

Standing Orders of the Balliol MCR

1. Definitions

- (1) Chair means the office with the function of presiding over, and governing the conduct of, the meeting.
- (2) Chairperson means the individual occupying the Chair.
- (3) Procedural Motion means a motion relating exclusively to the conduct of the meeting in which it was proposed and having no continuing effect beyond that meeting.
- (4) Substantive Motion means any motion that is not a Procedural Motion.
- (5) In addition to terms defined in this section, additional defined terms used herein shall have the meaning ascribed thereto in the relevant provisions of this Regulation.
- (6) All terms not otherwise defined shall have the meaning ascribed to them in the Constitution.

2. Purpose of the Standing Orders

- (1) The Standing Orders shall govern the conduct of General Meetings, in accordance with the Constitution.

3. The Chair

- (1) The Chair shall be taken by a chairperson, who will normally be the Chairperson of General Meetings (CGM), unless another chairperson has been appointed in accordance with these Standing Orders.
- (2) The chairperson shall conduct General Meetings in accordance with these Standing Orders, unless these Standing Orders have been suspended in accordance with paragraph 8(5)(c).
- (3) A question relating to the conduct of a meeting shall be settled by a ruling of the Chair, which may be challenged as specified in paragraph 8(5)(a).
- (4) The chairperson will otherwise and always ensure that the meeting proceeds in an orderly manner; that all remarks are relevant to the debate; and that debate is conducted at all times in a respectful manner.
- (5) Should disorder arise, the chairperson may at her discretion warn the meeting that she intends to quit the Chair, and, if order is not restored, she may do so, whereupon the meeting shall be automatically adjourned.
- (6) In the event that the chairperson quits the Chair, she will give her reasons for doing so at the following General Meeting.

- (7) When the chairperson speaks, she shall be heard in silence and all Members shall cease speaking.
- (8) The chairperson shall not normally participate in general debate.
- (9) If the chairperson wishes to participate in general debate, she shall relinquish the Chair and only resume it upon the completion of the whole of any business on which she wishes to speak.
- (10) The chairperson shall immediately relinquish the chair if:
 - (a) a motion of non-confidence in the chairperson has been proposed; or
 - (b) a motion to overturn the Chair's ruling has been proposed.
- (11) If the chairperson relinquishes the Chair or is absent, the Chair shall be taken by a Temporary Chairperson who shall:
 - (a) be a Full Member of the MCR;
 - (b) be elected by a simple majority vote of those Full Members present and voting;
 - (c) occupy the Chair until such time as:
 - (i) the meeting adjourns;
 - (ii) the absent chairperson who she was replacing returns;
 - (iii) the chairperson who she was replacing is able to resume the Chair in accordance with subsections 3(9) or 3(17);
 - (iv) a new chairperson is elected on a permanent basis in accordance with paragraph 3(14)(c) and is able to take the Chair.
- (12) A motion of non-confidence in the chairperson may be proposed by any Full Member, and shall take precedence over all other business, save for Points of Order.
- (13) A motion of non-confidence in the chairperson, or a motion to overturn the Chair's ruling as specified in paragraph 8(5)(a), must be supported by at least two-thirds of those Full Members present and voting to be carried.
- (14) If a motion of non-confidence in the chairperson is carried then:
 - (a) the subject of the motion shall immediately cease to be the chairperson;
 - (b) a Temporary Chairperson elected in accordance with subsections 3(11) shall take the Chair for the remainder of the meeting; and
 - (c) if the CGM was the subject of the motion, then the Temporary Chairperson shall automatically become the Acting CGM until the next General Meeting, at which time a new CGM will be elected in accordance with the procedure specified in the Constitution, notwithstanding that this meeting may not be the Annual General Meeting (AGM).
- (15) If a motion of non-confidence in the chairperson is carried and the CGM is replaced with an Acting CGM, this individual shall not perform the functions ascribed to the CGM under the Complaints Procedure specified in the Constitution; the

performance of these functions shall be delayed until a new CGM has been elected in accordance with paragraph 3(14)(c).

- (16) If a motion to overturn the Chair's ruling is carried in accordance with subsection 3(13), then the Temporary Chairperson shall relinquish the chair, the individual who the Temporary Chairperson had been replacing shall resume the Chair, and the chairperson shall continue the meeting while acting in accordance with any decision reached by the meeting in accordance with paragraph 8(5)(a).
- (17) If one of the motions specified in subsection 3(10) is proposed but is not carried, then the individual who had relinquished the Chair because of the proposal of this motion shall immediately resume the Chair.

