

## Introduction

### 1. Holding of Ordinary Meetings

1.1 An Ordinary Meeting of the Senedd shall be held on at least two occasions in every semester.

1.2 This section is subject to clause 28 of the Constitution.

### 2. Chair of Senedd

2.1 Subject to the subsequent provisions of this section, the Union Chairperson(s) "Chair(s)" shall chair every Senedd.

2.2 There shall be an election for a Deputy Chair at the first meeting of the academic year. Nominees must be a voting member of Senedd.

2.3 Where during a Senedd:

- a. The Chair is absent,
- b. The elected position of Chair is vacant,
- c. The Chair opts to handover the position for the purpose of participating in a debate, or
- d. A motion to remove the Chair is passed under section 8;

The Deputy Chair will take the Chair in their place, and shall, for the purposes of this and any other Bye-law or regulation of AberSU, have all the powers, functions and duties of the Union Chairperson.

### 3. Deputy Chair of Senedd

3.1 The Deputy Chair of Senedd shall assist the Chair in the effective operation of the Senedd

3.2 The Deputy Chair shall assist in:

- a. The preparation for Senedd,
- b. The verification of the eligibility of members attending Senedd to vote on Senedd matters,
- c. Supporting the Union Chairperson in the exercise of their functions.

## Ideas and Other Business of Meetings

### 4. Submission of ideas

4.1 Any AberSU Member or Officer Trustee may propose an idea for debate at a Meeting.

4.2 An idea may be submitted online via the AberSU Website.

4.3 An idea should include the following parts:

- a. What improvement, development, change or political stance/position is proposed?
- b. What is the current situation?
- c. Why is your idea needed?
- d. How could your idea be achieved?

4.4 An idea must be submitted at least two weeks before the date of the meeting.

### 5. Submission of amendments

5.1 Any AberSU Member may propose an advance amendment to an idea submitted for debate at a Meeting.

5.2 An advance amendment must be submitted online via the AberSU Website.

5.3 An advance amendment must be submitted one week before the meeting.

## 6. Ideas: General

6.1 An idea cannot mandate or require any person or group of people to do anything that would constitute a breach of the relevant laws or would conflict with the provisions of the Constitution or of any Bye-law or Regulation of AberSU.

6.2 This Schedule is in addition to and not in derogation of clause 73 of the AberSU Constitution (under which the Board of Trustees have the power, in certain circumstances, to override a decision or policy made in a Meeting).

## 7. Emergency ideas

7.1 Where an urgent matter arises during the period between the deadline for ideas and one hour prior to the time appointed for a Meeting, any AberSU Member or Officer Trustee may propose an idea (an Emergency idea) relating to that matter to the Chair.

7.2 The proposer of an Emergency idea must provide a written statement justifying the urgency of the idea to the Chair.

7.3 The acceptance of an idea as an Emergency idea shall be at the discretion of the Chair, which they shall not withhold unreasonably.

7.4 Where an Emergency idea is accepted, the Chair will take the opportunity to introduce the idea during their opening remarks allowing a limited period of time for amendments to be submitted.

7.5 If, owing to the timing of the submission of an Emergency idea and any amendments, it is not reasonably practicable to translate that idea into Welsh, it may be distributed in English only.

7.6 An Emergency idea shall not have the effect of amending the AberSU Constitution.

## 8. Procedural motions: General

8.1 An AberSU Member may, during a meeting, move a Procedural motion.

8.2 But the Chair is under no obligation to permit a procedural motion to be debated if they reasonably believes that to do so would constitute an abuse of the Meeting or would severely and disproportionately prejudice the interests of the minority.

8.3 The Procedural motions are as provided for by the rest of this section, and where more than one Procedural motion is moved at one time, they shall be proceeded with in the order given below.

8.4 "That the Meeting has no confidence in the Chair". If passed, the Chair must step down from the chair and their place will be filled in accordance with section 2.2. This shall have effect for the duration of the Meeting in which it is passed only.

8.5 "That the Deputy Chair take the Chair". If passed, the Chair must step down from the chair and the Deputy Chair will take the Chair. This shall have effect on the idea under consideration only, but could be moved more than once if needed.

8.6 "That [a person] be excluded from the remainder of the Meeting". This idea may only be proposed if a person engages in conduct that is grossly disorderly, offensive or persistently obstructs the business of the Meeting.

8.7 "That the vote be held now". If passed, the debate on the idea under consideration (or, if there is an amendment under consideration, the amendment) will end and a vote will be held immediately.

8.8 "That a re-count be held". If passed, the last-held vote will be held again.

8.9 "That the Order of Business be changed as follows: [...]". If passed, the Order of Business will be changed accordingly. But a Procedural idea passed in accordance with this subsection cannot remove from the Order of Business those things which are required to be done by virtue of section 11.2.

