will call upon the board member who, in the opinion of the Chair, first indicated an intention to speak, except that:
  - 2.5.6.1 the chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
  - 2.5.6.2 board members raising points of order take precedence over substantive debate.
- 2.5.7 At the discretion of the Chair, a “straw poll” may be conducted to test the feeling of the meeting, but such vote shall have no formal standing.
- 2.5.8 A question may be superseded by a procedural motion, and if seconded, will be put immediately without debate.

### 2.6 Procedural Motions

- 2.6.1 Points of Order
  - 2.6.1.1 Any board member may raise a point of order at the time of an alleged irregularity.
  - 2.6.1.2 Debate is paused whilst the Chair rules on the point of order.

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2.6.1.3 An exclamation or a contradictory statement shall not constitute a point of order.

2.6.1.4 Any board member disagreeing with a ruling of the Chair may move 'dissent in the Chair'.

### 2.6.2 Closing Debate

2.6.2.1 If two (2) consecutive speakers have argued substantially the same position in a debate and there is no board member on the speaking list wishing to argue the opposite view, then the Chair shall put the Motion without further debate.

2.6.2.2 Any board member may move a Procedural Motion 'that the motion now be put' if and only if, two (2) or more speakers for and against the Motion or amendment have been heard.

2.6.2.3 A board member may, at any time, move a Procedural Motion 'that the motion be held over'. If the Procedural Motion is carried, then the Motion is deferred until the next meeting.

2.6.2.4 A board member may, at any time, move a Procedural Motion 'that the present speaker no longer be heard'.

2.6.2.5 A board member may, at any time, move a Procedural Motion 'that the present speaker, or all speakers, be heard for a limited period only'.

### 2.6.3 Adjourning Meetings

2.6.3.1 A Procedural Motion 'that the meeting be now adjourned' must be passed by a two-third majority of those present. If passed, the meeting will be adjourned and the remainder of the agenda will be held over until the following meeting.

### 2.6.4 Dissent from the Chair

2.6.4.1 A board member in disagreement with an action of the Chair can move dissent from a ruling of the Chair on:

2.6.4.1.1 whether or not to allow a motion; or

2.6.4.1.2 a ruling not covered by Standing Orders.

2.6.4.2 If such a motion of dissent is moved and seconded:

2.6.4.2.1 the Chair will vacate the chair while the motion is under consideration; and

2.6.4.2.2 the mover and the Chair will have the opportunity to speak, after which the motion will be put to the vote.

2.6.4.3 This motion may not be put twice in a meeting.

### 2.6.5 Dismissal of the Chair

2.6.5.1 A board member may move a motion to dismiss the Chair for any reason.

2.6.5.2 This motion requires a 2/3 absolute majority.

2.6.5.2.1 If a motion of dissent from the Chair has been successfully put, this motion will only require an absolute majority.

2.6.5.3 If such a motion of dissent is moved and seconded:

2.6.5.3.1 the chair will vacate the chair while the motion is under consideration; and

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2.6.5.3.2 the mover and the chair will have the opportunity to speak, after which the motion will be put to the vote.

2.6.5.4 Should this motion be successful, the Chair will vacate and the meeting will elect a new chair for the remainder of the meeting, and ongoing meetings.

### 2.7 Voting

2.7.1 Each board member will have a deliberative vote. If there is an equality of votes, the Chair will also have a casting vote.

2.7.2 Except where the Guild Statute, Regulations, or these Standing Orders require an absolute majority, all decisions require only a simple majority.

2.7.2.1 An absolute majority is determined to be half the total filled membership, or where that number is a fraction, the next whole number.

2.7.2.2 A 2/3 absolute majority is determined to be two-thirds (2/3) the total filled membership, or where that number is a fraction, the next whole number.

2.7.2.3 A simple majority is determined to be half the number of voting board members present, or where that number is a fraction, the next whole number.

2.7.2.4 A motion to rescind any decision of the Council must be carried by an absolute majority of Council

2.7.2.5 The outcome of a vote shall be recorded in the minutes, including the number of votes for and against, and the number of abstentions.

2.7.2.6 Any board member may require his/her vote or abstention to be noted in the minutes.

2.7.2.7 A question will be decided by a show of hands unless a ballot is requested by a least three (3) board members.

### 2.8 Circular Resolution

2.8.1 Where the Executive Officer decides that a meeting is not feasible or is not warranted due to a lack of sufficient business, or decides that a matter is urgent and requires determination before the next meeting, he/she may authorise a matter to be determined by circulation. Any decision made by this means has the full authority of a resolution of that meeting. The following procedural requirements apply:

2.8.2 The item can be circulated by email or mail.

2.8.3 The proposal must contain:

2.8.3.1 adequate background information to explain the matter;

2.8.3.2 an explicit recommendation on which all board members are asked to vote;

2.8.3.3 a deadline for voting which is three (3) working days.

2.8.4 Members must be given the options of declaring an interest, voting yes or no, or suggesting an amendment or alternative, or requesting that the matter be considered at a meeting.

