



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

Student Association Regulations 02 - Standing Orders and Circular Motions

Part 1 The Regulation

1. Scope

- 1) This Regulation governs the proper procedure for conducting the business of the Student Association Committee in Committee Meetings in Part 2 of this Regulation and motions outside Committee Meetings in Part 3 of this Regulations.
- 2) If subsidiary bodies of the Student Association do not pass their own standing orders then their meetings will also operate under the standing orders in Part 2 of this regulation.

2. Operating Provisions

- 1) This regulation is created under the power conferred upon the Student Association Committee provided by section 5(1)(s) of the Student Association Constitution as promulgated at each Student Association Annual General Meeting.
- 2) This regulation operates subject to any provisions of the Student Association Constitution.
- 3) Should a conflict arise between the content of the Student Association of the University of Notre Dame Australia (Sydney Campus) Constitution and this regulation, the SAUNDA Constitution will prevail.

3. Definitions

In this Regulation:

- 1) “Circular motions” has the meaning given in section 19(1)
- 2) “Substantive motion” has the meaning given in section 12(1)
- 3) “Procedural motion” has the meaning given in section 13(1)
- 4) “SAUNDA” refers to the Student Association of the University of Notre Dame Australia (Sydney Campus)



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

Part 2 Committee Meetings

4. Quorum

- 1) Quorum is reached when more than half of the Committee is present in person, including the President or Vice President.
- 2) The meetings must only be opened when quorum is reached.
- 3) If quorum lapses the meeting must be adjourned until it has been regained.
- 4) The meeting lapses if quorum is not reached within one hour of the start time of the meeting.

5. Attendance

- 1) All Committee members are required to attend all meetings.
- 2) The Secretary will keep a cumulative attendance register.
- 3) All members of the Student Association are entitled to attend Committee meetings and should be recorded as observers.

6. Presiding Officer

- 1) The President shall be the Presiding officer at all meetings of the Student Association Committee.
- 2) In the event of President's absence, the Vice President must preside at the Committee meeting.
- 3) The Presiding Officer:
 - a) Is responsible for the observance of these Standing Orders and for conducting debate;
 - b) Has precedence to speak over other speakers when giving directions or rulings;
 - c) Is responsible for maintaining order, and may eject persons making unreasonable disturbance;
 - d) May adopt a speaking list or any other method of order to ensure the smooth running of the meeting;
 - e) May impose a maximum time limit on the debate;



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- f) May eject a member whose conduct is contrary to the standards imposed in section 7 of the Standing Orders.
- g) Shall interpret these Standing Orders when required to do so, subject to the meeting substituting a different interpretation by way of dissent.

7. Conduct

- 1) All members must act respectfully and professionally in all meetings.
- 2) No student or group of students shall be discriminated against on the basis of race, gender identity, religion, political ideologies, physical or mental disability or age in any discussion, debate, or decision.
- 3) Members can be ejected from the meeting if they are acting contrary to s7(1) and s7(2).
- 4) A motion to eject a member can be put by any member of the Committee and must be succeed by majority after opportunity for a debate.

8. Notice of Meetings

- 1) Committee meetings must be held at least once per calendar month.
- 2) The President, Secretary, or at least half of the Committee may convene a meeting at any time.
- 3) Notice of meeting must be given to Committee members at least 36 hours prior to the meeting either:
 - a) In writing;
 - b) By telephone
 - c) Via Electronic messaging; or
 - d) In person

9. Agenda

- 1) The Secretary shall, in collaboration with the Executive Committee, prepare and distribute the agenda to all members of the Student Association Committee at least 12 hours prior to the meeting in either by:
 - a) In writing;
 - b) Telephone;



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- c) Via electronic messaging; or
- d) In person
- 2) Ordinary members of the Student Association may present issues to the Committee by sending them to the Secretary with 24 hour notice.
- 3) Motions may be brought forward, or the agenda rearranged, at the will of the Committee.
- 4) If the meeting is adjourned at any point, outstanding matters on the agenda will be added to the agenda of the next meeting.
- 5) All matters that have been sent with the agenda must be dealt with before moving to general business unless a majority of the Committee votes to hold the matter until the next meeting.

10. Reports

- 1) The agenda should include reports from all Executive members and Directors.
- 2) If no reports can be submitted, 24 hour notice must be given of that fact to the Secretary.
- 3) Reports must be submitted 24 hours prior to the meeting being held.
- 4) Reports should be presented by the relevant Committee member. When the relevant member is not present:
 - a) The report can be delivered by the presiding officer;
 - b) The presiding officer can move to accept the report without debate; or
 - c) The presiding officer can move to hold the report for the next meeting.
- 5) External bodies, the University and ordinary bodies may all submit reports for the consideration of the Committee.
- 6) Reports from external bodies, the University or ordinary members should be presented by the proposer where possible. When the proposer is not present:
 - a) The report can be delivered by the presiding officer;
 - b) The presiding officer can move to accept the report without debate; or
 - c) The presiding officer can move to hold the report for the next meeting.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

