




nus disabled students **CONFERENCE**

Standing Orders

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Disabled Students Campaign Standing Orders

This documents sets out the Standing Orders for the NUS Disabled Students Campaign which includes an outline of the mission, membership and procedures of the Campaign. The extracts below are from the NUS UK Articles of Association and Rules which outline the powers and rules for the Liberations Campaigns.

Jargon guide

DS	Disabled Students
NUS	National Union of Students (UK)
NEC	National Executive Council
The Campaign	NUS Disabled Students Campaign
The Committee	NUS Disabled Students Committee
The Officer	NUS Disabled Students Officer
Steering Committee	NUS Disabled Students Steering Committee
Conference	Annual Conference of the Campaign
Caucus	A meeting of the Conference for a specified section of members
CM	A Constituent Member of NUS (UK) e.g. a student's union, association or guild
Individual Members	As defined in clause 16 of the NUS Articles
Associate Members	As defined in clause 17 – 18 of the NUS Articles
Nations	Defined as NUS Scotland, NUS Wales and NUS USI
Delegates	Members of Conference with speaking and voting rights
Observers	Members of Conference with speaking rights only
Enablers	Enablers are often needed to support students with disabilities when taking part in NUS events and conferences; However, they are Not to influence voting decisions made by the delegate, nor personally take part in any political activity at conference.
Guillotine	A cut off point on time allocated to a section of business in Conference
Credentials	Issued at registration or during conference these include your status at conference and voting card
Composite	A term used to describe when motions or amendments may be moved, combined or re-constructed





Rules | Disabled Students' Campaign Standing Orders

NUS Disabled Students Campaign Mission

- 001 The Campaign fights for the rights of Disabled Students providing a national voice on DS issues both within NUS and wider society.
- 002 The Campaign aims to remove the stigma from all disabilities, challenge perceptions and encourage all members of our society to take a positive attitude towards understanding the nature of disability and overcoming prejudices.

Membership of the NUS Disabled Students Campaign


- 003 Individual Members who self-define as Disabled shall be members of the Campaign. They will have voting rights and will be able to stand in election according to regulations outlined in these Standing Orders.
- 004 Associate Members and Honorary Members (as per NUS Articles 17 – 19) who self-define as Disabled shall be members of the Campaign. They will not have voting rights or will be able to stand in election.

100 NUS Disabled Students Committee

Membership of the Committee

- 101 The composition of the Committee shall be as follows:
- a. The Officer of the Campaign with voting rights, elected at Conference
 - b. Disabled Students' representative on the NEC with voting rights, elected at Conference
 - c. Up to 12 individual members with voting rights, elected from Conference and from caucuses
 - i. Two Open places
 - ii. Two Women's representatives
 - iii. One LGBT representative
 - iv. One Further Education representative
 - v. One Black Students' representative
 - vi. One International Students' representative
 - vii. One part-time representative
 - viii. One mature representative
 - ix. One post-graduate representative
 - ix. One Trans* representative
 - d. The Disabled Student Officers for each of the nations; Scotland, Wales and Northern Ireland will be full voting members for the nations they represent on NUS Disabled Students Committee
 - e. Non Student Members- The committee shall be empowered to co-opt non voting members which it chooses that shall not usually be Individual Members of the National Union.

Terms of office and eligibility of the Committee

- 102 All Committee members, including both voters and observers, shall take office on July 1st following the date of their election, and shall remain in office until June 20th in the following year.
- 103 The total number of co-optees and consultants adopted at any given time in each year shall not exceed five.
- 104 A person shall be eligible for election to any of the positions named in clause 101b or 101c if, at the close of nominations, he or she is an Individual Member of the National Union.
- 105 No member may serve more than two elected terms of office on the Committee in the capacity 101b or 101c, either consecutive or non-consecutive.
- 106 Individual Members may be removed from membership of the Committee by a simple majority vote on a motion of no-confidence, passed by Conference.
- 107 If a member of the Committee misses two committee meetings without apologies accepted by the committee, they shall be deemed to have resigned from the Committee.
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Role and powers of the Committee

- 108 The Committee shall be the interim policy body and the Officer shall provide the Political Leadership of the Campaign.
- 109 The Committee shall be the most senior policy body outside of Conference. The Committee shall:
- a. decide emergency policy of the Campaign in between meetings of Conference;
 - b. appoint members to various committees as required;
 - c. interpret and develop policy and plans arising from it;
 - d. hold the Officer and their work to account;
 - e. hold to account, with the power to censure, any person elected by Conference or of or from itself.