2.8.5 Voting can be by email or mail.

2.8.6 The majority needed for a decision is an absolute majority.

2.8.7 Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.

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- 2.8.8 If there is an absolute majority vote in favour of the proposal prior to the deadline, then that can be taken as a decision and actioned then, rather than having to wait for the deadline.
- 2.8.9 If three (3) board members request that a meeting be held to decide the matter, then the item will be held over to the next meeting, or a special meeting convened.
- 2.8.10 The decision will appear as an information item in the agenda of the next meeting, under "Decisions taken by Circulation", and be included as part of the minutes of that meeting, with a resolution number and the date the decision took effect.
- 2.8.11 There shall be no casting vote for the purposes of a circular resolution. Should a vote be returned drawn, the vote will be deemed to have lapsed.

### 2.9 General

- 2.9.1 Should questions that are not dealt with in these Standing Orders arise at any meeting, the question shall be answered by the Chair.

## 3 Standing Orders of Guild Council

- 3.1 These Standing Orders are in addition to the Standing Orders for all Meetings of the Guild. Where the resolutions in this section contradict Section Two, this section supersedes the relevant resolution in Section Two.

### 3.2 Submission of Agenda Items

- 3.2.1 Each Councillor is required to submit all items to be considered in the meeting to the General Secretary three (3) business days prior to the meeting. The General Secretary (or Nominee) will give five (5) business days notice for each meeting, and request items and reports from Councillors for consideration.

### 3.3 Apologies & Absence

- 3.3.1 Where a Councillor anticipates being absent for two (2) or more consecutive meetings, he or she should ask the Council for a leave of absence. Leave of absence may be granted only by resolution of the Council. Grounds for leave of absence include:
  - 3.3.1.1 travel commitments;
  - 3.3.1.2 illness;
  - 3.3.1.3 bereavement (or similar compassionate grounds); or
  - 3.3.1.4 any other reason that the Council considers appropriate.
- 3.3.2 Any Councillor absent for three (3) consecutive or five (5) total meetings is required to make account for this absence to Council. Failure to do so is grounds for dismissal.
- 3.3.3 The General Secretary will keep an attendance record for all Councillors of Council. This will be tabled and raised as necessary in Council.

### 3.4 Meetings

- 3.4.1 A meeting of the Council will be held if:
  - 3.4.1.1 convened by the President or, in the absence of the President, the Education Vice-President; or
  - 3.4.1.2 the General Secretary or Guild President receives a written request from at least three (3) Councillors stating the proposed business of the meeting. A meeting requested by

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Councillors will be held not more than fourteen (14) days or less than three (3) working days after the request is received.

### 3.5 Guild Council Chair

- 3.5.1 Council will elect from itself a Councillor to Chair meetings of Council. This will be additional to any existing portfolio.
- 3.5.2 The Guild President, Education Vice-President, and General Secretary are not eligible to be elected Chair.
- 3.5.3 If there is no Chair elected, or the Chair is unable to act, the President shall act as Chair until such point as a Chair can be appointed.
- 3.5.4 A Councillor may at any time during a meeting move a procedural motion to dismiss the Chair, and if successful, Council will elect an Acting Chair for the duration of that meeting, and for ongoing meetings, from among the Councillors present.
- 3.5.5 The Guild President, while holding the chair, may not put a non-procedural motion forward.

### 3.6 Conduct of Business

- 3.6.1 All meetings of Guild Council may be recorded by the General Secretary for aiding the production of accurate minutes. The recordings will not be circulated and are not to be considered formal recordings of procedures.

### 3.7 Invitees and Observers

- 3.7.1 All meetings of the Guild Council are open to the public, except when matters are considered in camera, but will not, without permission of the Chair of any meeting, be filmed or otherwise electronically recorded. In the event of this occurring, all Councillors will be informed that the meeting is being recorded.
- 3.7.2 Any person wanting to attend a meeting of Council as an observer should give notice of their intention to do so to the General Secretary. A person may give specific or standing notice of his or her intentions in this regard.
- 3.7.3 Where there is insufficient space to accommodate all persons wanting to observe any meeting of the Council, access will be granted in order of the timing of notice given to the General Secretary under paragraph 3.7.2.
- 3.7.4 A person who is not a Councillor is not permitted to speak (unless invited to do so by the Chair). Observers can be excluded at any stage (either as a group, or individually) by decision of the Council.
- 3.7.5 No person, unless otherwise excepted by regulation, is permitted to record or photograph any formal proceedings of Guild Council.
- 3.7.6 The following people are standing observers at Guild Council meetings, and will be included in the call for agenda items and reports.
  - 3.7.6.1 Guild Manager;
  - 3.7.6.2 Education Council Chair;
  - 3.7.6.3 Student Members of Murdoch University Senate.

### 3.8 Special and Adjourned Meetings

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- 3.8.1 At a special meeting, only the business specified in the notice of meeting will be considered, unless an absolute majority of Councillors agree to consider another item or items.
- 3.8.2 At an adjourned meeting, only the outstanding or incomplete business of the meeting from which it is an adjournment will be considered, unless an absolute majority of Councillors agree to consider another item or items.

