

Meetings Regulations

Citation

1. This Regulation may be cited as the Meetings Regulations.

Interpretation

2. In this Regulation, unless it is otherwise provided or the context otherwise requires, all words shall have the meanings given in the Constitution of the Nanyang Technological University Students' Union.

Amendment

3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
 - (1) Not less than half of the total number of Voting Council Representatives present during a Council Meeting, or
 - (2) Not less than half of the total numbers of Union Members present during a General Meeting of the Union.
4. For the purposes of section 3, amendment of provisions includes addition, amendment or repealing of provisions.

Legislative History

5. This legislation was first enacted on 31 August 2014.

Standing Orders of Meetings

6. Standing Orders of Meetings, as listed in the First Schedule, shall govern procedures at all General, Council and Executive Committee Meetings of the Nanyang Technological University Students' Union, and shall also govern procedures at meetings of Standing Committees of the Union.

Part I – General Meetings of the Union

General Meetings of the Union

7. The General Meetings of the Union shall be one of the following types:
 - (1) The Annual General Meeting
 - (2) Extraordinary General Meeting
 - (3) Emergency General Meeting
8. General Meetings of the Union shall be convened by the General Secretary.

Annual General Meetings of the Union

9. The Annual General Meeting shall be held by the end of the sixth week after the commencement of the first term of the academic year.
10. The Agenda for the Annual General Meeting shall consist of the following:
 - (1) The Presidential Address
 - (2) The Annual Report
 - (3) The audited statement of Income and Expenditure for the previous financial year.
 - (4) The proposed budget for the ensuing year.
 - (5) Any other matter of which notice in writing has been given to the Honorary General Secretary at least ninety-six hours before the meeting.
11. Notices of the Annual General Meeting shall be disseminated through Union communication channels together with a provisional agenda, not less than seven days before the date of the meeting.
 - (1) Any business for inclusion in the final agenda shall be handed in, in writing by any two (2) Union Members, to the General Secretary, not less than ninety-six hours before the time of the General Meeting.

Extraordinary General Meetings of the Union

12. Extraordinary General Meeting of the Union shall be conveyed by the Honorary General Secretary either –
 - (1) on the instructions of the Council;
 - (2) on the instructions of the Executive Committee;
 - (3) on the written application to the Honorary General Secretary by at least five percent of Union members stating the object for which the meeting is desired. Such meetings shall be held within seven days of the receipt of the application.
 - (4) on the instruction of the President of the Union.
13. Notices of the Extraordinary General Meeting shall be disseminated through Union communication channels together with a proposed agenda, not less than three days before the date of the Extraordinary General Meeting. Only the matter for which such an Extraordinary General Meeting is called shall be on the agenda.

Emergency General Meetings of the Union

14. Emergency General Meeting of the Union shall be conveyed by the Honorary General Secretary either –
 - (1) on the instructions of the Council;
 - (2) on the instructions of the Executive Committee;
 - (3) on the instruction of the President of the Union.
15. Notices of the Emergency General Meeting shall be disseminated through Union communication channels, not less than ten hours before the date of the Extraordinary General Meeting. Only the matter for which such an Emergency General Meeting is called shall be on the agenda.

Quorum for General Meetings of the Union

16. The quorum for General Meetings of the Union shall be as follows:
- (1) At the commencement of Annual or Extraordinary General Meeting, five percent of the Union members or two hundred members, whichever is lesser, shall be present before it can proceed.
 - (a) If within twenty minutes after the time fixed for an Annual or Extraordinary General Meeting, the members present are not sufficient to form a quorum, the meeting shall be postponed. Another meeting shall be called within one week but not earlier than 72 hours of the postponement. The Honorary General Secretary shall give seventy two hours' notice of the subsequent meeting. At such postponed meeting, the business fixed for the previous meeting shall be considered irrespective of the number of members present.
 - (b) During the period of postponement, no alteration to the agenda shall be made.
 - (2) At the commencement of Emergency General Meeting, ten percent of the Union members or four hundred members, whichever is lesser, shall be present before it can proceed. In the event of the required number not being present, the meeting shall be cancelled.

Voting at General Meetings of the Union

17. Voting at all General Meetings shall normally be by ballot. Voting other than by ballot may be taken for any item provided that the unanimous consent of the members present is to be obtained.
- (1) No member shall vote by proxy.
 - (2) Motions at General meetings of the Union shall be declared carried if it is supported by the votes of by not less than half (1/2) of all voting members.

Other General Meeting of the Union matters

18. The Chairman of the Council shall take the Chair at all General Meetings of the Union. In his absence, one of the Council Representatives present, other than an Executive Committee Representative, shall be elected to the Chair.
19. No Extraordinary or Emergency General Meeting shall be convened during the University's vacation.
20. A vote of censure or no-confidence on the Council, or on any Council Representative or Executive Committee Representative may be taken only at an Annual General Meeting, Extraordinary General Meeting or Emergency General Meeting, provided it has been included in the agenda for that meeting.

