

NEC Standing Orders

Author & Job title:	Hannah Vincent, Governance Coordinator
Presented by:	Shakira Martin, National President
Date Produced:	22 August 2017
Meeting date:	28 September 2017
Meeting of:	National Executive Council
Action:	Approve
Summary:	This paper proposes a set of rules, a cycle of business and a format for officer reports to be used by the NEC for the 2016-17 cycle. This set of proposals is for the NEC to approve and replaces all existing rules and NEC templates.
Equality Impact Assessment:	n/a
Publication	For publication and circulation to Student's Unions

Purpose of Standing Orders

Clause 156 of the NEC rules states that NEC "shall agree, and may at any time vary, its own Standing Orders for the conduct of its meetings, including procedures for agenda setting, the discussion of motions, amendments to motions, elections of its members to other bodies and reports".

These standing orders outlines how the NEC meetings will be administered.

NEC Standing Orders

Meetings and Agenda

1. The appointed Clerks shall, in consultation with the Chair, draw up the agenda in accordance with the provisions in the constitution, rules and programme of business approved by the NEC
2. The Clerks shall give notice of all meetings of the NEC to every person entitled to attend meetings. At least fourteen clear days' notice should be given of a meeting of the NEC, and never less than seven clear days.
3. The Clerks shall publish the Agenda to every member of the NEC. The Agenda shall normally be published seven clear days before the day of the meeting.

Chair/Quorum/Voting

4. The chair of the NEC shall be the National President or their designate.
5. No business shall be conducted in the absence of a quorum (one third of voting members), save that an inquorate meeting of the NEC of which due notice has been given may adjourn itself until a quorum is mustered.
6. An inquorate meeting of the NEC shall be suspended if a quorum has not been reached within one hour of the stated time of commencement.
7. Each member of the National Executive Council shall have one vote, except the National President, who shall have a second and casting vote
8. Voting shall be by show of hands. There shall be no provision for a secret ballot. The chair shall declare the result on the show of hands alone but may conduct a count if they deem necessary.



9. If a member of NEC requests a recorded vote it shall be at the Chair's discretion or by a simple majority vote from council. If there is an affirmative reply, the manner in which each voting member of the NEC casts their vote shall be recorded and published in the minutes of the meeting.
10. If matters arise in-between scheduled meetings that require approval by the NEC a vote via email may take place and requires not less than 5 working days to allow for replies and not less than one third of voting members participating for it to be valid.

Reports

11. All Full Time Officers will be required to submit a report to each NEC meeting. Officers must submit their reports in the format agreed by the clerks and before the deadline of (14) fourteen clear days before the meeting. All of the reports will assume to have been read by the NEC.
12. In the case of any report, the NEC may take a vote on whether to endorse the report if requested to do so by the person responsible for the report, or otherwise the NEC may take a vote on whether to refer back a report or any part of a report, following a proposal to do by any member of the NEC.
13. There shall be the following report motions:
 - a. The reference back of a specified part of the report
 - b. The reference back of the whole report
 - c. A motion to commend a member or members of the National Executive or all of the National Executive for a specified area of work.

Motions

14. There shall be the following motions:
 - a. Ordinary motions, which must be emergency policy of the National Union to be discussed between meetings of the National Conference, which must be submitted electronically in writing to the Clerks before mid-day at least (14) fourteen clear days before the day of the meeting. Each motion needs 1 proposer and 2 seconders. The motion may be no more than 1,400 words long and each member of NEC may submit up to 1400 words of motions to each meeting.
 - b. Amendments to the ordinary motions which must be submitted electronically in writing to the Clerks before mid-day at least (5) five clear days after the ordinary motions are published. Each amendment needs 1 proposer and 2 seconders. Amendments may be no more than 500 words.
 - c. Emergency motions, which must be submitted electronically in writing to the Clerks after the ordinary motions deadline and no later than 3 days before the meeting date. They must be deemed an emergency motion by the Clerks based on the following definition 'An emergency motion is one whose substance concerns events occurring after the latest date for the submission of ordinary motions for discussion by the forthcoming meeting of the NEC. No motion is an emergency motion unless the present work of the National Union would be severely impaired by the failure of the forthcoming meeting of the NEC to discuss the issue.' Each motion needs 1 proposer and 2 seconders. Emergency motions may be no more than 1,400 words.
 - d. Report motions as defined above which shall hold the Officers accountable for their work, which must be submitted electronically in writing to the Clerks before mid-day at least (8) eight clear days before the day of the meeting. Each motion needs 1 proposer and 2 seconders.
 - e. A motion of censure on any member of the National Executive Council or relevant NEC subcommittee as a whole in relation to a matter of conduct relating to their general duties as a member of the National Executive Council, which must be submitted electronically in writing to the Clerks before mid-day at least (8) eight clear days before the day of the meeting. Each motion needs 1 proposer and 2 seconders.

Motion Debate



15. The Chair will invite the proposer of the motion to speak for the motion or amendment for a set period of time and will then ask for a speech against from members of NEC. Second round of speeches will be granted at the Chair's discretion. No member of the NEC will speak more than twice on the motion or issue.
16. Amended debates will always end with a balancing opposing speech on the substantive and a summation. The summation shall always be owned by the proposer of the last successful amendment passed, or the owner of the original substantive speech if no amendment was passed.
17. At the Chair's discretion, they may ask for an open discussion on any motion or amendment to inform the discussion on the debate.
18. At the Chair's discretion, an NEC member may call for a discussion of parts on a motion or amendment. The calling of parts means that a section is discussed separately from the rest of the motion. The chair may decide whether to hear the parts separately or see a vote from Council to see if they wish for this to happen. Only whole clauses or sentences may be taken as parts. A submitter of a motion or amendment may remove any section of their text before the calling of parts.
19. The person calling for parts may speak for them to pass or allow someone else to do so and then speak against them passing.

Procedure

20. All procedure motions shall require 5 members of NEC to hear it.
21. There shall be the following procedural motions which are listed in order of priority:
 - a. That the meeting has no confidence in the Chair. If this motion is carried, the person in the Chair must vacate the Chair and not resume the Chair during the meeting.
 - b. That the meeting close or adjourn. If this motion is carried, the meeting shall immediately close or adjourn to the time and place specified in the motion.
 - c. That the question be now put. If this motion is carried, the motion under discussion is put to the vote after summations against and for the motion. This motion prevents parts being taken on the motion even if parts have already been tabled.
 - d. That the question be not put. If this motion is carried, the motion under discussion is not put to the vote.
 - e. That the question be referred to another meeting or body. If this motion is carried, the motion under discussion is tabled to the meeting or body specified and no further discussion on it takes place at the meeting.

Accessibility

22. All members of the NEC are entitled to take full part in all areas of the meeting. If a member cannot take part in any area due to procedures not being followed, the Chair shall adjourn the meeting until the problem has been rectified.

Suspension of standing orders

23. A motion to suspend the Byelaws or any part thereof may be moved without notice by a voting member of the NEC during a meeting of the NEC. The motion shall be voted on after a speech in favour and a speech against. The motion shall require a two-thirds majority of those present voting members to be enacted.

Non Attendance

24. If an NEC member does not attend 3 consecutive Council meetings or 4 in a one year period, without apology they will be assumed to have resigned from their position and all related benefits and authority. If they miss 3 consecutive meetings or 4 meetings in a one year period with an apology, any member of the Council may call for a simple vote on whether they should remain as a member of the NEC at the meeting.