1. **Supporting Document - Student Council Meetings** 
   1. **Responsibilities of the Chair**

* + 1. The Chair of Council is responsible for chairing Student Council meetings with the purpose of debating and discussing all business going to an All Student Vote, and Student Council Meetings.
    2. The Chair has the right to withdraw speaking rights, after fair warning, as well as impose time restrictions on speakers, so long as done fairly.
    3. In the absence of the Chair of Student Council, members present can vote for one of their number to be Chair of that meeting.
    4. The Chair is responsible for keeping order and may reprimand or exclude any member who disrupts the order of meetings through a vote.
    5. The Chair must not speak for or against any motion, unless they surrender their position before the matter is dealt with or all members present have spoken for or against the motion(s)
    6. The Chair will be impartial at all times when representing their position.
    7. The Chair may close a meeting without appeal if a grave disorder arises which is beyond control.

* 1. **Conduct of People in Attendance**

* + 1. Those present at the meeting must respect and abide by the Chair’s authority.
    2. Personal attacks will not be made on other members.
    3. Heckling, applauding, booing, cheering etc. though not forbidden should be discouraged in line with guidance from the Chair.
    4. During speeches, others present must keep the noise down, showing respect for everyone’s right of free speech and opinion.
    5. Those present must abide by the Union’s Byelaws, Supporting Documents, paying particular attention to the Members Code of Conduct and Equal Opportunities policy.

* 1. **Points of Order** 
     1. Points of Order will have precedence over all other business and may be used by any full member in attendance, except during a speech.
     2. There will be the following Points of Order (in order of precedence):
        1. Request a secret ballot
        2. Request a ruling from the Chair or Officer

* 1. **Procedural Motions** 
     1. Any full member of the Union in attendance may propose a procedural motion except during a speech, count or vote.
     2. Procedural motions will be debated in the same way as a motion but will have only one speech for and one speech against.
     3. If in an event of a procedural motion being called at the same time as another or during another procedural motion, the one with the higher precedence will be taken first followed by the next.
     4. The procedural motions, in order of precedence, are as follows:
        1. No Confidence in the Chair.
           1. A call for the removal of the Chair for the remainder of the meeting.
        2. Call for a Temporary Chair.
           1. A request for a specified person to take over the Chair for a specified amount of time.
        3. Overturn Chair’s ruling.
           1. Reverse a decision just made by the Chair.
        4. Allow a non-full member to speak
           1. Allow a person who isn’t a full member of the Union to speak at the meeting.
        5. Vote in specified parts.
           1. Take a motion and split it into two or more specified parts, which are then discussed and voted on as separate entities. Those parts that are passed are then reunited as a single entity and (if necessary) go into the policy file as one motion.
        6. Vote on an item after summing up speeches for and against, followed by an immediate vote with no further discussion.
           1. Postpone this matter to a later meeting.
           2. Send the whole item to a later specified meeting, this cannot be done for procedural motions or amendments.
           3. Refer this matter to a specified body to do a specified thing to it.
           4. Send a specified matter away to a specified body to do a specified thing to it.
        7. Close the meeting.
           1. End the meeting immediately.
  2. **Speeches**

* + 1. The proposer and seconder have the right to first and second speeches in favour of the motion. The registered campaign against has the first right to the first and second speeches against the motion.
    2. There must be equal opportunity, given, to speak both for and against the motion.
    3. Speeches must be relevant and clear.
    4. To indicate a wish to speak, members should raise their voting card.

* 1. **Email Voting**

* + 1. In the event of Student Council being unable to take a vote of business due to lack of quorum, time-sensitivity or in other extraordinary circumstances, at the discretion of the Chair, the business may be voted upon by email or online vote.
    2. All members of Student Council will be given fair chance consider the business being voted upon.
    3. The voting period will be open for a minimum of 24 hours.