Part II – Council Meetings

Council Meetings

21. Council Meetings shall either be Ordinary or Extraordinary.
 - (1) An Ordinary Council Meeting shall be held at least once a term. Notice of the meeting and the agenda shall be given to the members of the Council at least seven days before the meeting.
 - (2) Any amendment to the agenda of the Ordinary Council Meeting must reach the Honorary General Secretary of the Union at least three days before the meeting.
 - (3) Extraordinary Council Meeting shall be held only when urgent matters arise or when a written request for such meeting by at least one quarter of the Council members is received by the Honorary General Secretary who shall convene the meeting within five days of the receipt of the written request.
 - (4) Extraordinary Council Meeting shall be held only when urgent matters arise or when a written request for such meeting by at least one quarter of the Council members is received by the Honorary General Secretary who shall convene the meeting within five days of the receipt of the written request.
 - (5) Only matters for which the Extraordinary Council Meeting was convened shall be discussed.
 - (6) The Honorary General Secretary shall give at least three days' notice of an Extraordinary Council Meeting unless he decides that the urgency of the agenda requires a shorter notice.
 - (a) Such decision shall be subject to ratification by the Council when it meets.
 - (7) At least fifty percent of the total number of Council Members shall constitute a quorum.
 - (8) The minutes of a meeting of the Council shall be submitted for adoption at the following meeting.
 - (9) Any member of the Council, who absents himself from any three Ordinary or Extraordinary Council Meetings without submitting a written explanation to the Honorary General Secretary, shall automatically cease to be a member of the Council.
 - (a) At the first and second absence, the Honorary General Secretary and the Council Chairperson would have the discretion for accepting or rejecting the written explanation. If the explanation is disputed, the Council Chairperson shall have the final say. When the explanation is rejected, the absent member is deemed to have been absent without explanation. This will be relayed to the absent member by the Council Chairperson.
 - (b) If at the third meeting, a written explanation for his absence is submitted, the Council shall consider such explanation and decide by way of a vote whether or not the absent member shall remain in the Council.
 - (c) The absent member shall be remain in the Council if the vote is passed by no less than half of the total number of Council Members present in the Council Meetings. Otherwise, the absent member is deemed to have resigned from the Council.
 - (10) Any member of the Council, who intends to absent himself for a period longer fifteen minutes from any Council Meeting may only do so with the permission of the Chairman, to whom he must also submit a written explanation. The Honorary General Secretary shall produce such explanation if called upon to do so by the Council.

- (11) The Chairman of the Council shall take the Chair at all Council Meetings. In his absence, one of the Council Representatives present, other than an Executive Committee Representative, shall be elected to Chair.

First Council Meeting of the incoming Council

22. The First Council Meeting of the incoming Council shall be convened by the Honorary General Secretary of the outgoing Executive Committee at least one week after date of election and at least one week before the Annual General Meeting of the Union.
- (1) The Honorary General Secretary of the outgoing Executive Committee shall give notice of the date, time, place of the first Council Meeting of the incoming Council, which includes the Council Elections, no less than seven days before the date and time of the first Council Meeting pursuant to the Executive Committee Elections Regulations.
- (2) The first item on the agenda shall be the election of the Chairman of the incoming Council from among the Council Representatives of the incoming Council.
- (a) The Chairman of the outgoing Council shall Chair the election of the Chairman of the incoming Council.
- (b) The Chairman of the outgoing Council shall have no voting rights.
- (c) However, if he is a Council Representative of the incoming Council, he shall be entitled to his voting rights in the capacity of a Council Representative.
- (3) After the election of the Chairman of the incoming Council, the incoming Council shall then proceed to elect the Executive Committee Officers from among the Executive Committee Representatives.
- (a) The Chairman of the incoming Council shall Chair the election of the Executive Committee Officers.
- (b) For the purposes of the Executive Committee Elections Regulations, the nomination of any candidate from among the Executive Committee Representatives shall not be valid if the Union Election Committee, in its absolute discretion, withholds its consent for the nomination.
- (4) The minutes of the proceedings of the First Council Meeting referred to in Article 22.2 and 22.3 shall be recorded by the Honorary General Secretary of the outgoing Executive Committee.
- (5) The second Council Meeting of the incoming Council shall be held not later than two weeks after the Annual General Meeting when it may, among other matters, appoint Council Standing Committees and/or other committees of the Union.