4. Order of Business

- (1) The order of business of an Ordinary General Meeting (OGM) shall have the following items and shall proceed as follows:
 - (a) Approval of the Minutes of the last OGM and any subsequent Extraordinary General Meetings (EGMs);
 - (b) Reports by Officers, including:
 - (i) (At the AGM) The President's report concerning her term in office; and
 - (ii) (At the AGM) The Treasurer's budget report.
 - (c) Questions to Officers;
 - (d) Consideration of motions to amend the Constitution and/or Standing Orders;
 - (e) Consideration of motions relating to the introduction, amendment, and/or repeal of any MCR Regulations;
 - (f) Motions to approve or amend the budget, including:
 - (i) (At the OGM in Michaelmas) A motion to approve the Treasurer's proposed budget in accordance with paragraph 34(4)(b) of the Constitution; and
 - (ii) (At the OGM in Michaelmas) A motion to approve continuing affiliations in accordance with paragraph 37(4)(a) of the Constitution.
 - (g) Motions related to College Matters;
 - (h) Other business;
 - (i) Announcements;
 - (j) (At the AGM) Election of the Chairperson of General Meetings; and
 - (k) Adjournment
- (2) The order of business of an EGM shall have the following items and shall proceed as follows:
 - (a) Introduction of the meeting and its purpose; and
 - (b) Consideration of motions relating to the purpose of the EGM; and
 - (c) Adjournment.

5. Proposal of Motions

- (1) All Substantive Motions shall be given in writing to the Secretary in such time that these motions and any information pertinent to them may be made Available in accordance with the requirements for the Conduct of General Meetings specified in the Constitution.
- (2) The Chair may accept substantive motions proposed after the deadline specified in subsection 5(1) if she deems that allowing consideration of these motions would be in the best interests of the MCR.
- (3) No motion shall be voted on unless the Full Member proposing that motion is present at the General Meeting.
- (4) Procedural Motions may be proposed verbally and without advance notice.

6. Conduct of Debate

- (1) At the beginning of each item in which Substantive Motions shall be considered, the Chair shall read out all the motion headings to be considered under this item and call for opposition to each.
- (2) If there is no opposition expressed by any Member after the Chair has called for opposition, the motion shall be carried *nem con* and the question shall not be put.
- (3) If opposition to a motion is expressed by a Member, the motion shall be discussed normally once it is reached in the ordinary order of business.
- (4) Notwithstanding 8(1), no Procedural Motion shall be proposed relating to the order of business until all the motions have been dealt with in accordance with subsections 6(1) and 6(2).
- (5) Every speaker shall address herself solely to the Chair.
- (6) No speech will be permitted which does not address either:
 - (a) a motion;
 - (b) an amendment to a motion;
 - (c) a point of order; or
 - (d) a point of information.
- (7) Individuals proposing motions may give a proposing speech at the beginning of debate on the motion they are proposing.
- (8) The proposal of a motion shall be followed by debate.
- (9) Any Member has the right to speak in debate on any Substantive Motions being considered by the meeting in accordance with these Standing Orders.
- (10) After the conclusion of debate, but immediately prior to a vote, the proposer of a motion may give a Concluding Speech in which no new information shall be presented.

- (11) The following time limits for speeches shall be enforced at the discretion of the Chair:
- (a) a proposing speech 5 minutes;
 - (b) a debate speech 3 minutes;
 - (c) a Concluding Speech 2 minutes; and
 - (d) a speech proposing a procedural motion 1 minute.

7. **Points of Order and Information**

- (1) Points of Order shall be phrased as a question to the Chair relating to the conduct or procedure of the meeting and shall not relate to or contain any substantive argumentation.
- (2) The Chair shall find Points of Order either Well Taken or Not Well Taken and shall instruct Members to conduct themselves in accordance with this finding.
- (3) Points of Order shall take precedence over all other business.
- (4) Notwithstanding subsection 7(3), Points of Order shall only be raised during a vote if they relate to the procedure of that vote.
- (5) Notwithstanding subsection 6(5), during speeches Members may offer Points of Information which shall be phrased as short factual questions to the speaker aimed at clarification of the matter under discussion; these points should not serve rhetorical purposes nor should they contain substantive argumentation.
- (6) Speakers may refuse to accept a Point of Information.
- (7) Points of Information shall not be raised during a Concluding Speech.