8.10 "That the decision of the Chair be negated". This idea shall only be proposed in respect of a particular decision made by the Chair in execution of a power granted to them by this Bye-law. If passed, their decision shall be negated and shall be of no effect.

## 9. Minutes of the previous Meeting

9.1 The minutes of the previous Meeting shall be presented at every Meeting, and shall be proposed by the Chair. Amendments may be made, if necessary.

## Procedure in Meetings

### 10. Quorum

10.1 The quorum for all meetings of Senedd shall be half of the total position membership (excluding vacant positions) plus one.

10.2 If the quorum is not met within 20 minutes of the advertised start time, the meeting will be adjourned to the date of the next meeting.

10.3 No business may be voted upon or discussed if there is a lack of a quorum. Any meeting purporting to consider business on an indicative basis shall be null and void.

10.4 If, during a meeting, it transpires on the announcement of a vote result that insufficient members were present, the meeting shall be declared inquorate and shall terminate immediately. All business considered since the previous quorate vote shall have the status of not being discussed, and their votes shall be nullified.

10.5 Any matter not discussed at a meeting of Senedd shall be placed on the agenda for the next Senedd meeting.

### 11. Debate: general

11.1 The Chair shall have the general power to control debate, subject to the subsequent provisions of this Schedule, but must do so in a manner that permits the widest contribution of views as reasonably practicable.

11.2 The Chair shall ensure that every remark that is made is relevant to the idea (or amendment, as the case may be) under discussion.

11.3 The Union Chairperson shall not take part in debate or vote on any matter (subject to section 2 and 8).

### 12. Order of Business

12.1 The Order of Business at every Meeting shall be:

- a. Chair's opening remarks  
\*Emergency ideas introduced – opportunity for amendments to be submitted
- b. Apologies for absence
- c. Approval of minutes from the previous Meeting
- d. Matters arising from the minutes
- e. Officer Trustee reports & Approval of Officer Trustee Traffic Lights
- f. Ideas  
\*Emergency ideas
- g. Any other business
- h. Date of next Meeting  
\* If applicable

12.2 Where the Meeting is an Annual General Meeting, the following shall occur before the Officer Trustee reports:

- a. Receiving the report of the Trustees on AberSU's activities since the previous AGM,
- b. Receiving the accounts of AberSU for the previous financial year,

- c. Appointment of the auditors,
- d. Approving the list of affiliations of AberSU, and
- e. Open questions to the Trustees by the Members.

12.3 As part of the Order of Business, the Chair shall have the power to place a limitation on the number of questions that may be asked on an idea as they see fit, but no such limitation shall prevent fewer than three questions from being asked.

12.4 The Chair shall have the power to amend or suspend the Order of Business where they see fit, but this shall be subject to any alteration made by a Procedural idea to that effect passed in accordance with section 8.9.

### 13. Debate: order of debate

13.1 Every idea (other than a Procedural idea) shall be debated as follows.

13.2 The proposer of an idea is required to attend wherever possible and speak on that idea. The proposer of an idea may nominate another person to speak in their place. If the proposer is not present and no nominee has been put forward, the idea shall not be debated.

13.3 The order of speeches on a debate shall be:

- a. A speech introducing the idea, which shall last no longer than three minutes, after which the Chair will offer the opportunity to ask questions of the proposer before moving to debate.
- b. A period of discussion will be allocated to allow attendees in groups to share views and consider the idea before moving to debate.
- c. An open debate shall occur with speakers selected at the discretion of the Chair, provided as far as possible an equal balance is maintained between speakers for and against the item. Also so that as many people as possible who wish to speak are able to do so within the time available (but a strict alternation of speeches for and against an item need not be used).
- d. A speech summarising the idea, which shall last no longer than two minutes (this speech may be waived by the proposer of the idea).

13.4 After the summation speech on the idea, a vote on that idea shall be held immediately.

### 14. Amendments: Order of Debate

14.1 Following the speech introducing an idea, any amendments shall be debated.

14.2 Amendments shall be debated in the order in which they were submitted.

14.3 The proposer of an amendment is required to attend wherever possible and speak on that amendment. The proposer of an amendment may nominate another person to speak in their place. If the proposer is not present and no nominee has been put forward, the amendment shall not be debated.

14.4 The order of speeches on an amendment shall be:

- a. a speech proposing the amendment, which shall last no longer than three minutes, after which questions may be asked by any AberSU Member or Officer Trustee,
- b. An open debate shall occur with speakers selected at the discretion of the Chair, provided as far as possible an equal balance is maintained between speakers for and against the item and that as many people as possible who wish to speak can do so within the time available (but a strict alternation of speeches for and against an item need not be used).
- c. A speech summarising the amendment, which shall last no longer than two minutes (this speech may be waived by the proposer of the amendment).

