



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) RULES OF ORDER

The following Rules of Order shall be Standing Orders of meetings of Council and its Subcommittees. In no way shall any of these Rules of Order be interpreted to contravene the Constitution.

01: DEFINITIONS

01.01: Speaking Lists

- 01.01: 1) A simple speaking list is an ordering of speakers according to when they signal their intention to speak.
- 01.01: 2) A progressive speaking list is an ordering of speakers according to when they signal their intention to speak, but shall prioritise for those who have not spoken either to the matter or historically at meetings.

01.02: Actions

- 01.02: 1) The Floor shall refer to the general space around which all speaking and deliberation takes place.
- 01.02: 2) To table an item or a motion means to place it before the meeting for discussion.
- 01.02: 3) A general vote shall be a simple majority rule on any ordinary or procedural motion.
- 01.02: 4) A clarification is a query regarding a rule of order.
- 01.02: 5) A point of order is any statement invoking the rule of order.
- 01.02: 6) Starring shall refer to notation on the agenda signalling that an item shall be discussed.

01.03: Majority Rule

- 01.03: 1) A simple majority shall be decision reached by a vote of all members present, equal to half of the votes plus one vote.
- 01.03: 2) An absolute majority shall be a decision reached by vote of all members, equal to half the votes plus one.
- 01.03: 3) A qualified majority shall be a decision reached by a vote of all members present, equal to two thirds of the votes.

01.04: Types of Motions

- 01.04: 1) An ordinary motion shall be any proposal that the meeting take certain action, or that it express itself as holding certain views.
- 01.04: 2) A resolution shall be a formal written statement of substantive content, expressing an opinion or intention.
- 01.04: 3) A procedural motion shall be any proposal that the meeting change some aspect of the order of the meeting.
- 01.04: 4) A foreshadowed motion shall be any proposal that is contingent on another motion being passed.
- 01.04: 5) A counterposed motion shall be any proposal that is presented alongside a motion on the same issue.
- 01.04: 6) A privileged motion is any motion that is given a priority to be resolved before other motions on the table.

02: MEETING STRUCTURE

02.01: Apologies

- 02.01: 1) All apologies must be submitted to the Chair or Secretary, prior to the commencement of the meeting.
- 02.01: 2) All apologies must be submitted in writing from a verifiable source.
- 02.01: 3) Apologies received in writing from a verifiable source during the course of a meeting may be accepted upon the discretion of the Chair, or at the direction of the meeting.

02.02: Consensus

- 02.02: 1) In the first instance, the Chair shall determine whether a motion is unanimously supported.
- 02.02: 2) If unanimous support cannot be obtained, the meeting must devolve either to deliberation or debate.

02.03: Deliberation

- 02.03: 1) Should the meeting progress to deliberation, then it shall attempt to resolve a matter of contention either by:
- 1.a) negotiating for unanimity; or
 - 1.b) informally discussing the matter to inform members for a vote of simple majority.
- 02.03: 2) Deliberation shall be facilitated by the Chair, who may elect to use no speaking list, a simple speaking list, or a progressive speaking list.
- 02.03: 3) At any point during deliberation, the Chair may instigate a speaking list where it becomes apparent that multiple members are seeking to speak.

02.04: Debate

- 02.04: 1) Should the meeting progress to formal debate, then it shall:
- 1.a) be facilitated by the Chair; and
 - 1.b) be resolved by the vote of a simple majority.
- 02.04: 2) In facilitating a debate, the Chair may request persons wishing to speak to the matter to nominate whether they are for or against the matter.
- 02.04: 3) In facilitating a debate, the Chair shall draft a list of alternating speakers composed of those who nominated as per 02.04: 2), and starting with a speaker for the matter.

02.05: Presenting the Matter

- 02.05: 1) Any matter brought before the meeting must be presented by a member of the meeting, who will speak to it.
- 02.05: 2) In presenting a matter before a meeting, the speaker must outline the issue as a question of with a particular action sought from the meeting in response to that matter.
- 02.05: 3) The speaker and the Chair should ensure that all members at the meeting understand the matter and its implications before moving to discussion, deliberation, or debate.
- 02.05: 4) The Chair shall facilitate all deliberations, discussions, and debate, by formulating or reformulating the question or matter where necessary to the Floor.

02.06: Speaking Order

- 02.06: 1) Should the Chair instigate a speaking list, those wishing to speak to a matter should signal to the Chair, and if their matter of speech is privileged, they should indicate so.
- 02.06: 2) When a speaking list is being used, members should wait for the Chair to recognise them before addressing the meeting.
- 02.06: 3) The Minute-taker may be prioritised in the speaking order.

02.06: 4) Clarifications, points of order, and procedural motions shall be privileged.

02.06: 5) A speaker may pose a direct question to the Floor, to the Chair, or to a particular member, and they shall have the option to directly respond.

02.07: Conduct

02.07: 1) The Floor shall be considered a SUPRA Space, regardless of location, the members' conduct is subject to:

1.a) the SUPRA constitution;

1.b) the SUPRA Facilities Regulations;

1.c) the SUPRA Safer Spaces Charter; and

1.d) the SUPRA Code of Conduct.