8. **Procedural Motions**

- (1) Members may at any point in a meeting propose a Procedural Motion concerning the manner in which the General Meeting is conducted.
- (2) Unless otherwise specified, Procedural Motions require the support of at least a two-thirds majority of those Full Members present and voting in order to be carried.
- (3) The consideration of a Procedural Motion shall take precedence over all other business, save for Points of Order and Motions of non-confidence in the chairperson.
- (4) The types of Procedural Motions which may be proposed include, but are not limited to:
 - (a) a motion **'That the question now be put'** which, notwithstanding subsection 6(9), if carried, shall require that
 - (i) debate conclude immediately;
 - (ii) that a Member in opposition and the proposer or her designate offer Concluding Speeches on the motion under consideration; and

- (iii) a vote on that motion be held;
- (b) a motion **'That the question shall lie on the table until the next General Meeting'** which, if carried, shall require that debate be concluded and consideration of the motion under consideration be suspended until the next subsequent General Meeting at which it is proper that this motion again be considered in the normal order of business;
- (c) a motion **'That the question be taken in Parts'** which, if carried, shall require that each Part of the motion under consideration, as designated as such by the Chair:
 - (i) be debated and voted on separately in preliminary;
 - (ii) that those Parts which had received sufficient support in accordance with the required threshold of support proper to its type of motion be included in the Whole;
 - (iii) that, at the conclusion of the consideration of each separate Part, the meeting move to a consideration of the Whole comprising all those Parts which had received sufficient support in the preliminary votes in accordance with subparagraph 8(4)(a)(ii);
 - (iv) that a final vote be held to determine if the Whole shall be carried;
- (d) a motion **'That the question be referred to Referendum'** which, if carried, shall require that:
 - (i) discussion of the matter be concluded;
 - (ii) an additional motion for the purpose of specifying the referendum question, the participation and support thresholds required for the referendum to be valid and the question to be decided, and any other necessary particulars be proposed; and
 - (iii) that this additional motion then be considered in the normal order of business;
- (e) a motion **'That the matter be referred to the Committee'** which, if carried, shall require that
 - (i) discussion of the matter be concluded;
 - (ii) that an additional motion for the purpose of setting the terms of reference for the Committee's consideration of the matter be proposed; and
 - (iii) that this additional motion then be considered in the normal order of business;
- (f) a motion **'That the matter be referred to a sub-committee of the General Meeting'** which, if carried, shall require that
 - (i) discussion of the matter be concluded;
 - (ii) that an additional motion for the purpose of striking such a sub-committee and setting the terms of reference for the sub-committee's consideration of the matter and any other necessary particulars be proposed;

- (iii) that this additional motion then be considered in the normal order of business;
 - (g) A motion **‘That the item be moved up the agenda’** which, if carried, shall require that the item of business specified in the motion be moved further up the order of business for that meeting as specified in the motion.
- (5) Other types of Procedural Motions which may be proposed and that take precedence over all other Procedural Motions include, but are not limited to:
- (a) a motion **‘That the chair’s ruling be overturned’** which, if carried in accordance with subsection 3(13), shall require that
 - (i) the Chair cease to adhere to its previous ruling;
 - (ii) a motion or motions specifying potential alternative rulings be proposed;
 - (iii) alternative rulings be debated;
 - (iv) a motion stating the meeting’s preferred ruling be carried;
 - (v) the Chair adhere to the ruling as specified in the motion specifying the meeting’s preferred ruling; and
 - (vi) that the actions specified in subparagraphs 8(5)(a)(i), 8(5)(a)(ii), 8(5)(a)(iii), 8(5)(a)(iv) and 8(5)(a)(v) be undertaken immediately, in sequence, without interruption by other business, and without delay.
 - (b) a motion **‘That the meeting be adjourned or closed’** which, if carried, shall automatically adjourn the meeting; and
 - (c) a motion **‘That the Standing Orders be suspended’** which, if carried by a two-thirds majority of those present and voting, shall suspend these Standing Orders until a motion is carried to reinstate them or the meeting is adjourned, with the exception of subsection 3(4) and 11(1) which cannot be suspended.

9. Voting Procedure

- (1) Motions shall be adopted by a simple majority vote unless otherwise specified in the Constitution or these Standing Orders.
- (2) Voting shall take place by a show of hands.
- (3) Only those Full Members present at a meeting when the vote is called may vote.
- (4) The Chair shall count the voters and may appoint deputies from the floor to assist her at her discretion.
- (5) A re-vote may be held at the discretion of the Chair or if a request for such a re-vote is supported by ten Full Members present.

10. Achieving and Maintaining Quorum

- (1) Any meeting of the MCR shall be opened as soon after the time at which it is convened as a quorum is present.
- (2) If after twenty-five minutes a quorum has not arrived, the meeting shall not be held.

- (3) In the event that a meeting is found inquorate, it shall be adjourned for ten minutes and if, after this ten minute period has elapsed, the meeting is still inquorate, it shall be adjourned automatically.

11. Amending the Standing Orders

- (1) These Standing Orders may be amended by a vote of two-thirds of those Full Members present and voting, providing that Notice of such an amendment has been given and the substance of the amendment has been made Available to Full Members at least seventy-two hours in advance of the proposal of the amendment.