

Schedule D

Standing Orders

The name of council shall be Class Representative Council or Comhairle Chomhaltas na Mac Léinn, these may be used interchangeably.

1) Agenda of the Class Representative Council

The agenda shall consist of:

- a) The acceptance of the minutes of the previous meeting and any matters arising in relation to the minutes.
- b) Elections. (where appropriate)
- c) Reports from the Students' Union Executive Officers.
 - a. Officer reports will generally be circulated to class reps in advance of each council meeting. In addition to these written reports the Students' Union President will give a brief verbal update.
- d) Reports from Committees. (where appropriate)
- e) Formal Business
 - a. Items for agreement
 - i. An item for agreement is any document, motion or other matter than requires approval from council by way of a vote.
 - b. Items for discussion
 - i. An item for discussion requires no vote from council however a debate is facilitated on the topic.
 - c. Items for information
 - i. An item for information is a mechanism for bodies outside of the Students' Union Executive to provide information or updates to council.
- f) Any Other Business

2) Duties of the Chairperson

- a) The chairperson shall schedule council meetings as per the constitution, attempting to cater for the broad range of study timetables within the university. They will endeavour, as far as practicable, to hold at least two CRCs on the St Patrick's campus each Academic year and have an option to attend online insofar as practicable. These will also be streamed online where possible in the interest of transparency.
- b) The chairperson shall facilitate debate in council. The chairperson will endeavour to ensure that speakers for and against the item being discussed address council alternately. Where this is not possible speaking priority shall be at the sole discretion of the chair.
- c) The chairperson shall be impartial and not participate in any debate. The chairperson can however ask questions for clarity if they deem council are confused.
- d) The chairperson may, at their discretion, call to the attention of the meeting continued irrelevance or tedious repetition on the part of any speaker and may, only after reasonable warning, order the speaker to cease speaking and remain silent on the issue being discussed.
- e) The ruling of the chairperson on all questions of order and upon matters arising in debate shall be final and not open to discussion except in the case of procedural motions 4 a) 5) and 4) a) 6)
- f) The chairperson will forfeit their vote in council, only voting in the event of a tie. The chairperson will usually cast their vote in favour of further debate, or to maintain the status

quo. This is to ensure that change shall only occur if an actual majority is in favour of the change.

- g) Act as the primary officer of CRC where complaints about the conduct of any member of DCUSU at a meeting of CRC are brought forward. All complaints are to be treated in strictest confidence and any investigations are to be conducted fairly and impartially.

2) Duties of the Secretary

- a) Shall circulate notice of upcoming meetings to the members of Class Representative Council.
- b) Shall be responsible for recording and publishing minutes of each and every meeting of the Class Representative Council.

3) General Conduct of the Meeting

- a) Any union member may propose a motion, amendment or report. The proposer has the right to make an opening statement regarding the item and thereafter the item will be debated by council. Before a vote is taken, the proposer has the right to reply immediately before the vote, however, will not introduce fresh subject matter at this point.
- b) A member may submit a motion in either English or as Gaeilge.
- c) Where debate takes place as Gaeilge, the chair may request that a member provide a summary of their speech in English in order to provide clarity to all members of council.
- d) The duration of speeches shall be at the discretion of the chair, as long as time allocation is equal.
- e) If an amendment to any item is accepted, the item, as amended will become the subject of any further debate.
- f) Only one motion, amendment or report shall be put before the meeting at any one time. There is no limit to the number of amendments that can be made to an item brought before council.
- g) If at any time there is no discussion, the chairperson should enquire as to whether there is any member who wishes to comment on the item, and if not, shall move to a vote on the item.
- h) Should disorder arise, after reasonable attempts to restore order, the chairperson, at their discretion, shall be entitled to adjourn the meeting and quit the chair. Should this happen, the chairperson will give their reasons for doing so at the next meeting of council, where there will be no discussion on the matter.
- i) A member shall not question the honesty or integrity of another member, defame their character, and shall not use any offensive expression during a meeting of council.
- j) A member may not conduct themselves in a manner unbecoming with the maintenance of order or disregard the authority of the chairperson in any way.
- k) The chairperson may suspend or remove a member from the meeting of council based on their conduct if reasonable attempts to restore order were unsuccessful.
- l) Any member wishing to address the council must be firstly acknowledged by the chair in the format outlined at the start of the meeting and then state their name, course code and year.
- m) Emergency motions may be presented to the chairperson during the course of the meeting. If council deems a motion worthy of this status (by way of a two-thirds majority) it will be debated as the final item of the meeting of the council.
- n) An Emergency motion is defined as a time-sensitive matter which arises after the collection of agenda items, which by nature must be addressed before the next scheduled CRC.
- o) Speakers may not be interrupted save for when they wish to raise a point of information relevant to the motion being discussed. These may only be raised if the speaker allows it.

p) Unless otherwise specified, all votes require a simple majority of 50%+1.