11. Debates

- 1) All motions must be proposed and seconded in order for debate to occur.
- 2) There must be the opportunity for debate on all motion except those that have been deleted in accordance with s9(6) or s9(13).
- 3) Each Committee member has full speaking rights and holds a deliberative vote.
- 4) Ordinary members of the Student Association have speaking rights but do not hold voting rights.
- 5) The presiding officer may impose a time limit on debate in the form of a restriction on the number of minutes or the number of speakers taken to debate a motion.
- 6) The presiding officer may delete any motion that is:
 - a) Contrary to the Objects of the Student Association;
 - b) Discriminatory to any student or groups of students;
 - c) Disrespectfully worded; or
 - d) Contrary to the Constitution or standing orders.
- 7) The mover may ask that the standing order be suspended in order for the debate on the deleted motion to occur.
- 8) The suspension of standing orders requires a proposer, seconder, and majority of the Committee.
- 9) Proposers may have a right of reply.
- 10) Speakers may only speak when called by the presiding officer.
- 11) Speakers must be heard in silence.
- 12) Members may move amendments to motions being debated.
- 13) The presiding officer can deny any amendment that is:
 - a) Contrary to the object of the Student Association;
 - b) Discriminatory to any student or group of students;
 - c) Disrespectfully worded; or
 - d) Contrary to the Constitution or standing orders.
- 14) Amendments to motions can be accepted either by the agreement of both the proposer and seconder or by majority of the Committee.
- 15) All voting will be done by a show of hands or by the Presiding Officer's own discretion, the Presiding Officer may order and administer a secret ballot.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- 16) All motions are passed by a majority of the Committee unless specified otherwise in the Constitution, standing orders, regulation or rule of the Student Association.
- 17) If the result of a vote is a tie, the presiding officer has a casting vote in addition to his or her deliberative vote.

12. Substantive Motions

- 1) Substantive motions are motions for a proposed outcome, action or event submitted for the approval of the Student Association Committee.
- 2) Every substantive motion must have a mover and a seconder before discussion will commence.
- 3) A motion for a particular action should be clearly expressed and state the action intended to follow from it. The Presiding Officer should require a motion which is unclear or has no stated effect to be re-expressed by the mover.
- 4) When a time limit is set by the Presiding officer for a substantive motion and that has expired, the Presiding Officer will put the motion to the Committee for a vote, unless a motion for the extension of the debate is immediately moved and carried.
- 5) At the time in which a motion or amendment is put, or where any member requests it during discussion, the Presiding Officer will read the text of the motion or amendment under discussion.

Reintroduction of Motion

- 6) If a motion or amendment has been defeated, the same or a substantially similar motion cannot be reintroduced at the same meeting of the Committee, unless the moving of the motion is accepted by the same or greater number of votes that defeated the original motion.

Recission of Motion

- 7) If a motion or amendment is proposed to rescind a motion passed at the same meeting of the Committee, it must be passed with the same or greater number of votes that passed the original motion.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

13. Procedural Motions

- 1) Procedural motions are motions to alter the manner, order, form or duration of proceedings.
- 2) A procedural motion is introduced by a member interrupting the speaker or presiding officer. Procedural motions are to be addressed to the presiding officer.
- 3) The Presiding Officer shall put procedural motions without debate.

Procedural Motion relating to the Present Speaker

Speaker to be No Longer Heard

- 4) A member may move that the present speaker cease speaking. The Presiding Officer has a direction to reject this motion if it is imposed before the speaker has had a reasonable opportunity to express their views, or has spoken only briefly.

Personal Explanations

- 5) A member whose character or actions have been referred to by the present speaker may immediately make a personal explanation or rebuttal of the matters referred to, or may exercise such a right when the speaker finishes speaking.

Motions relation to the Present Motion or the Agenda

Adjournment of Present Motion

- 6) A Committee member may move that the present motion be adjourned. If a motion is adjourned and is not returned to in the present meeting, it shall be adjourned to the next meeting.

Call for Motion to be Put

- 7) A Committee member may move that the motion or amendment under discussion be decided at once by moving that 'the question be put'. If the meeting agrees, the mover may exercise their right of reply and the Presiding Officer shall put the motion or amendment to the vote.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

Call for Last Speakers

- 8) A Committee member may move that the Presiding Officer call for the last speakers on a motion or amendment. The Presiding Officer will note all members who wish to speak on the topic, and they will be heard in accordance with these standing orders, after which the motion must be voted on.

Extension of Debate

- 9) A Committee member may move that the time allowed for the present motion may be extended.

Motions relation to the Chair or Meeting

Extension of Meeting

- 10) A Committee member may move that the time allowed for the meeting be extended, either before or after the completion of the allowed time. An extension shall be for up to 30 minutes. Successive extensions are permitted upon the completion of each extension.

Point of Order

- 11) A point of order consist of drawing the attention of the Presiding Officer to a suggested breach of the Standing Orders. The Presiding officer shall consider whether the breach of the order occurred and proceed accordingly.

Suspension of Standing Orders

- 12) A Committee member may move that certain Standing Orders be suspended, or that so much of the Standing orders be suspended as would prevent a particular course of action by the meeting.

