

# UBU General Meeting & Annual General Meeting By-Law

## 1. Notice of Meetings

- 1.1. General Meetings (GMs), including Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) shall be convened by the Sabbatical Officer Charged with Constitutional Oversight (“SOCC”) and held in accordance with the UBU Constitution.
- 1.2. It is the responsibility of the SOCC, coordinating with Student Voice staff, to ensure that adequate publicity including the date and place of each meeting is displayed on UBU’s website & social media, and around UBU spaces on campus:
  - i) **10 working days** prior to the GM, including the deadline for submission of motions;
  - ii) **5 working days** prior to an EGM, including details of the matter to be discussed.
- 1.3. It is the responsibility of the SOCC to ensure that an agenda, any required reports, and details of any motions to be discussed are available on the UBU website **5 working days** before each meeting.

## 2. Quorum

- 2.1. Refer to the UBU Constitution.

## 3. Agenda

- 3.1. Council Advisory Committee shall assist the SOCC in compiling the agenda.
- 3.2. The agenda for General Meetings shall include:
  - i) Attendance list to be signed by all Members present (or substituted with a record of members joining an online meeting taken at the commencement of the meeting)
  - ii) Apologies from Sabbatical and Executive Officers unable to attend
  - iii) Declarations of interest
  - iv) Approval of agenda
  - v) Presentation from the UBU Executive on the current state of UBU
  - vi) Questions to the UBU Executive
  - vii) Motions
  - viii) Matters for approval or ratification
  - ix) Any Other Competent Business (submitted in advance to the chair)
  - x) Confirmation of the date of the next GM or AGM
- 3.3. The agenda for Extraordinary General Meetings shall comprise:
  - i) Attendance list to be signed by all Members present (or substituted with a record of members joining an online meeting taken at the commencement of the meeting)
  - ii) Apologies from Sabbatical and Executive Officers unable to attend
  - iii) Declarations of interest
  - iv) Approval of Council Advisory Committee’s decision that the EGM is in order
  - v) The motion or item to be discussed
- 3.4. The agenda for Annual General Meetings shall comprise:
  - vi) Attendance list to be signed by all Members present (or substituted with a record of members joining an online meeting taken at the commencement of the meeting)
  - i) Apologies from Sabbatical and Executive Officers unable to attend
  - ii) Declarations of interest
  - iii) Approval of agenda
  - iv) For approval, a report by the SOCC including presentation (which may be by staff) of UBU audited accounts
  - v) “State of the Union” presentation from the UBU Executive
  - vi) Questions to the UBU Executive
  - vii) A report from the UBU Chief Executive Officer
  - viii) Motions
  - ix) Matters for approval or ratification
  - x) Any Other Competent Business (submitted in advance to the chair)
  - xi) Confirmation of the date of the next GM

**4. Motions**

4.1. Motions may be sent to a GM or AGM by UBU Council.

4.2. Motions may be sent to a GM or AGM by Assemblies or individual student members of UBU, in accordance with the same rules laid down in the UBU Council By-Law, if:

- i) the Motion is accepted by Council Advisory Committee or the Chair as an emergency motion, following the same criteria for emergency motions as laid down in the UBU Council By-Law, or;
- ii) the Motion is required to hold to account or question UBU Council, and could not reasonably have been taken there instead.

4.3. Motions shall appear on the agenda in the order of submission.

**5. Emergency Motions**

5.1. Emergency motions, from whichever permitted source, must be submitted in accordance with any rules laid down for Emergency Motions in the UBU Council By-Law.

**6. Amendments**

6.1. Amendments to motions must be submitted in accordance with the rules laid down in the UBU Council By-Law, with the following exceptions:

- i) Amendments must be proposed and seconded by Full Members of UBU.

**7. Chair**

7.1. General Meetings are to be chaired by the Chair of Council or in their absence the Deputy Chair of Council, or with permission of the Chair of Council, by the SOCC.

7.2. The role of the chair shall be in accordance with the same rules laid down in the UBU Council By-Law, with the following exceptions:

- i) If none of the Chair of Council, the Deputy Chair of Council, nor the SOCC are present, the meeting shall be adjourned.

**8. Challenges to the Chair**

8.1. Any challenge to the Chair shall be dealt with in accordance with the same rules laid down in the UBU Council By-Law, with the following exceptions:

- i) If the Deputy Chair of Council is not present, another member of the Executive may chair any challenges to the primary chair of the meeting.

**9. Conduct of Meeting**

9.1. Meetings shall be conducted in accordance with the the same rules laid down in the UBU Council By-Law.

**10. Procedural Motions**

10.1. Procedural motions shall have precedence over the order of the meeting.

**11. Voting**

11.1. Voting shall be carried out in accordance with the the same rules laid down in the UBU Council By-Law.

**12. Timings**

12.1. A General Meeting is to adjourn **two hours** after commencement unless this is overturned by a vote in favour to continue, carried by a two thirds majority of those present and eligible to vote.

12.2. The Chair shall direct that speeches in debates shall be limited to a maximum of three minutes in length; questions and responses one minute. The Chair shall have discretion to allow extensions of one extra minute providing that the same opportunity is provided to all sides in a given debate.