

Schedule 1: Union General Meeting

1. A Union General Meeting (UGM) shall be held at least once a term during teaching weeks. 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 working days¹ notice during term time by:
 - (a) at least one of the Union Sabbatical Officers; or
 - (b) the Union Executive Committee (via a vote); or
 - (c) 80 ordinary members of the Union by a petition submitted to the Co-President Democracy & Education and the S.U. Sustainability, Governance & Communications Coordinator.

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

The Co-President Democracy & Education (or in their absence, one of the other Sabbatical Officers) shall rule on whether or not the item requires consideration by an Extraordinary UGM.

3. The deadline for submission of motions shall be noon three working days before the meeting. The motion submission window shall be publicised as widely as possible, at least five working days before the deadline. The agenda, including motions in full, shall be publicised as widely as possible by 6PM three working days before 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), in line with the writing guidelines on the [‘how to write a motion’ page](#) on the Union website.
4. The organisation of the UGM shall be the responsibility of the Co-President Democracy & Education, or shall be arranged by the Union Executive Committee if the Co-President Democracy & Education 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, as per point 2.

There will be a designated secretary of the UGM, who shall be the Sustainability, Governance & Communications Coordinator or nominated member of staff designated as secretary. The secretary shall compile the agenda and papers for the UGM. The papers shall include the text of submitted motions. These shall be distributed in advance, as per point 3.

The secretary will take minutes of the UGM. The secretary shall remain neutral and not be allowed to vote. Minutes will be posted online within one week of the UGM and will be circulated to the student body, to be amended and ratified at the next UGM.

5. There shall be a Chair for the UGM who shall be external to the Union. It shall be the responsibility of the organiser to select and brief the Chair. The Co-President Democracy & Education shall act as Deputy Chair or, if inappropriate, a fellow

¹ Working day = 10AM-6PM, Monday-Friday

sabbatical officer, executive committee member, or ordinary member of the Union. The Chair shall not preside over an issue in which they have a vested interest, and should immediately state if it is the case and pass the Chair role to the Deputy. The Deputy Chair shall not preside over an issue in which they have a vested interest, and should immediately state if it is the case and pass the Deputy Chair role to a nominated member of the Union, usually a fellow Sabbatical Officer or member of the Union.

6. The Chair and Deputy Chair shall be responsible for the smooth and respectful 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 be taken accordingly to amend this Schedule to cover such a situation in the future.
7. 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.

8. 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 the permission of the Chair. Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking.
9. The agenda of meetings should consist of the following:
 - Welcome from the Chair
 - Ratifying the minutes of the previous meeting for accuracy
 - 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 at the discretion of the Chair.

9. All debates on motions shall proceed as follows:
 - the motion proposer makes a speech
 - any amendments 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 amendments 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 be allowed to vote. The Deputy Chair shall not vote unless in the case of a tie, in which they will cast the deciding vote. In the case of a tie that cannot be resolved, the motion shall be carried forward to the next UGM.

10. Amendments to the motion shall proceed as follows:

- any amendments to the motion shall be raised after the proposer has spoken
- the Chair shall invite and take a speech against the amendments
- the Chair shall balance the number of speeches for and against the amendments
- the Chair shall leave time for questions and statements before the vote
- Voting will take place according to guidance above
- 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, and ideally also as a digital copy to allow it to be viewed by every member.

13. Procedural points relate to the conduct of the meeting and can be employed by any member in attendance. The following procedural points may be used during debate and shall only apply to the motion under debate at the time.

Procedural points:

- (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 point 13(a) or 13(b) being proposed, the Chair will be

replaced by the Deputy Chair.

15. In the case of 13(a), there shall be one speech for the procedural point 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 point 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 point 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 points shall take precedence over all other business.