4) Procedural Motions

- a) 1) A motion to end debate and vote immediately on the motion.
 - 2) A motion to end the discussion and not vote on the motion.
 - 3) A motion that the meeting proceed to the next item of business.
 - 4) A motion to postpone discussion and voting on this matter to another specified time
 - 5) A challenge to the Chairperson's ruling.
 - 6) A motion of no confidence in the Chairperson.
 - 7) A motion that the speaker be no longer heard.
 - 8) A motion to be taken in parts.
- b) A procedural motion may be proposed by any member of council. They may not be proposed while any other member is speaking.
 - c) The chairperson may refuse to put clauses 4 a) 3) or 4 a) 7) to the meeting. Procedural motions may not be proposed if one of a similar effect on the same item has been defeated in the previous 10 minutes.
 - d) The proposer of any procedural motion may speak very briefly to explain their rationale for bringing forward the procedural motion. Any member of council may speak against a motion.
 - e) When 4 a) 5) or 4 a) 6) are proposed, the chairperson shall leave the chair until it is determined. The President will chair this debate. Should the President not be in attendance, the Returning Officer will.
 - f) If 4 a) 1) is carried, the proposer of the motion may make a short closing statement on the motion before a vote is taken.
 - g) 4 a) 5) and 4 a) 6) shall have priority over all other procedural motions. Otherwise, procedural motions shall be determined in the order they were proposed.

5) Suspension of Standing Orders

- a) These standing orders may be suspended upon a motion to that effect being passed by a 2/3 majority of those voting. Such motions require a proposer and seconder and shall state the purpose for which it is sought to suspend the Standing Orders. The motion shall be put to a vote without discussion.
- b) Only the business for which the Standing Orders have been suspended may be discussed during the suspension.
- c) The same procedure shall be followed in the case of amending the standing orders.

6) Reports from the Students' Union Executive Officers

- a) Individual officer reports shall be sent to the chairperson by each member of the executive in advance of the meeting.
- b) These reports shall be circulated by the chairperson or secretary with the agenda in advance of the meeting. These reports will be assumed 'as read', save for when an officer has an addition to make to the report, which they may do verbally.
- c) The officer reports shall be open for discussion for a period of no longer than 15 minutes.

- d) The officer reports shall be discussed collectively, however where a member has a query about a certain officer report, this may be debated and voted upon individually.
- e) Should an officer report be rejected, the officer will resubmit their report with amendments to the next council.
- f) Should an officer have a report rejected twice, a vote of no confidence in the officer will automatically be held.

7) Votes of Confidence/No Confidence

- a) Any 'vote of no confidence' will require a two-thirds majority to pass.
- b) 'Votes of no confidence' in all officers, save for the Officials of CRC, shall apply as per the DCUSU constitution.
- c) The chairperson of council shall officiate over any 'vote of no confidence' – save for when they are the subject of such a vote, in which case the Returning Officer shall officiate.
- d) Where a 'vote of no confidence' has passed, the officer may appeal the outcome. This should be lodged to the chairperson of council within one week of the passing of the 'vote of no confidence'. Should the appeal be rejected, the CRC shall instruct the Returning Officer to hold a referendum within four weeks to remove the officer. It shall be the position of the Executive and the CRC in this referendum, that the officer should be removed.
- e) Where a 'vote of no confidence' in an officer of executive has passed and CRC has rejected the appeal the CRC shall instruct the Returning Officer to hold a referendum within four weeks to remove the officer. It shall be the position of the Executive and the CRC in this referendum, that the officer should be removed.
- f) A 'vote of no confidence' in an Official of CRC may be proposed by any member of council and must garner the support of at least 10 other class representatives in order to be brought before council. Such motions should be submitted to the chairperson at least 2 academic days in advance of a scheduled meeting of council.
- g) Where a 'vote of no confidence' has passed in an Official of CRC, the official must either resign or appeal the result. Such resignations or appeals should be submitted to the Official who officiated over the vote within 1 week of the vote. Where this appeal fails or no appeal is received, the officer shall be removed from their position and a new official be elected at the next meeting of CRC.

Duties of the Returning Officer

- a) Call the date for elections and referenda, conscious of the academic calendar and in keeping with a spirit of full accessibility and inclusivity of the membership, insofar as reasonably possible.
- b) Oversee the election of the CRC officials.
- c) Chair the Electoral and Referenda Committee (ERC)
- d) Accept and report on any resignations of members of the executive, and report these to CRC as soon as possible.
- e) Oversee the conduct, administration and execution of all elections and referenda, ensure transparency and inclusivity are a foremost consideration.
- f) Present CRC with a full report after each election and referendum, outlining in full the turnout, results, any issues encountered and what measures were taken to overcome them.
- g) Be entirely impartial and fair in discharging any duties vested in them by CRC.
- h) Work with external or internal organisations for the purposes of engaging the membership in the democratic process.

- i) The returning officer must not make any representations on behalf of DCUSU without authorisation from the President and the student representative on the Board of the OSL
- j) Provide CRC with electoral and referenda regulations including key dates for approval in a timely manner and ensure that all those participating in elections or referenda understand these regulations.
- k) Act as the primary officer of CRC where complaints about the conduct of any DCUSU representative outside of a meeting of CRC are brought forward. All complaints are to be treated in strictest confidence and any investigations are to be conducted fairly and impartially.
- l) Where the Returning Officer has formally notified the membership of an election or referendum date, CRC may, for any reason, declare the date be recalled and request the Returning Officer to call another suitable date. Such a declaration will require a two-third majority of those voting.