02.07: 2) Speakers should be concise and to the point when addressing the Floor.

02.07: 3) Members shall avoid using personal statements, or statements that characterise other members adversely, save for when it directly relates to the matter before the meeting.

02.07: 4) Members should allow the Chair, when addressing the Floor, to speak without interruption, unless to call for a point of order, quorum, or clarification.

02.08: Conflicts of Interest

02.08: 1) Disclosures of Interest will be called for by the Chair of a meeting at the beginning of the meeting, though members may also declare Conflicts of Interest during the course of the meeting.

02.08: 2) Where a Conflict of Interest is of a confidential nature, the member is required to submit this disclosure to the Chair of the meeting.

02.08: 3) In response to a conflict of interest the member with the declared conflict may elect to:

3.a) leave the room for the duration of discussion;

3.b) refrain from participating in the discussion and/or in decision making; or

3.c) suspend their voting rights, which shall automatically include any proxies they may hold.

02.08: 4) Council may move, by Ordinary Motion, to implement one of the options listed in Article 02.08: 3), in response to a Conflict of Interest.

02.08: 5) In cases of confidential Conflict of Interest, the Chair shall determine the course of action, in consultation with the member.

02.08: 6) If a member is excluded from an item before a meeting in some manner and their inclusion would be required to meet quorum, then the meeting will fall inquorate:

- 6.a) as whole when that member is to leave the room;
- 6.b) for the purposes of discussing the matter when that member is to refrain from discussion on that matter; and
- 6.c) for the purposes of voting on the matter when that member is to refrain from voting on that matter.

02.08: 7) If the meeting is unable to discuss a matter due to a lack of quorum as per 6.a) or 6.b), then that item is automatically deferred to the next quorate meeting.

03: AGENDA

- 03.01: 1) The Chair shall draft the agenda for the meeting, which may be done in collaboration with appropriate persons.
- 03.01: 2) Any member of the meeting may submit any item to the Chair in writing for inclusion in the agenda.
- 03.01: 3) Any item for which the associated documentation has not been received by the close of business three days prior to the meeting shall be tabled for noting only, excepting Officer's Reports, which shall be voted on upon presentation in accordance with 09.04 of the Financial Regulations.

04: MOTIONS

- 04.01: 1) All motions must be moved by a member in attendance at the meeting with voting rights.
- 04.01: 2) All motions, except where otherwise specified in these Rules of Order, require a seconder.
- 04.01: 3) All motions shall be voted on in the order that they are tabled, excepting where:
 - 3.a) those motions are privileged; and
 - 3.b) where specified in these Rules of Order.
- 04.01: 4) All motions must contain language:
 - 4.a) that is prescriptive of an action or position;
 - 4.b) that defines a subject for the course of action or position;
 - 4.c) that is specific and unambiguous;
- 04.01: 5) Any motion tabled may be withdrawn by the mover, whereby it is withdrawn from the table.

04.01: 6) Any motion tabled may be rescinded by the mover, whereby it is struck from the minutes.

04.01: 7) Any foreshadowed motions shall be ordered after the motion that foreshadows them, and in the order that they are tabled.

04.02: Ordinary motions

04.02: 1) Ordinary motions shall be tabled to the Chair in relation the matter of discussion on the table.

04.02: 2) Ordinary motions tabled shall be voted on at the end of discussion to the matter to which they relate.

04.03: Resolutions

04.03: 1) Resolutions must be submitted in writing to the Chair before they and motions attached to them can be tabled.

04.03: 2) Resolutions may have amendments proposed from the Floor through an ordinary motion, and do not require a seconder.

04.03: 3) Amendments shall be presented to the mover who shall either:

3.a) accept the amendment, where the amendment then becomes part of the Resolution; or

3.b) reject the amendment, where the motion to the amendment shall be put to the Floor.

04.04: Procedural Motions

04.04: 1) Procedural motions do not require a seconder.

04.04: 2) Procedural motions shall be voted upon when they are tabled.

04.04: 3) Movers of procedural motions can elect to move straight to voting on their motion.

04.04: 4) The meeting may direct the Chair to use any of the Chair's privileges through a procedural motion.

04.04: 5) Procedural motions shall include, but not be limited to:

5.a) calls to move directly to any tabled motions;

5.b) calls to discuss an item that was not starred;

5.c) calls to adjourn the meeting to another date;

5.d) calls for a recess of the meeting;

5.e) calls for the removal of a member of the meeting, where prescribed by SUPRA regulations;

- 5.f) calls to request a member of a meeting with a declared conflict of interest to comply with one or more of the responses as prescribed in Article 02.08: 3);
- 5.g) calls to suspend a member's voting or speaking rights on a particular item, where permitted by the SUPRA Constitution and regulations; or
- 5.h) calls to dismiss or suspend the Chair for a period of time as determined by the meeting.