Dissent

- 13) A Committee member may move dissent in a ruling by the Presiding Officer. If such a motion is carried, the Presiding Officer shall substitute an alternative ruling.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

14. Conflicts of Material Personal Interest

- 1) Club Executives, or prospective club Executives, may not vote on any motion concerning their club or prospective club.
- 2) Any Committee member with a material personal interest in the debate and decision of a contract must disclose that to the Committee, not be involved in the deliberations for the duration of the debate and must abstain from the vote.
- 3) A material personal interest can be either financial or non-financial.
- 4) Any conflict under section 14(1) or 14(2) must be recorded in the minutes by the Secretary.

15. Minutes

- 1) The Secretary must record accurate minutes of each meeting.
- 2) The minutes must record the start and end times of the meeting.
- 3) The minutes must record Committee members as one of the following:
 - a) Attending
 - b) Apology
 - c) Absent
- 4) If at any point a Committee member leaves the meeting, the time they leave and return should be recorded in the minutes.
- 5) All voting results shall be recorded in the minutes, and any member may have recorded in the minutes their vote for or against a motion, or abstention. A simple majority of the Committee can request that the count of the result be recorded in the minutes.

16. Adjournment and Closure

- 1) A Student Association Committee Meeting may be adjourned or closed either:
 - a) Upon the completion of the time allowed for the meeting, which then the meeting is adjourned and any unfinished business on the agenda is adjourned to the next meeting; or



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- b) Upon the completion of the business set down in the agenda, and if there is no other business, the Presiding Officer shall close the meeting.

Part 3 Circular Motions

17. Business that may be conducted by circular motion

- 1) Subject to section 17(2), all business of the Student Association Committee may be conducted by circular motion.
- 2) A circular motion cannot be moved which would have the effect of:
 - a) Altering the Student Association Constitution;
 - b) Removing a Committee member of the Student Association;
 - c) Removing a member from the Student Association;
 - d) Promulgating a new regulation (for the avoidance of doubt, existing regulations may be altered by circular motion);
 - e) Dissolving the Student Association.

18. Circular motions to comply with procedure in this Part of the Regulations

Any circular motion purported to be carried is invalid if the relevant procedures, as described in section 19, respectively, of this regulation are not complied with.

19. Circular Motions

- 1) A Committee member may move a motion outside of a Committee meeting through circular motion according to the procedures prescribed within this section and Part 3 of these regulations.
- 2) Circular motions are to be submitted by notice to the Secretary. The notice must clearly state:
 - a) The member moving the motion;
 - b) The text of the motion to be circulated; and
 - c) Any relevant documents or information that will assist the Committee to make a determination.



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- 3) Upon receipt of the circular motion, the Secretary must circulate, as soon as practicable, the notice of the circular motion, including any accompanying documents, to all Committee Members.
- 4) Committee members shall cast their vote for, against or abstaining from voting on the circular motion by notice to the Secretary.
- 5) The circular motion will be carried if:
 - a) A simple majority to the votes cast are in favour of the circular motion; or
 - b) The minimum number of Committee member votes in favour of the circular motion required under any provision in the Student Association Constitution, rules or Regulation
- 6) The mover of a circular motion may amend their motion by notice to the Secretary at any time. The Secretary will then circulate the amendment as soon as reasonably practicable.
- 7) No votes cast prior to an amendment of a circular motion will be considered for the purposes of section 19(5). Members may cast a fresh vote on the amended circular motion.
- 8) If a committee member does not cast a vote in the circular motion, they shall be taken to have abstained from voting.
- 9) A member may change their vote within the relevant voting period by notice to the Secretary.
- 10) For the purpose of this section 19, the relevant voting period is a period of time as determined by the Secretary.
- 11) Motions which do not reach the relevant condition in section 19(5)
- 12) All lapsed motions shall be referred for consideration at the next Committee meeting

20. Procedural motions pertaining to circular motions

- 1) Committee members may move a procedural motion by notice to the Secretary with respect to a circular motion currently under consideration by the Student Association Committee:
 - a) Extend the voting period after the expiration of the original voting period for the motion; or



NOTRE DAME SYDNEY
STUDENT ASSOCIATION

- b) Suspend voting on the circular motion and table it for consideration at the next Committee meeting.
- 2) Upon receive it, the Secretary decide a relevant voting period for the procedural motion, which may not be altered or suspended, and circulate it, as soon as practicable, to the Committee.
- 3) The procedural motion will be carried if a majority of Committee member vote in favour of the motion.
- 4) A procedural motion may only be considered once for each circular motion.

21. Announcement of results of Circular Motions

- 1) The Secretary shall give notice of the results of all motions under section 19 and 20 of this Regulation.
- 2) The results shall include details of the number of members who voted in favour, against or abstained from voting on the motion.
- 3) The Secretary shall give notice of all motions that have lapsed.
- 4) The President must report at each Committee meeting the circular motions that have been moved since the last Committee meeting, and whether those circular motions have been carried, not carried or lapsed.

Part 4 Amendments to the Regulations

22. Amendments

- 1) Any amendment to these Regulations must be passed by a majority of the Committee.
- 2) Motions to amend these regulations must be circulated with the agenda before being present at the Committee meeting.