Part III – Executive Committee Meetings

Executive Committee Meetings

23. The Executive Committee shall meet at least once a month.
- (1) The Honorary General Secretary shall give at least three days' notice of such meetings unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Executive Committee when it meets.
 - (2) Executive Committee Meetings shall be convened by the Honorary General Secretary at his discretion or at the request of any member of the Executive Committee.
 - (3) At least fifty percent of the total number of Executive Committee Representatives shall constitute a quorum.
 - (4) A resolution or motion of the Executive Committee that results in addition, amendment and/or repealing of provisions of this Regulation and/or other Regulations shall be deemed to have been supported by not less than half of the total number of Voting Council Representatives present during a Council Meeting, provided that:
 - (a) Such resolution or motion is disseminated through Union communication channels within seven days of the Executive Committee Meeting, or the shortest interval of a regular Union communication channel, whichever is longer; and
 - (b) It has been supported by no less than half of the total number of Executive Committee Representatives present during the Executive Committee Meeting.
 - (5) Any resolution or motion passed pursuant to subsection 4 shall be reversed with prospective effect if:
 - (a) A Motion reversing the Executive Committee's resolution/motion has been supported by not less than half of the total number of Voting Council Representatives present during a Council Meeting or not less than half of the total number of Union Members present during a General Meeting of the Union; and
 - (b) Such a Motion was passed within two calendar weeks of the passing of the Executive Committee's resolution/motion.
 - (6) Any member of the Executive Committee, who absents himself from three successive Executive Committee Meetings without submitting a written explanation to the Honorary General Secretary, shall automatically cease to be a member of the Executive Committee.
 - (a) If at the third meeting, a written explanation for his absence is submitted, the Executive Committee shall consider such explanation and decide by way of a vote whether or not the absent member shall remain in the Executive Committee.
 - (b) The absent member shall remain in the Executive Committee if the vote is passed by no less than half of the total number of Executive Committee Representatives present in the Meeting. Otherwise, the absent member is deemed to have resigned from the Executive Committee.
 - (7) The President, or in his absence, one of the Vice-Presidents, shall preside at Executive Committee Meetings. In the absence of both the President and the Vice-Presidents, one of the Executive Committee Representatives present other than the Honorary General Secretary shall be elected to the Chair.

- (8) The Honorary General Secretary shall keep the minutes of all Executive Committee Meetings and shall submit them for adoption at the next Executive Committee Meeting.

First Schedule

Standing Orders of Meetings

Quorum

1. The quorum for all meetings shall be in accordance with the Meetings Regulations.

Privileges

2. There shall be two types of privileges during meetings – speaking privileges and voting privileges
3. Speaking privileges shall include the right to address the meeting and to propose motions or make nominations. However, speaking privileges shall not include the right to object to motions and/or nominations.
4. Voting privileges shall include speaking privileges, the right to object to motions and/or nominations and the right to vote on such motions/nominations.

Voting

5. All members of the Union shall have voting privileges at all General Meetings.
6. Only Council Representatives and Executive Committee Representatives shall have voting privileges at Council Meetings
7. Only members of the Executive Committee who are Executive Committee Representatives shall have voting privileges at Executive Committee Meetings.
8. If an equal number of votes is cast for or against any Motion at a Council or General Meeting requiring a simple majority or a threshold of not less than half, the motion shall be declared won.
- (1) This provision shall not apply to Motions which require a majority other than a simple majority.
9. If there is an equality of votes at meetings of the Executive Committee, Standing Committees or any other committees (except for Council or General Meetings), the Chairman shall call for a revote. In the case that after the revote, there is still an equality of votes, the Chairman shall exercise a casting vote.
10. In the appointment of the Council Chairperson and Executive Committee Officers, voting shall be by secret ballot unless the unanimous consent of all those present is given for voting by other means.
- (1) For motions proposing to amend the Constitution, it shall be by open ballot accompanied by the type of representation that the Voting Council Representative is representing.
11. Voting by absentia or by proxy shall not be allowed at all General, Council, Executive Committee, Standing Committee or any other committees' Meetings.

Speaking Privileges

12. Speaking privileges shall be granted to everyone attending any meeting.

13. However, such speaking privileges may be rescinded if such rescission is supported by the votes of not less than half of the members with voting rights present in the meeting.