05: VOTING

05.01: Majority Rule

- 05.01: 1) Where unanimity cannot be reached, the Chair may move to voting on a motion.
- 05.01: 2) Members of the meeting can dissent to moving to a vote, where the Chair must call for a procedural motion to move to a vote. If such a motion is not tabled by a member on the Floor, or not passed, then discussion to the relevant matter shall resume.
- 05.01: 3) Members carrying proxies shall indicate when they are using a proxy to the Chair during a vote, or the Chair shall not count them.
- 05.01: 4) Council may call for any motion to be voted on by secret ballot, where a Returning Officer shall be appointed from the members to count the votes, and Scrutineers may be appointed.

05.02: Proxies

- 05.02: 1) A member may appoint another member to carry their vote for any meeting.
- 05.02: 2) No member can hold more than their own vote and carry two other votes.
- 05.02: 3) The Chair shall not carry any proxies.
- 05.02: 4) A member who carries proxies while assuming the Chair may not use them.
- 05.02: 5) All proxies must be submitted to the Chair or Secretary, prior to the commencement of the meeting.
- 05.02: 6) All proxies must be submitted in writing from a verifiable source.
- 05.02: 7) All proxies expire at the conclusion of the meeting.
- 05.02: 8) A member during the course of a meeting may proxy their vote to another member present by announcing it to the Chair, and this shall be recorded.

06: CHAIRING

06.01: The Chair

- 06.01: 1) The Chair shall be as prescribed by the Constitution, or as appointed by Council.

- 06.01: 2) The Chair should refrain from proposing motions, other than:
- 2.a) those relevant to the order of the meeting; and
 - 2.b) those relevant to the conduct of standing items of business.
- 06.01: 3) The Chair may ask the meeting to nominate another Chair from the Floor.
- 06.01: 4) The meeting may appoint a Chair through a general vote, and specify the duration that the nominee holds the Chair for that meeting.
- 06.01: 5) In the instance that the Chair declares a Conflict of Interest, the Chair should request from the meeting to nominate another Chair, unless the meeting is satisfied that the Chair's duties are not compromised.

06.02: Duties of the Chair

- 06.02: 1) The Chair shall have the following duties:
- 1.a) to organise and conduct the meeting according to an agenda;
 - 1.b) to direct the order of the meeting;
 - 1.c) to discharge any point of order, or call for quorum;
 - 1.d) to rule a motion or item out of order, subject to Subsection 06.04.;
 - 1.e) to facilitate discussion and ensure the Floor comprehends both the topic and rules of order;
 - 1.f) to ensure that all members are heard and given an opportunity to speak to any matter;
 - 1.g) to summarise questions, agreements, and disagreement about a matter for the benefit of the Floor;
 - 1.h) to identify break down in the meeting's order and provide a remedy; and
 - 1.i) to suggest appropriate motions or amendments that the meeting may wish to take.

06.03: Privileged of the Chair

- 06.03: 1) The Chair shall have the following privileges, subject to the will of the meeting:
- 1.a) to devolve to a less formal order of discussion, where it is held to be advantageous to the Floor;
 - 1.b) to propose any motion from the Chair equivalent to any other member present;
 - 1.c) to be able to take the Floor at any appropriate point, despite the Speaking Order;
 - 1.d) to rule any item out of order, subject to these rules of order;
 - 1.e) to close a speaking list where appropriate after suitable notice;
 - 1.f) to move straight to a vote on any motion tabled, subject to Article 05.01: 2);

- 1.g) to impose a time limit on members speaking to the Floor;
- 1.h) to impose a time limit on speaking to an item on the Floor;
- 1.i) to move any matter of discussion *in camera*;
- 1.j) to request order or a moment's silence from the Floor; or
- 1.k) to relocate any digression from a matter on the agenda to Other Business, with that speaker's consent.

06.04: Ruling Out of Order

- 06.04: 1) Motions or items that comply with the following are proscribed and shall be ruled Out of Order:
- 1.a) those counter to the objects of the Constitution;
 - 1.b) those in contravention to the Constitution or SUPRA Regulations;
 - 1.c) those which are not relevant to the discussion before the meeting;
 - 1.d) those that constitute illegal activity; and
 - 1.e) those in contravention to the SUPRA Code of Conduct.

07: RECORD KEEPING

- 07.01: 1) All minutes and records of meetings shall be kept as prescribed by the Constitution.
- 07.01: 2) All minutes and records of meetings shall be taken by the Secretary or appropriate nominee.
- 07.01: 3) Records of meetings shall report the Chair, attendance of members, observers and guests, apologies, and the minute-taker where appropriate.
- 07.01: 4) Records of meetings shall record all declared Conflicts of Interest and shall:
- 4.a) detail the response taken, and their rationale; but
 - 4.b) not detail the nature of any Conflict of Interest that is considered confidential.
- 07.01: 5) Minutes shall record late arrivals and departures of attendants, including the time of arrival and departure.
- 07.01: 6) Minutes shall record all motions, amendments, and resolutions tabled.
- 07.01: 7) Minutes shall record the result of all motions, detailing the votes against the motion and in abstention.
- 07.01: 8) Minutes shall seek to capture and reflect all discussions to items, subject to corroboration by the members present.

07.01: 9) Minutes shall attribute discussion to individuals present at the meeting by preferred full name in the first instance, and by initials in all subsequent instances.