

Schedule 1: Union General Meeting

1. A Union General Meeting (UGM) shall be held at least once a term. The proposed dates shall be determined by the Sabbatical Officers and advertised at the start of the year, and no less than ten days before a meeting. Any change to the published proposed dates shall be advertised as widely as possible using electronic and printed media.
2. An Extraordinary UGM may be called at no less than three days' notice in term time by
 - (a) the Union's Sabbatical Officers; or
 - (b) the Union Executive Committee; or
 - (c) 75 ordinary members of the Union by a petition submitted to the Co-President Finance & Communications.

The agenda of an Extraordinary UGM shall include only those items which by their very nature cannot wait for the next scheduled UGM.

The Co-President Finance & Communications (or in his/her absence, one of the other two Sabbatical Officers) shall rule on whether or not the item requires consideration by an Extraordinary UGM.

3. The organisation of the UGM shall be the responsibility of the Finance & Communications Sabbatical Officer, or shall be arranged by the Union Executive Committee if the Finance & Communications Sabbatical Officer is the cause of the meeting. The UGM date and motion submission deadline shall be publicised as widely as possible using electronic and printed media.
4. The deadline for submission of motions shall be three working days before the meeting, at which point the agenda including motions in full shall be publicised as widely as possible by the meeting organiser using electronic and printed media. All motions must be proposed and seconded by ordinary members of the Union (which includes Sabbatical and part-time Union Officers).

The quorum for the UGM shall be 50 ordinary members except in the cases listed below where a quorum shall be 80 ordinary members:

- (a) motions of no confidence in a Union Officer;
- (b) motions to amend the Constitution and Schedules.

A quorum shall be assumed unless specifically asked to be taken by any one ordinary member, except in the two cases listed above where a quorum count shall be taken as a matter of course.

5. There shall be a Chair for the UGM who shall normally not be a member of the Union. It shall be the responsibility of the organiser to select and brief the Chair. The Finance & Communications Sabbatical Officer shall act as Deputy Chair or, if inappropriate, a member voted for by the UGM. The Chair shall not preside over an issue in which s/he has a vested interest, and should immediately state this if it is the case and pass the Chair to the Deputy.
6. The Chair shall be responsible for the smooth running of the meeting and shall enable all opinions to be aired. In the event of any situation arising not being covered by meeting regulations, the Chair shall rule on the procedure to be adopted in that meeting.

If necessary, steps shall accordingly shall be taken to amend this Schedule to cover such a situation in the future.

7. Any member of the Union has the right to attend and speak at a UGM. Any non-member who wishes to attend and/or speak must inform the organiser beforehand who will obtain ~~receive~~ the permission of the Chair. Any member wishing to speak must raise her/his hand. The Chair of the meeting shall decide the order of speaking.
8. There shall be minutes of the UGM. The minutes shall be taken by the Union Secretary or nominee. The Union Secretary shall produce the agenda and papers for the UGM and shall distribute them in advance. The papers shall include the minutes of the previous meeting, management or executive officers' reports and the text of submitted motions. The agenda of meetings shall normally be taken in the following order:
 - Welcome from the Chair
 - Checking the minutes of the previous meeting for accuracy
 - Matters arising from the minutes of the last meeting
 - Management reports
 - Questions about management reports
 - Reports from the Union Executive Committee
 - Questions to the Union Executive Committee
 - Debates on submitted motions
 - Debates on emergency motions
 - Any other business

Amendments to the running order may be requested by the UGM at any point and passed by a two thirds majority vote.

9. All debates on motions shall proceed as follows:
 - the proposer of the motion shall make a speech
 - any changes to the motion shall be raised (according to paragraph 10 below)
 - the Chair shall invite a speech against the debate
 - the Chair shall balance the number of speeches for and against the debate
 - the Chair shall invite any questions and statements relating to the debate and

consider any new proposed changes to the motion (according to paragraph 10 below)
 - the proposer of the motion shall have the right to sum up.

The vote shall be taken by a show of hands, with proof of ordinary membership. Proxy votes are not permitted. The Chair shall not normally be allowed to vote, unless s/he is a member of the Union and there is a tie, in which case s/he shall have a casting vote. In the case of a tie that cannot be resolved, the motion shall be carried forward to the next UGM.

10. Changes to the motion shall proceed as follows:

- any changes to the motion shall be raised after the proposer has spoken
- the Chair shall invite and take a speech against the changes
- the Chair shall balance the number of speeches for and against the changes
- the Chair shall leave time for questions and statements before the vote
- when all changes have been voted upon, the main motion shall be discussed and voted upon.

11. A majority of one is required to pass a motion with the following exceptions:
 - motions of no confidence require a two-thirds majority vote
 - motions to amend the Constitution require a two-thirds majority vote
 - motions to suspend any section of the Constitution require a seven-eighths majority vote.

12. Emergency motions may only be discussed at the discretion of the Chair, if they deal with issues which by their nature could not be passed on to the next UGM. The motion shall be submitted in writing to the Chair before the start of the meeting.

13. The following procedural motions may be moved during debate and shall only apply to the motion under debate at the time of the motion being moved:
 - (a) that the meeting has no confidence in the Chair;
 - (b) that the ruling of the Chair be overturned;
 - (c) that the Chair make a ruling on the procedure, quoracy or conduct of the meeting;
 - (d) that the motion be taken to a vote without further discussion;
 - (e) that the motion be dismissed;
 - (f) that the motion be referred to the next UGM;
 - (g) that the motion be taken in parts;
 - (h) a request for a Point of Order;
 - (i) a request for a Point of Information.

14. In the event of a procedural motion 13(a) or 13(b) being proposed, the occupant of the Chair shall leave the Chair which shall be taken by the Deputy Chair.

15. In the case of 13(a), there shall be one speech for the procedural motion and the challenged occupant shall have the right to reply immediately prior to the vote. In the case of 13(b), the challenged occupant may return to the Chair but must abide by the decision of the meeting upon the challenged ruling.

16. The quorum may be challenged under procedural motion 13(c), at which point the Chair shall make a ruling on whether or not the meeting has a quorum. If the meeting is found not to have a quorum, no motions may be passed and the meeting shall only continue at the discretion of the Chair.

17. If members are unable to see, hear or require clarification this may be raised under procedural motion 13(c), at which point the Chair shall make all appropriate possible steps to rectify this.

18. In the case of 13(d), being passed, no further discussion on this motion shall be permitted. If carried, the proposer of the motion shall immediately sum up and the motion shall then be put to the vote.

19. In the case of 13(g), being passed, a vote shall be taken on each individual

resolution of the motion.

20. In the case of 13(h), a Point of Order shall be raised by a speaker requesting "a point of order". It must be framed as a question to the Chair, must relate specifically to the conduct of the debate at that time, must never refer to the subject matter under debate and must contain no argument.
21. In the case of 13(i), a Point of Information may be requested through the Chair by a call of "information". Points of Information must be phrased as a short question to the meeting, and must be used solely to seek or offer strictly information. They must not refer to matters of opinion.
22. At all times procedural motions shall take precedence over all other business.