Meetings of the Committee

- 110 The Officer shall take the chair at meetings of the Committee, or may otherwise nominate any other person to be chairperson for a specific meeting, meetings, or part of any meeting.
- 111 The Committee shall meet as and when it shall decide, provided always that there shall be at least four meetings of the Committee a year (year commencing on the 1st July).
- 112 Meetings of the Committee may be called by the Officer at any time and not less than seven clear days notice shall be given.
- 113 Meetings must be called by the Officer on the written request of a simple majority of members of the Committee within three weeks of the receipt of such a request.
- 114 At meetings of the Committee, one third of its members with voting rights shall constitute a quorum. Each voting member of the Committee shall have one vote, except the Officer, who shall have a second and casting vote.
- 115 If matters arise in-between scheduled meetings that require approval by the Committee a vote via email may take place and requires not less than seven clear days to allow for replies and not less than one third of voting members participating for it to be valid.

200 NUS Disabled Students Steering Committee


Membership of the Steering Committee


- 201 The composition of the Steering Committee shall be four Individual Members, elected at Conference.
- 202 Steering Committee may co-opt non-voting additional advisors to the Steering Committee in the event that further assistance is needed between conferences.

Terms of office and eligibility of Steering Committee

- 203 All Steering Committee members shall take office on July 1st following the date of their election, and shall remain in office for two years.
- 204 Two of the Individual Members shall be elected in an even year and the other two in an odd year.
- 205 The total number of co-optees adopted at any given time in each year shall not exceed two and shall serve for 1 year.
- 206 No person shall be eligible for election to the Steering Committee if they have been a member of the NEC during any of the previous four Conferences.
- 207 Individual Members may be removed from membership of the Steering Committee by a simple majority vote on a motion of no-confidence, passed by Conference.
- 208 If a member of the Committee misses two committee meetings without apologies accepted by the committee, they shall be deemed to have resigned from the Committee.

Role and powers of the Steering Committee

- 209 The Steering Committee shall be responsible for the democracy of the Campaign and shall have the power to govern and interpret all matters relating to democratic procedures except elections.
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- 210 The Steering Committee shall also be needed to structure and run Conference in such a way as to guarantee the accessibility of proceedings for delegates in line with the Standing Orders.
- 211 The Steering Committee shall be responsible for delegate entitlement and the issuing of credentials to delegates.
- 212 The Steering Committee may submit motions or amendments which shall relate to these Standing Orders, such motions shall be included in the motions document.
- 213 The Steering Committee shall submit a report on their actions and their role as defined above to Conference and be held to account. They may also make recommendations on the procedure of Conference.

Meetings of the Steering Committee


- 214 The Steering Committee shall elect a Chair from among themselves immediately following each conference and this Chair shall have a casting vote in the Steering Committee business for the year following.
- 215 The Chair will also be responsible for liaison with NUS and the Disabled Student's Committee.
- 216 If matters arise in-between scheduled meetings that require approval by the Committee a vote via email may take place and requires not less than seven clear days to allow for replies and not less than one third of voting members participating for it to be valid.


200 Annual Conference of the Campaign

Notice of Conference and deadlines

- 201 The Steering Committee will set deadlines as necessary for all meetings of the Conference and these will be published with the Notice of Conference. The following deadlines may be changed at the discretion of Steering Committee where deemed appropriate and due notice is given to CMs.
- 202 Written notice of Conference and delegate entitlement shall be communicated to CMs not less than 16 weeks before Conference
- 203 Motions deadline shall be not less than 8 weeks before Conference. Reports deadline shall be not less than 10 weeks before Conference.
- 204 Amendments deadline shall be not less than 4 weeks before Conference.
- 205 Emergency Motions deadline shall be not less than 2 weeks before Conference.
- 206 All Conference documents shall be available to delegate not less than 2 weeks before Conference.

