

Monash Student Council

STANDING ORDERS

Modified at MSC on 09/04/2002
Modified at MSC on 13/01/2003
Modified at MSC on 24/11/2003
Modified at MSC on 07/02/2008
Modified at MSC on 01/04/2008
Modified at MSC on 31/07/2008
Modified at MSC on 05/03/2009

1. Quorum

1.1 Quorum for a MSC meeting shall be half the voting members of the Council

1.2 If a quorum is not present within thirty minutes after the time appointed for an MSC meeting, or if a quorum is not present at any time during the meeting, then the Chair shall either:

1.2.1 declare the meeting shall continue and that no decisions made by the meeting shall stand unless subsequently ratified by quorum either at that meeting or at a later meeting, or

1.2.2 adjourn the meeting.

2. Meetings

2.1 All meetings of the MSC shall be conducted pursuant to the Constitution and Regulations.

2.2 Special meetings of the MSC shall be held within five academic days of:

2.2.1 the Secretary receiving a requisition signed by five of the members of the MSC stating the reason for a special meeting, or

2.2.2 the Secretary receiving a request from the President for a special meeting.

2.3 On receipt of a requisition pursuant to the above rules, the Secretary shall immediately notify members of the MSC of the meeting.

2.4 At a special meeting of the MSC called under 2.2, the usual reporting schedule will be suspended.

- 2.5 Only one item shall be set on the agenda for a special meeting of the MSC called under 2.2.

3. Chairing of the MSC

- 3.1 Meetings shall be chaired pursuant to the Constitution.
- 3.2 At least every second meeting must be chaired by a woman.
- 3.3 The chair shall not accept any motions tabled during General Business or otherwise left off the agenda, unless a procedural is carried that these motions are “urgent” and must be dealt with immediately.

4. Minutes

- 4.1 Minutes shall be the responsibility of the Secretary. Minutes may be recorded by tape recorder for the purposes of minutes, but no cassette or copy may be kept for more than two weeks after any given MSC meeting. No audio recording of an MSC meeting may be archived.
- 4.2 The number of votes for and against motions or abstentions shall be recorded in the minutes unless a procedural motion to the contrary is passed.
 - 4.2.1 On the immediate request of a member of the MSC, that member’s vote shall be recorded in the minutes.
- 4.3 Confirmed minutes of MSC meetings are to be submitted to Marketing for publication on the MSA web site by the Secretary within one week of confirmation.
- 4.4 Copies of unconfirmed minutes are to be distributed to all MSC members within 2 subsequent meetings of MSC.
- 4.5 Copies are to be kept in file by the Secretary, including an archive copy which shall not leave the MSA Office.

5. Reports

- 5.1 There shall be reports at each odd (numbered) meeting from:
 - 5.1.1 President;
 - 5.1.2 Secretary;
 - 5.1.3 Treasurer;
 - 5.1.4 Activities Chairperson.
- 5.2 There shall be reports at each even (numbered) meeting from:
 - 5.2.1 Education Public Affairs Officer;

- 5.2.2 Education Academic Affairs Officer;
 - 5.2.3 Women's Officer;
 - 5.2.4 Welfare Officer;
 - 5.2.5 Male Queer Officer;
 - 5.2.6 Female Queer Officer;
 - 5.2.7 Environment Officer.
- 5.3 There shall be monthly reports at the start of even (numbered) months from:
- 5.3.1 Lot's Wife Editors;
- 5.4 There shall be reports at the start of odd (numbered) months from:
- 5.4.1 The Divisions
- 5.5 There shall be a summary of all executive financial motions tabled at every meeting.
- 5.6 There shall be reports from one of the senior managers at each meeting, on a rotating basis according to a schedule to be determined by MSC.
- 5.7 There shall be reports submitted by all student representatives on University Council, Academic Board and Education Committee. Reports shall be presented at the MSC that takes place at least one week after the University committee meeting.
- 5.8 Office Bearers who have returned from conferences where they were participating in the conference within their role as an Office Bearer are required to submit a Conference Report to the next MSC.
- 5.8.1 Where the next MSC is within a week of their return from conference, Office Bearers are permitted to submit their Conference Report to the following meeting of MSC.
- 5.9 MSA departments may submit or may be required to submit reports to MSC, where this is appropriate.
- 5.10 The President of each Division may brief the Council on relevant matters in between reports if they so desire.
- 5.11 All reports must be submitted to the Secretary via email in .doc format or they will not be considered.

6. Manner and Right of Speech

- 6.1 Any member desiring to speak shall make known such an intention to the Chair;
- 6.2 The Chair may adopt a progressive speaking list or any other method of order to ensure the smooth running of the meeting.
- 6.3 Once called upon by the Chair, the member may speak.

