



Standing Order I: Open Meetings

*Adopted by an Open Meeting on Saturday 18th February 2012
Up-to-date as of Saturday 9th May 2015*

a) Powers

1. Open Meetings shall have the power to create and amend Standing Orders and Policy, and to amend the Constitution subject to the approval of the College Council.

b) Scheduling and Accessibility

1. The Exec shall call at least two Open Meetings in each of the Michaelmas and Lent terms, and at least one in the Easter Term. The Exec may also call as many additional Open Meetings as required.
2. The Exec shall give at least one week's notice of the date and time of any Open Meeting to all Members.
3. The Exec shall give at least two days' notice of the venue and Agenda of an Open Meeting to all Members.
4. All Open Meetings shall be held in College during Full Term, in a room accessible to all Members.

c) Extraordinary Open Meetings

1. Extraordinary Open Meetings shall be called by the Exec upon receipt of a written request specifying the business to be discussed and signed by 15 Members, or whenever there is an urgent matter which could not reasonably wait until the next ordinary Open Meeting.
2. An Extraordinary Open Meeting shall be held at the earliest possible opportunity, but at least 24 hours' notice of the date, time, venue and Agenda must be given to all Members.

3. All Motions considered at an Extraordinary Open meeting shall be treated as Emergency Motions.

d) Format and Workings

1. Open Meetings shall make all decisions (including matters of Policy, all ratifications, amendments to governing documents, etc.) by considering and voting on Motions proposed by the Membership.
2. Open Meetings shall (by default) be chaired by the Chair. However, the Chair may cede or be forced to cede to another willing Member. In this case, all duties and powers allocated to the Chair in this Standing Order pass to the Member who is chairing until the end of the Meeting.
3. A member of the Exec shall take minutes of all Open Meetings (including the votes for and against, and the abstentions over, each Motion) and circulate them to all Members within one week of any Open Meeting.
4. The order of business at an Open Meetings shall include the following items as applicable to the meeting:
 - a. Reports and Announcements from the Exec;
 - b. Questions to the Exec from the floor;
 - c. Emergency Motions;
 - d. Ordinary Motions;
 - e. Any other business.

e) Submission and Proposal of Motions

1. All Motions for consideration must be proposed and seconded. Any Member may propose or second a Motion, but may not chair the debate on a Motion they have proposed or seconded.
2. Proposed Motions should ordinarily be submitted to the Coordinator at least three days before the relevant meeting. The Coordinator must include all Motions submitted before this time in the Agenda. Motions submitted after this time may also be included, but are not obliged to be. The Coordinator shall circulate the Agenda at least two days before the relevant meeting, and all Motions included in the Agenda shall be considered as Ordinary Motions.

3. The Chair may allow Motions not on the Agenda to be discussed as Emergency Motions. Such Motions may be submitted before the Open Meeting, but need not be. The Chair may refuse to accept an Emergency Motion if the substance of the motion has not arisen after the deadline for the submission of Ordinary Motions, or if the matter could reasonably wait until the next meeting. Emergency Motions may not call for the removal of an Officer or a change to the Constitution or Standing Orders.
4. Motions which resolve to amend the Constitution cannot be considered unless the proposed amendment has been circulated to all Members at least a week in advance.
5. The Chair may rule any Motion to be out of order and refuse to consider it if they deem it to be contrary to the Objects of KCSU, or if they deem that it would result in KCSU taking illegal action. The Chair must announce this ruling to the Open Meeting. Only a simple majority of all Trustees may overrule the Chair's judgement on this matter.
6. Motions must be submitted in the format of KCSU Notes, KCSU Believes and KCSU Resolves sections, followed by the names of the proposer and seconder.

f) Amendments to Motions

1. Amendments to Motions may be proposed at any time while the Motion is being considered, and by anyone present permitted to vote.
2. Should the proposer of the Motion accept an amendment as "friendly", no vote need be taken and the amendment is adopted.
3. Should an amendment not be accepted by the proposer of the Motion, it shall require a simple majority to be adopted. Should the amendment be adopted in this way, the proposer of the amendment shall become the proposer of the amended Motion (e.g. for the purposes of judging whether additional amendments are friendly).
4. Any items presented as part of a Motion (e.g. draft Budgets, changes to Standing Orders, etc.) shall be considered part of the Motion and therefore may also be amended as above.

g) Procedural Motions

1. The following Procedural Motions may be proposed by any Member at any point during an Open Meeting:

- a. That an indicative (non-binding) vote be taken to gauge opinion on any issue whatsoever;
 - b. That the motion being considered be adjourned to the next meeting;
 - c. That the motion being considered be voted on in parts;
 - d. That the motion being considered be withdrawn;
 - e. That the meeting move immediately to a vote on the Motion being considered;
 - f. That a time limit (known as a “guillotine”) may be put on any Agenda item or that a pre-existing guillotine be altered;
 - g. That the Chair cede to a nominated Member;
 - h. That (a) specified section(s) of the Standing Orders be temporarily suspended.
2. Procedural motions g. and h require a two-thirds majority of Members present to pass.
 3. The Chair may choose to unilaterally accept Procedural Motions a. or g..

h) Speaking and Voting Rights

1. All Members may speak and vote at Open Meetings, save that the Chair may not take part in the debate nor vote except in the event of a tie. KCGS Members may speak, and may vote if a simple majority of KCSU Members present so decide. Those who are not members of either union may speak, but not vote, if a simple majority of KCSU Members so decide.
2. For the purposes of matters relating to the Societies Funding Committee, KCGS Members shall be counted as if they were KCSU Members and shall therefore have the accompanying voting rights.

i) Quorum and Voting Thresholds

1. The Quorum for the voting on Motions shall be 15 Members, unless:
 - a. The Motion resolves to amend the Constitution or Standing Orders, in which case the Quorum shall be 20 Members;
 - b. The Motion resolves to approve a draft KCSU or Societies Funding Committee Budget (see Standing Order V), in which case the Quorum shall also be 20 Members.

2. KCGS Members shall count towards the Quorum for the purposes of matters relating to the Societies Funding Committee, but not in other cases when voting rights are granted to them by a Procedural Motion.
3. Should a Motion be inquorate, then no vote shall take place and the matter shall instead be added to the Agenda of the next Open Meeting.
4. Motions ordinarily require a simple majority of Members present to be passed, save that Motions resolving to change the Constitution or Standing Orders, and Motions calling for the removal of an Officer of the Exec, and certain Procedural Motions require a two-thirds majority of Members present.
5. In the event of a tie, the Chair shall have the casting vote, save in the case of Motions directly affecting them (such as motions of censure, or a Procedural Motion that the Chair cede), in which case the President shall have the casting vote.