Membership of Conference

- 207 The following will be members of Conference:
- 208 Members with voting and speaking rights known as Delegates and must self-define into the Campaign:
- a. Voting members of the NUS Disabled Students Committee
 - b. The Disabled Students' Officers from the three Nations
 - c. Delegates appointed by each Constituent Member in accordance with the correct procedure
- 209 Members with speaking rights know as Observers and must self-define into the Campaign:
- a. Up to 3 observers appointed by and from each CM
- 310 Members with limited speaking rights:
- a. Members of Steering Committee, who may speak on matters relating to democratic procedures
 - b. Candidates in elections, or where appropriate their proposers, who may speak during the course of the election in which they are involved
 - c. Representatives of Constituent Members who have been refused delegate credentials by virtue of the Constituent Member having failed to elect its delegates by Cross Campus ballot, when required to do so, who may speak on matters relating to their failure to fulfil those provisions
 - d. The Chief Returning Officer,
 - e. Enablers speaking on behalf of their delegate
- 311 The following categories of person may also be present at Conference:
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- a. Special observers invited by the Committee.
 - b. Representatives appointed by student media of any CM at the discretion Steering Committee.
 - c. Visitors invited by the Officer.
 - d. Representatives of the media who may report on any open session of the National Conference at the discretion of Steering Committee


Delegate Entitlement and credentials


- 312 Each CM is entitled to send one delegate with voting and speaking rights who must be elected. This delegate is free of charge.
- 313 In addition, each CM may send up to a maximum of 3 observers with speaking rights only for whom a fee will be charged.
- 314 The delegates and observers elected or appointed by each CM will be called the delegation of that CM. One member of each delegation will be appointed by that delegation as its leader, such an appointment to be notified to the Steering Committee.
- 315 In adopting the relevant section of the Steering Committee report, the Conference will annually set a figure for delegate entitlement. In proposing the figure the Steering Committee will consult with the NEC and NUS Trustee board and pay due regard to the need to ensure wide participation, demographic change, accessibility and an event within financial means. In the event that the relevant section of the Committee report is not approved the entitlement figure will be the one last used for Conference
- 316 The delegate entitlement as determined by Steering Committee will be final and will apply to all meetings of the Conference until the following year's entitlement is published.
- 317 The Steering Committee shall authorise the issue of credentials only to delegates and observers who are Individual Members of NUS and who have been elected in a manner according to these Standing Orders. The Steering Committee shall, when reporting to the Conference, list any person to whom it has refused credentials for the present meeting of Conference. Any loss of credentials shall be reported to Steering Committee. New credentials shall normally be issued four Conference hours after the reported loss, and Steering Committee's decision shall be final.

Appointment of delegates


- 318 Individual Members from a CM will normally be elected or appointed by members of that CM who define into the Campaign to attend Conference as a Delegate or Observer.
- 319 If an election or appointment isn't possible and the CMs constitution allows it, they may send an 'ex officio' Delegate or Observer.
- 320 On registration of delegates and observers the CM must state what process was used to appoint their delegation.