14.5 After every amendment has been debated, the debate on the idea amended or otherwise, shall continue from the interruption.

## 15. Debate: Procedural ideas

15.1 Every Procedural idea shall be debated as follows.

15.2 The order of speeches on a debate shall be:

a. A speech proposing the idea, which shall last no longer than one minute,

b. A speech opposing the idea, which shall last no longer than one minute.

15.3 After the speech opposing the idea, a vote on that idea shall be held immediately.

15.4 If a Procedural idea is passed, the Meeting shall carry out the appropriate actions, before returning to the appropriate point in the order of business (agenda).

## 16. Points that may be Raised

16.1 Any AberSU Member or Officer Trustee may at any time raise a Point to the Chair, as follows:

a. Point of Order. May be raised if it is believed that the relevant laws have been broken. The Chair will rule on the Point of Order and inform the speaker of their decision.

b. Enquiry. At any point, if a member does not understand a certain part of a speech or does not understand the interpretation of the rules by the Chair they may raise their Enquiry. This signals to a speaker that they need to be clearer in their explanation. If necessary the Chair may ask the member to clarify what they don't understand.

16.2 No person shall be under an obligation to deal with or respond to a Point if the Chair reasonably believes that to do so would constitute an abuse of the Meeting or would severely and disproportionately prejudice the interests of the minority.

## 17. Votes

17.1 All votes during the meeting shall be taken where possible electronically, except for an Annual General Meeting where they shall be taken by a show of hands.

17.2 The votes that may be given are "for", "against" and "abstain".

17.3 In cases where a position is shared by two individuals, only one vote shall be counted, which must be agreed by both individuals. Where individuals cannot agree, they must abstain.

## 18. Results of Votes

18.1 The result of every vote shall be announced in an audible form and displayed in a visual form as soon as is reasonably practicable after that vote.

18.2 An idea shall be passed if a simple majority of votes are cast in favour of the idea.

18.3 An idea shall not pass in the event of a tie.

## 19. Restrictions on ideas

19.1 An idea that would have the effect of amending, repealing or reinstating any part of the Constitution previously amended, reinstated or repealed in the same academic year shall not have effect unless passed by a two-thirds majority.

19.2 An idea shall not have the effect of amending, repealing or reinstating any part of the Constitution, Bye-laws or Regulations previously inserted, amended, reinstated or repealed by way of referendum unless passed by a two-thirds majority.

19.3 An idea shall not have the effect of amending, reinstating or repealing any part of a Union policy previously passed, amended, reinstated or repealed by way of referendum unless passed by a two-thirds majority.

## Policy

## 20. Policy Document

20.1 AberSU shall keep a Policy Document.

20.2 The purpose of the Policy Document is to codify Union ideas in a single document in order to maintain clarity and avoid confusion about Union policy.

20.3 The Policy Document shall contain every Idea of AberSU, and with every idea shall be included the date it was passed, and, where applicable, every date on which it is due to lapse.

20.4 The Policy Document shall be updated, where necessary, as soon as is reasonably practicable after every Meeting, but in any case, within two weeks.

20.5 The Policy Document shall be brought to Senedd on an annual basis in order to outline to members any policies due to lapse over the following twelve-month period. It will be the responsibility of individual members to amend or renew policies as outlined in section 4.

## 21. Lapsing ideas

21.1 All agreed ideas shall remain policy of the Union for three calendar years.

## 22. Bilingualism

22.1 The Chair shall take every practicable step to ensure that translation equipment is provided for every person attending a Meeting.

22.2 Where translation equipment is provided for every person attending a Meeting, every person who speaks may do so in English or Welsh, and a translation shall be provided as appropriate.

22.3 Where translation equipment is not provided for every person attending a Meeting, every person who speaks must do so in English.

## 23. Interpretation

23.1 In this Schedule:

“AberSU Member” shall have the meaning given to “Member” by clause 15 of the Constitution,

“Chair” means the person who occupies the Chair at the material time, in accordance with the provisions of section 2,

“Meeting” includes any Senedd Meeting and an Annual General Meeting,

“the relevant laws” means the law of England and Wales, the Charter of the University and any statute, ordinance, standing order, rules or regulations made thereunder, and the Constitution, Bye-laws and Regulations of AberSU,

## 24. Accessibility

24.1 After one hour of Senedd running there shall be an access break of 10 minutes before the meeting recommences. This will be called by the Chair once whichever business being discussed is completed.

24.2 The maximum length of a Senedd meeting shall be two hours. If all business has not been completed by this point, all business remaining shall be passed on to the next meeting of Senedd.