### 3.9 Election of Acting Councillors

- 3.9.1 Subject to the Guild Operational Regulations, Guild Council is required to elect an acting Councillor should a vacancy arise in the office of:
  - 3.9.1.1 Guild President;
  - 3.9.1.2 Education Vice-President;
  - 3.9.1.3 General Secretary.
- 3.9.2 Any Financial Member of the Guild is eligible to be elected.
- 3.9.3 Election requires an absolute majority of Guild Council.
- 3.9.4 The position shall first be advertised to Guild Council and Education Council. Preference shall be given to Guild Councillors, then Education Councillors. If a suitable candidate cannot be found from either of these bodies, nominations will be opened to Financial Members.
- 3.9.5 The Guild Council has discretionary power when considering candidates, and is not obligated to accept candidates should it otherwise leave the position vacant.
- 3.9.6 Acting Councillors:
  - 3.9.6.1 receive voting rights on Guild Council;
  - 3.9.6.2 are bound by the Duties and Responsibilities of their position, including that of all Councillors;
  - 3.9.6.3 receive the Honoraria for their position;
  - 3.9.6.4 are considered by all regulations and resolutions to be the Councillor for which they are acting; except that
  - 3.9.6.5 they will vacate the office upon election of a Councillor in a by-election.
- 3.9.7 Should an existing Guild Councillor be elected to act in another position, they will retain their previous portfolio, however, they will only have one vote in Guild Council.

### 3.10 Co-option of Councillors

- 3.10.1 Subject to the Guild Operational Regulations, Guild Council is required to co-opt Councillors should a vacancy arise in any office.
- 3.10.2 Any Financial Member that would be eligible to nominate for that position in the Guild Elections is eligible to be co-opted.
- 3.10.3 Co-option requires an absolute majority of Guild Council.
- 3.10.4 The position shall first be advertised to Guild Council and Education Council. Preference shall be given to Guild Councillors, then Education Councillors. If a suitable candidate cannot be found from either of these bodies, nominations will be opened to Financial Members.
- 3.10.5 Before Guild Council considers any person for co-option, they must:

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- 3.10.5.1 prepare a written statement regarding their intentions and suitability for the vacant position;
- 3.10.5.2 present a petition of the following number of students in support of the co-option:
  - 3.10.5.2.1 fifty (50) for Guild President, Education Vice-President, or General Secretary;
  - 3.10.5.2.2 twenty-five (25) for MUPSA President;
  - 3.10.5.2.3 twenty-five (25) for MISA President;
  - 3.10.5.2.4 ten (10) for MSA President;
  - 3.10.5.2.5 ten (10) for RSA President;
  - 3.10.5.2.6 ten (10) for the Disability Representative;
  - 3.10.5.2.7 ten (10) for the Indigenous Representative;
  - 3.10.5.2.8 fifteen (15) for the Queer Representative;
  - 3.10.5.2.9 twenty-five (25) for the Wom\*n's Representative;
  - 3.10.5.2.10 twenty-five (25) for any Guild Officer.
- 3.10.5.3 The signatories of the petition must be students eligible to vote for those positions in the Guild Elections.
- 3.10.5.4 Section 3.10.5.2 shall be waived for Guild Councillors and Education Councillors.
- 3.10.5.5 No more than five of the nominating signatories may be current Guild Councillors.
- 3.10.6 The Guild Council has discretionary power when considering candidates, and is not obligated to accept candidates should it otherwise leave the position vacant.

## 4 Referenda of the Guild

### 4.1 From General Meeting

- 4.1.1 Subject to the Guild Operational Regulations, a Referendum may be called by a General Meeting.
- 4.1.2 Any decision made by this means has the full authority of a resolution of a General Meeting. The following requirements apply:
  - 4.1.2.1 The item will be added to the election ballot slips during the Guild Elections.
  - 4.1.2.2 The majority needed for a decision is a majority of all votes.
  - 4.1.2.3 Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.
  - 4.1.2.4 There shall be no casting vote for the purposes of a referendum. Should a vote be returned drawn, the vote will be deemed to have lapsed.
- 4.1.3 The statement to be included on the ballot slip shall be decided by Guild Council, following direction from the General Meeting.

### 4.2 From Guild Council

- 4.2.1 Subject to the Guild Operational Regulations, a Referendum may be called by a 2/3 majority of Guild Council.
- 4.2.2 Any decision made by this means has the full authority of a resolution of a General Meeting. The following requirements apply:

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- 4.2.2.1 The item will be added to the election ballot slips during the Guild Elections.
- 4.2.2.2 The majority needed for a decision is a majority of all votes.
- 4.2.2.3 Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.
- 4.2.2.4 There shall be no casting vote for the purposes of a referendum. Should a vote be returned drawn, the vote will be deemed to have lapsed.
- 4.2.3 The statement to be included on the ballot slip shall be decided by a simple majority of Guild Council.