Business of Conference

- 321 The Steering Committee shall draw up an order paper for each meeting of Conference and shall include, but not limited to, the following business:
 - 322 Introductory session
 - a. The Officer's opening remarks
 - b. Minutes of the last Conference
 - c. Adoption of the order paper as presented
 - 323 Reports and adoption
 - a. The Committee report which shall include any interim policy passed for adoption, an account of work and any financial matters
 - b. The Steering Committee report which shall include delegate entitlement, credentials and rules revision
 - c. Election report by Chief Returning Officer
 - 324 Proposals
 - a. Motions including any changes to the Standing Orders
 - b. Policy lapse
 - c. Emergency motions
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- 325 Elections
- a. NUS Disabled Students Officer position
 - b. NUS Disabled Students' representative on the NEC
 - c. NUS Disabled Students Committee (including caucus elections)
 - d. Steering Committee
- 326 The order and priority of business as outlined above shall be determined by the Steering Committee save the reports shall always take place before the election of the position/committee.
- 327 The Steering Committee will allocate an appropriate amount of time for each type of business and will ensure there is time allocated for informal business the content of which will be agreed by the Officer and Committee and may include, but not limited to workshops, guest speakers, plenary sessions and training.
- 328 If any item or part of an item, except items relating to elections and the ratification of Standing Orders, has reached the end of the time allocated for it on the Order Paper the Steering Committee will indicate to the Chairperson and to the Conference that the guillotine for that matter has fallen.
- 329 For ordinary motions and their amendments, the Steering Committee will ensure that there have been an equal number of speeches for and against, following the guillotine, before moving on to the summing up and vote.
- 320 The guillotine will be observed immediately unless objected to.
- 331 If an objection is raised with the Steering Committee and one third of Conference votes to hear it then there will be one speech in favour of the objection and one speech against the objection. The objection will be sustained if it receives the support of a two-thirds majority of Conference. Objections to the falling of the Guillotine shall not allow any policy area to be reduced to below 20 minutes.
- 332 The Steering Committee will also impose limits on the lengths of all speeches; such limits may be extended with the approval of a simple majority of Conference.

Policy proposals


- 334 Policy proposals in the form of motions and amendments submission and discussion shall be divided into the following policy areas:
- a. Society and Citizenship
 - b. Welfare and Student Rights
 - c. Education
 - d. Strong and Active Unions
 - e. Rules Revision
- 335 Motions and amendments must be submitted in accordance to the rules outlined in these Standing Orders and must be submitted within the deadline set up Steering Committee otherwise it will not be included in the policy proposals document to Conference.
- 336 A CM and the Committee may submit up to six motions up to a maximum of 500 words each and must indicate which policy area the motion fits.
- 337 A CM and the Committee may submit up to four amendments up to a maximum of 200 words each and must indicate clearly which motion it is amending and what it is proposing to do.
- 338 The word limit will not apply to motions proposing changes to the Standing Orders in the rules revision policy area
- 339 Motions and amendments must be submitted in accordance with the governing instructions of the CM and submitted electronically along with a completed submission form which shall include the CM NUS Secure code (given to the senior elected office of that CM), word count of the text, policy area it fits into and contact details of either the Disabled Students Officer or another elected officer with oversight for Disabled Students within that CM.
- 340 Before sending the policy proposals (motions and amendments) to CMs the Steering Committee shall ensure that content in motions matches the policy area and amendments to match the motion content. The Steering retains the right to move motions to a different policy area and to
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combine or re-construct motions and amendments where there are relationships with content to avoid policy debates being repeated within the same Conference. This process is known as a composite and the relevant submitters will be notified where changes are proposed or decided on.

- 341 Objections to a composite must be submitted to the Steering Committee within 2 weeks of the publication of the policy proposals conference document. The Steering Committee's decision shall be final and any further challenge should be made at the point of adoption of the order paper.
- 342 Before sending the policy proposals (motions and amendments) to CMs there shall be a vote on the order of where each motion will appear within each policy area and on the order of where each policy area will appear on the order paper. This rank will be established by a single transferrable vote which registered delegates will be invited to take part in.
- 342 The speech of each motion and amendment shall be made by a delegate or observer from the CM or Committee who submitted it. They have the right to determine who will take the speech should they wish to pace it on. A round of free speeches may be added to a debate at the discretion of Steering Committee and the Chair.
- 343 The property of the summation speech of a motion where there are amendments belongs to the proposer of the last successful amendment, unless otherwise agreed by a meeting of Steering Committee.