- 6.4 If three male members have spoken in a row, then priority will be given to any woman who wishes to speak.
- 6.5 No member of MSC may speak or behave in an intimidating manner. This includes raising one's voice, interjecting while others are speaking, chanting, or generally speaking in a manner which makes other Council members uncomfortable.

7. Points of Order and clarification

- 7.1 Any member of the MSC may at any time draw the Chair's attention to a breach of procedure or an irregularity in the proceedings.
- 7.2 The member of the Council must state the breach or irregularity alleged and any ruling desired.
- 7.3 The member presiding must then rule on the point of order.
- 7.4 Anyone in attendance at the MSC may at any time request clarification of an issue raised in immediate debate.
- 7.5 The member presiding must then rule on the point of clarification, and if necessary, request another member of council to respond.

8. Forms of Debate

- 8.1 Motions may be moved and seconded by any members of the MSC. The member presiding may move motions without a seconder.
- 8.2 After discussion of a motion, if a procedural is passed that MSC move into formal debate, the order of debate shall be:
 - 8.2.1 mover
 - 8.2.2 seconder
 - 8.2.3 speaker against followed by a speaker for, repeated until the list for or against is exhausted
 - 8.2.4 right of reply
 - 8.2.5 No member, with the exception of the mover, may speak twice in formal debate.
- 8.3 The member presiding may choose to put a time limit on speakers. Speaking limits must be consistent for all members on the MSC.
- 8.4 Any MSC member may move for an extension of time for a speaker.
- 8.5 Any MSC member may move to extend the speaking list for a motion.

- 8.6 If the Chair wishes to take part in substantive debate, then they must vacate the Chair pursuant to the Constitution.
- 8.7 If the debate results in a call for a vote on the matter in hand, then the original Chair of the meeting must be reinstated.

9. Rescission of Resolutions

- 9.1 No motion for rescission of any resolution of the MSC shall be carried unless the members present vote affirmatively to rescind the resolution with the same type of majority (simple/absolute/two-thirds/three-quarters/other) needed to carry the original motion. Any rescission motion must be written into the agenda 24 hours in advance.
- 9.2 If a rescission motion is lost, it may be moved again at a later meeting.

10. Proxy

- 10.1 Subject to 10.1.1, 10.1.2 and 10.1.3; MSC members may proxy to any Monash Clayton student.
 - 10.1.1 The Women's Officer shall only proxy to women students.
 - 10.1.2 The Female Queer Officer shall only proxy to female self-identified non-heterosexual students.
 - 10.1.3 The Male Queer Officer shall only proxy to male self-identified non-heterosexual students.
- 10.2 The proxy can only be submitted to the Secretary in writing at least one hour prior to the meeting and must contain:
 - 10.2.1 who is giving the proxy;
 - 10.2.2 who is to be the proxy (in the case that more than one person is named as proxy, listed in order of preference);
 - 10.2.3 date effective until;
 - 10.2.4 the signature of the elected member.
- 10.3 A proxy has the same rights as an elected member, with the following exceptions:
 - 10.3.1 a proxy cannot vote to amend standing orders;
 - 10.3.2 a proxy cannot proxy.
- 10.4 No more than five (5) proxies may vote in any meeting.
 - 10.4.1 Proxies will be allowed in the order in which they are received.
- 10.5 No more than three (3) proxies can be counted towards quorum.

10.6 A proxy is suspended during the time that the original vote holder is present at the meeting, until the time when the original holder leaves the meeting

10.7 No member may proxy for three or more consecutive meetings without leave of the MSC.

10.8 Elected members may proxy no more than 7 times in any year.

10.9 No MSA staff member, with the exception of casual staff, may carry a vote on any MSA body.

10.10 No proxies will be accepted for sub-committees of MSC, including MSC Executive.

11. Observers

11.1 Observers who are students at Monash University (Clayton) have full speaking rights at all MSC meetings.

11.1.1 Observers who are part-time or full-time staff of the MSA may be subject to limited speaking rights at the discretion of the chair or the council.

11.2 Other observers may be granted speaking rights at the discretion of the chair or the council.

12. Standing Orders

12.1 Standing Orders can only be changed by an absolute majority of MSC members.

12.2 To suspend Standing Orders and relax the normal rules of debate, a motion must be carried by simple majority. No motions regarding amending or removing the Standing Orders may be carried while the Standing Orders are suspended in this way.

13. General Rules for Conduct of Business

13.1 In all cases not provided in these Standing Orders, the MSC shall refer to (in order or priority):

13.1.1 MSA Constitution/Statute;

13.1.2 prior resolutions of the MSC;

13.1.3 existing Policies and Guidelines;

13.1.4 rulings of the Chairperson, if any.

13.1.5 NUS regulations and guidelines.

- 13.2 No person may remain in attendance at a meeting of MSC without first signing the attendance form.
- 13.3 No person may hold more than one vote at any one time.