

Guild Council & Meeting Procedures

1. The purpose of Guild Council is to:
 - 1.1. scrutinise the activity of the Guild and the performance of the Guild's major office holders on behalf of the Students.
 - 1.2. make, repeal and amend the Byelaws jointly with the Trustees in accordance with Article 50.
 - 1.3. appoint associate members in accordance with Article 15 and the Byelaw 1 – Membership.
 - 1.4. create and approve policy or pass policy to be referenda.
 - 1.5. allocate such funds as the Guild makes available to its student-led functions.
 - 1.6. perform any other duties as set out in the Byelaws.
2. Guild Council is the collective term for all Specialist Councils and Executive Committees, and acts as the highest members' representative body of the Guild below Board of Trustees.

Membership

3. The membership of Guild Council shall be:
 - 3.1. Officer Trustees
 - 3.2. Full-Time Officers
 - 3.3. Part-Time Officers
 - 3.3.1. College Officers and Societies Officers to be Discretionary Members who do not change quoracy.
4. Guild Council Chair shall be the Chair of the meeting.
5. Any Full Member may attend the meeting and may speak with the Chair's approval.
6. Guild Council may meet several times per year, depending on the work of its Specialist Councils and Executive Committees.
 - 6.1. Guild Council must meet at least once each year to ratify delegated authority (see 11 below)
 - 6.2. Guild Council may be called by a petition of 5% of Members.
7. The quorum of Guild Council is 50% plus one of Members.
8. No Member may hold more than one vote on the Guild Council at any one time.

Delegated Authority

9. Guild Council may delegate authority to Specialist Councils and Executive Committees in order to allow a specific area of the Guild to be examined in more detail.
10. Delegated authority lapses on the first day of the new Academic year
11. Delegated authority is automatically given to a Specialist Council or Executive Committee created by Guild Council.

- 11.1. Creation or Closure of a Specialist Council or Executive Committee requires a qualified majority (2/3) vote of Guild Council to pass.
12. Guild Council must ratify decisions made by Specialist Councils and Executive Committee's where that decision has a wider remit than the originating body.
 - 12.1. This includes policy or decisions that create a stance for the Guild.

Specialist Councils

13. The purpose of each Specialist Council should be defined by Guild Council and enshrined in the Terms of Reference created for that Specialist Council,
14. Each Specialist Council should have a Terms of Reference, annually agreed by Guild Council, outlining the purpose, remit, membership and administration of the meeting.
15. Should a Specialist Council cease to fulfil its business due to a lack of membership or quoracy, Guild Council will reassume responsibility for its portfolio of work.

Executive Committees

16. Executive Committees are meetings chaired by an Officer Trustee or a Full or Part-Time Officer and focus on a specific area of the Guild or University.
17. Each Executive Committee should have a Terms of Reference, agreed annually by Guild Council, outlining the purpose, remit, membership and administration of the meeting.
18. Should an Executive Committee cease to exist due to a lack of membership or quoracy, Guild Council will reassume responsibility for its portfolio of work.

Meeting Procedures

19. These procedures relate to any meeting held by Guild Council, Specialist Councils or Executive Committees.
20. These procedures do not replace or affect the Terms of Reference of the meeting where applicable.
 - 20.1. Where a meeting does not have terms of reference, these procedures should be adopted with regard the delivery of the meeting.
21. A meeting may only have Full Members of the Guild as voting members of the Meeting; however, all members may attend a public meeting of the Guild.
 - 21.1. The Chair of that meeting will confirm the speaking rights of members at their discretion, unless outlined in Terms of Reference for that meeting.
22. The procedures should also act as a guideline for any meeting of elected officers, Annual General Meeting or other membership related meeting.

Chairing of Meetings

23. Each Meeting will be chaired by the elected officer in which the meeting falls within their remit, unless otherwise specified by that meeting's Terms of Reference.

24. Where there is no officer with the responsibility within their remit, it should fall to the most relevant elected officer with agreement from the meeting.
25. Before the meeting the Chair should:
 - 25.1. Ensure that contributors whose business was not included in the agenda are given a full reason in writing as to why it has not been included.
26. During the meeting the Chair should:
 - 26.1. Confirm the quoracy requirements of the meeting.
 - 26.2. Be impartial and shall not participate in debate.
 - 26.3. Ensure the meeting adheres to the time allowed.
 - 26.4. Ensure the meeting is orderly.
 - 26.5. Ensure that equal opportunities policy and procedures are followed in all aspects of the servicing of the meeting.
 - 26.6. Ensure that standing orders and the order of debate are followed.
 - 26.7. Have the power to suspend a meeting for 5 minutes if its conduct becomes disorderly.
 - 26.8. Shall ensure an equitable time allocation is given for arguments for and against a motion.
 - 26.9. Shall ensure only one speaker is speaking at a time.
 - 26.10. Shall encourage those who have not contributed to a meeting to participate, while maintaining impartiality in encouraging contributions from all sides.
 - 26.11. Shall not permit more than one motion amendment or procedural motion to be placed before the meeting concurrently with the following exceptions:
 - 26.11.1. Second- and further-degree amendments may be moved on amendments under discussion. The proposer of the original amendment on which the further amendment rest may accept the amendment without debate should they so wish.
 - 26.11.2. A procedural motion for a secret ballot may be called on any amendment or procedural motion.
 - 26.12. Shall move procedural motions along when there is no dissent.
 - 26.13. Shall have the power in consultation with the meeting to introduce a time-limit on matters under discussion.
 - 26.14. Shall have the power to move the meeting to a vote.

Order of Debate

27. The Chair shall ensure that the debate is fair.

Procedural Motions

28. A procedural motion may be moved between speeches by one member.

29. Procedural motions shall have priority over all other business. No new procedural motion may be moved while a procedural motion is being considered, with the exception of a procedural motion for a secret ballot on the procedural motion under discussion.
30. Procedural motions may be accompanied by a speech of not more than one minute, for and against the procedural motion followed by a vote.
 - 30.1. A vote on a procedural motion may be conducted by secret ballot at the discretion of the Chair, providing it can operationally be supported within the meeting.
31. The following procedural motions shall require a simple majority to be affected:
 - 31.1. That the meeting moves immediately to the summation and the vote on the main motion or amendment.
 - 31.2. That specified points of an item or motion be debated and/or voted on in parts.
 - 31.3. That specified points of a report be rejected and/or referred back to be rewritten and resubmitted to the next meeting.
 - 31.4. That the vote be done via a secret ballot.
 - 31.5. That a meeting moves into closed (not in camera) session, an instruction for non-committee members to leave the meeting.
 - 31.6. That a decision made by the Chair be overturned.

Voting

32. Voting shall normally be by the show of hands, counted by the Chair of the meeting with support from Guild Staff present at the meeting.
33. A secret ballot may be arranged by the Chair prior to the meeting starting or by a procedural motion during the meeting (see 31.4)
34. The Chair shall only vote when casting the deciding vote of a tied vote.
35. All communications, meetings, and votes of any meeting or group may be facilitated and hosted using digital means and considered fully valid, as if they happened physically, and the byelaws and other regulations may be interpreted accordingly.