Procedures and points of order during Conference


- 344 Points of order may be raised to ask for a quorum count, to ask for a Chair's ruling or interpretation or to address any other question relating to the procedure of the meeting to the Chair. Points of order have precedence over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote.
- 345 Points of order shall have priority in the following order:
- a. A request for a quorum count.
 - b. A request for a ruling or interpretation.
 - c. A request for a revote.
 - d. Other points of order.
- 346 Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote.
- 347 There shall be the following procedural motions which are listed in order of priority.
- a. That the meeting has no confidence in the Chair.
 - b. That the Chair's ruling be overturned.
 - c. That a Standing Order or Election Regulation be suspended for a specified length of time for a specified reason.
 - d. That a vote be by secret ballot.
 - e. That a meeting be adjourned or closed.
 - f. That a specified category of person be excluded from Conference.
 - g. That the question, as specified will now be voted on.
 - h. That the question, as specified by will not be voted on and Conference will move to the next motion.
 - i. That the question, as specified, be adjourned to later in the same meeting or to a later meeting.
 - j. That the question, as specified, be remitted to another body or person.
 - k. That the question, as specified, be voted in parts.

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- 348 All procedural motions shall require the support of one third of delegates on conference floor before being discussed. All procedural motions shall be voted on after at least one speech in favour and one against.
- 349 The Chair shall be entitled to make the final speech against any motion of a no confidence in the Chair or any challenge to the Chair's ruling.
- 350 A procedural motion to either 'Suspend a Standing Order or Election Regulation' (347c) or 'That the question, as specified will now be voted on where the purpose of such a motion is to prevent the taking of parts on an amendment to the rules' (347g) shall require a two thirds majority. All other procedural motions shall require a simple majority.
- 351 Any call to create a set of parts, which has the support of one third of delegates on conference floor, shall be voted upon after a speech against the parts and a speech in favour of the parts. The vote will decide whether these parts are passed. If the parts which are passed are part of an amendment, they shall become part of the main motion. If the parts which are passed are part of the main motion on the final vote then they shall be passed into policy. After consideration of all such sets of parts, the remaining text of the amendment or motion shall be voted upon.
- 352 Any person wishing to make a statement from the floor must give written notice of the subject of that statement to Steering Committee not less than 20 minutes before the end of the session in which the statement is to be made.
- 353 At the commencement of the time allocated on the Order Paper for statements from the floor, the Steering Committee will announce each statement request individually. If one third of delegates on conference floor are in support of hearing that statement it shall be heard immediately. Each statement shall last for 60 seconds. This procedure shall then be repeated until the expiry of the time allocated for statements in that session

354 Voting

- 355 Voting on a question may be by show of delegates' cards or by secret ballot. Voting shall normally be by show of delegates' cards.
- 356 Voting in elections shall be by secret ballot.
- 357 After any vote by show of delegates' cards a count may be held providing that a request for a count is made immediately and that the request is supported by one third of delegates on conference floor. The request for the count shall specify whether the count shall be by secret ballot or by show of delegates' cards. In the case of a count by show of delegates' cards the Chairperson may appoint support from the Steering Committee, the Elections Committees and members of NUS Staff to assist with the vote.
- 358 Votes by secret ballot shall be administered by the Steering Committee except that elections shall be administered by the Elections Committee or persons appointed by it.
- 359 A delegation from a Constituent member may delegate the exercise of their vote to an observer from the same Constituent Member. But no one may vote more than once in any vote by show of delegates' cards or secret ballot.
- 360 A revote can only be held after a vote by secret ballot if the Chair rules that there has been misconduct in the vote. Such revote shall be by secret ballot.
- 361 A recount may be held on any vote by card or secret ballot if the Chair rules that there has been misconduct or an error in the count.