Legislative Activity

14. All motions (including amendments) shall be raised by a proposer. Thereafter, the Chairman shall ask the floor for any objections. No discussion shall be allowed on a motion until the floor has had a chance to object.
 - (1) The proposer of a motion shall, for the purposes of this Regulation and other Regulations, be also known as the mover of the motion.
15. Any member with voting rights may raise an objection. Upon the raising of such objection, the Chairman shall call for a vote, through a show of hands, among the members with voting rights whether the motion should be allowed to proceed or for the objection to be overruled.
 - (1) If at least half of the members with voting rights votes for the motion to proceed or for the objection to be overruled, the objection shall be overruled and the motion shall be deemed moved without any objection. No further objections shall be raised by any member on the motion.
16. After the raise of a motion without any objection, or that the floor allowed the motion to proceed, the proposer shall have the right to speak on the motion. The motion shall then be opened for discussion and amendments.
17. An amendment, like the main motion which it seeks to amend, must be moved without any objections and discussed in accordance with the procedure for motions outlined above.
18. Debate must be limited to the immediate pending question, that is, the pending question as stated by the Chairman. The Chairman should rule out of order any speaker failing to adhere to the subject of discussion.
19. When an amendment has been moved, no other amendment to the original motion may be discussed until the amendment under consideration has been decided upon. It is, however, permissible for notice of future amendments to the original amendments to be given, though there can be no discussion of these future amendments until the original amendment has been put up to the vote.
20. The mover of an original motion has the right to reply at the close of the debate upon this motion. When an amendment is moved he shall be entitled to speak thereon in accordance with the procedure the mover of an amendment shall also be allowed to reply at the close of the debate upon his amendment. No further discussion of the question shall be allowed once the question has been put from the Chairman.
21. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chairman, with the approval of the session. If the Chairman intends to curtail the discussion, however, he shall make it clear how much time will be allowed.
22. No motion of amendment, which has been stated by the Chairman, can be withdrawn without the unanimous consent of the meeting.
23. During discussion of a motion or an amendment, the following motions are in order and can be accepted in the following order of precedence:
 - (1) Motion of no confidence in the Chairman.
 - (2) Withdrawal of a motion.
 - (3) Motion to adjourn.
 - (4) Motion to recess.
 - (5) Motion to reserve a decision of the Chairman.
 - (6) Suspension of Standing Orders (by a two-thirds majority of those present and voting)

- (7) Motion to close debate.
- (8) Motion that the motion be now voted upon.
- (9) Motion that the motion be not put.
- (10) Motion to limit or extend the limits of debate.
- (11) Motion to postpone consideration of a motion to a definite time.
- (12) Motion to refer to committee.

The above procedure motions must be moved and seconded like an ordinary motion.

The Chairman can limit the debate on any procedural motion, provided the mover and one speaker against shall in all cases have the right to speak if wishing to do so.

- 24. The Chairman shall recognize those requesting the floor by the following order of precedence:
 - (1) Point of order.
 - (2) Point of personal privilege.
 - (3) Point of information.
 - (4) Other intervention.
- 25. A point of order which must be heard at all times except during the act of voting, must deal with the conduct of procedure of the meeting and concern only such matters as indecorum, transgression of the Standing Orders, transgression of the Constitution and calling attention to the introduction of matter not relevant to the question under consideration.
- 26. If information is desired from or offered to a person holding the floor, he may decide whether or not he wishes to be uninterrupted at that time.
- 27. Should any procedural motion be defeated, twenty minutes shall elapse before such a motion can be accepted again by the Chairman, unless the Chairman is of the opinion that the circumstances have materially altered in the meantime.
- 28. It shall be in order to make a reconsideration of a Motion previously adopted or rejected during a Council Meeting of the current Council only provided that such a Motion is approved by the votes of no less than two-thirds of members with voting privileges in the Council Meeting. A Motion of reconsideration may be moved by any member of the Council provided that such a Motion has been tabled on the agenda of that meeting.
 - (1) A resolution adopted at a General Meeting may only be reconsidered at another General Meeting where it has been tabled on the agenda.
 - (2) A resolution adopted or a Motion rejected at the meeting of a committee, be it Standing Committee or other committee, may only be considered at another meeting where it has been tabled on the agenda.

Officers of Meetings

- 29. These shall be laid down in accordance with the Constitution.
- 30. The Chairman shall enforce and interpret these Standing Orders.
- 31. The Secretary shall assist the Chairman in his duties, shall receive and present to the Chairman motions and amendments in writing and shall keep a record of the same. He shall be free to take part in the discussion.
- 32. As and when he deems fit, the Chairman shall have the right to:
 - (1) recess the meeting for a fixed period not exceeding an hour,
 - (2) suspend the meeting for a fixed period not exceeding seven (7) days.
- 33. The proceedings on the matter standing under discussion when the meeting was suspended shall be rendered invalid.

- (1) It shall be in order to table this matter on the agenda of a meeting to be held not earlier than ten days from the day of suspension of the meeting.
34. Within seven days of the suspension of the meeting, the Chairman shall publish a report on the meeting, giving his reasons for the suspension. The Council or general student body shall have the right to debate the report provided it is tabled on the agenda at a properly constituted meeting notwithstanding that the Chairman shall not take the chair at such a meeting.