362 Reports

- 363 The Committee shall present to Conference a Report outlining the work done over their year in office. The report shall:
- a. list the contents of all mandates from Conference, passed in the previous 12 months, in purported fulfilment of which work has been done.
 - b. include a description of work carried out by the Committee
 - c. The Committee may also produce additional reports and plans on specialist subjects or as instructed by a past meeting of the Conference.
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- 364 The adopting of the Committee report will be formally proposed to the Conference by a member of the Committee for approval by Conference. A Constituent Member may put forward the following Motions:
- a. To refer back a specified part of the Report, provided that notice of the motion of reference back has been handed to the Steering Committee 20 minutes before the start of the session in which the Report is to be debated.
 - b. A motion of censure on a member of the Committee, the Disabled Students Officer or the Disabled Students Committee as a whole provided that notice has been given to the Steering Committee in accordance with (a) above. Such notice must state the reasons for the motion.
- 365 Questions on the Report may be asked from the floor of the Conference. Priority in the asking of such questions shall be given to Constituent Members, which have tabled motions to refer back a specific part of the report.
- 366 If one third of delegates on conference floor delegates wish to discuss the motion it will be. A member of the Disabled Students Committee shall reply and the Conference shall immediately vote on the motion.
- 367 Following discussion of all Report motions or at the end of the time allocated for Report motions a member of the Disabled Students Committee shall reply and the Conference shall immediately vote on the report.

Emergency Motions


- 368 Emergency Motions may be submitted by a Constituent Member or the Disabled Students Committee in writing to the Steering Committee. The closing date shall not less than two weeks before Conference begins. The Steering Committee shall rule out any emergency motion of more than 200 words. Emergency motions must be submitted three times and signed by the appropriate Executive Officer of the Constituent Member concerned or member of the Disabled Students Committee.
- 368 An emergency motion is one whose substance concerns events occurring after the latest date for the submission of ordinary motions for discussion of the forthcoming meeting of the Conference. No motion is an emergency unless the present work of NUS Disabled Students Campaign would be severely impaired by the failure of the forthcoming meeting of Conference to discuss the issue.
- 369The Steering Committee shall rule in the first instance on whether any proposed emergency motion is in fact an emergency motion.
- 370 The Steering Committee shall draft all submissions into a composited motion and amendments to it for each subject. The Steering Committee shall publish the policy headings to the Conference.
- 371 A priory ballot shall then be held. The delegation of each Constituent Member and the Disabled Students Committee shall be issued with a form on which to indicate the motions in the order of preference which it wishes to see them discussed. Steering Committee shall count the votes using the single transferable vote system To determine the order.
- 372 The Steering Committee shall then announce how many motions can be discussed within the time allocated to emergency motions on the Order Paper and shall notify the Conference of its ruling on emergency motions, which shall be discussed in the listed order. Any Constituent Member may object to Steering Committee rulings on emergency motions if the motion in question has been selected for debate in the priorities ballot. The objection shall be sustained if it receives a two-thirds majority of the Conference in its favour.

The Chair

- 373 The Chair at all meetings of the Conference shall be the Disabled Students Officer or a member of the Disabled Students Committee or a self-defining disabled member of NUS NEC or another person appointed by a member of the Elections Committee during the conduct of the elections.
- 374 The Chair shall not participate in debate; they shall vacate the chair for the whole of any business in which they wish to speak.

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- 375 The Chair shall ensure that the meeting is in order, that remarks are relevant to the question under debate, that speakers are not intimidated by members of Conference and that no defamatory remarks are made by one member of Conference concerning another.

Parts

- 376 Any request to make a deletion, which has the support of one third of delegates on conference floor, shall be voted upon after a speech against the deletion and a speech in favour of the deletion. The vote will decide whether the text is removed. If the deletion is voted against then the text will remain a part of the motions/amendment to be debated and voted on as a whole.
- 377 Any request to make an addition, which has the support of one third of delegates on conference floor, shall be voted upon after a speech against the addition and a speech in favour of the addition. The vote will decide whether the text is added to the motion/amendment. If the addition is voted for then the text will be moved into the motions/amendment to be debated and voted on as a whole
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National Union of Students

Macadam House
275 Gray's Inn Road
London WC1X 8QB

 0845 5210 262

www.nusconnect.org.uk

For general event enquiries contact:

 events@nus.org.uk

For content of the conference, democratic
procedures and elections enquiries contact:

 executiveoffice@nus.org.uk