



STANDING ORDERS OF UCU SCOTLAND CONGRESS

1. CHAIR

The President of UCU Scotland or, in the absence of or at the request of the President, the Vice-President, or in their absence, the Immediate Past President, or in their absence, a member of Congress elected ad hoc, shall chair Congress.

2. QUORUM

Fifteen members of Congress shall constitute a quorum for the transaction of Congress business. This quorum shall be required to start Congress. Once the quorum has been achieved, the Congress shall remain quorate unless a count is called for and the Congress then found to be inquorate.

3. VOTING

Only elected representatives of Local Associations and the Scottish Central Group or their substitutes, members of the Executive Committee, co-opted members, and the President of UCU or their deputy may vote. Voting shall be by a show of hands, unless the Chair shall direct otherwise. In the event of a ballot being taken, tellers shall be appointed by Congress. An abstention does not count as a vote when calculating a two-thirds majority.

4. SCOTTISH CENTRAL GROUP

For the purposes of these Standing Orders, unless otherwise stated, the Scottish Central Group shall be treated as a Local Association.

5. ORDER OF BUSINESS

1. The transaction of all Congress business shall be planned by the Congress Business Committee (Scotland) (CBC(S)), who shall be responsible for circulating the motions and

amendments for Congress; CBC(S) shall be responsible for making recommendations about the conduct of the annual meeting, in particular the ordering of business and the acceptance of emergency motions onto the agenda of the Conference. Where appropriate, CBC(S) shall be guided by the statement of responsibilities of CBC (UK) set out in para 49 of the UCU UK Congress Standing Orders.

2. The report of the CBC shall be presented to Congress for approval immediately after the Presidential address.
3. Motions must be no longer than 150 words, not including titles: in order to facilitate the ordering of business, submitting bodies may include titles to motions of not more than 10 words. Amendments must be no longer than 75 words, not counting rubrics or words to be deleted. There shall be no word limits for motions to amend the rules or amendments thereto.
4. For a meeting of CBC(S), the quorum shall be two.
5. The UCUS President and UCUS Vice-President shall be invited to attend, but will have no vote at, meetings of the CBC(S).
6. The CBC(S) shall be reconstituted for the coming UCU year, immediately after the closure of Congress. The Committee shall elect its own chair annually. The CBC(S) shall meet as soon as is practicable after the deadline for the submission of motions. At this meeting, and at subsequent meetings as necessary, CBC(S) shall determine its recommendations on:
 - i. which motions and amendments are not appropriate for debate, for example because they are in conflict with the objects of the union; or because motions criticise individual employees; or on legal advice provided to the committee, that they are deemed to be defamatory and therefore may not be published.
 - ii. whether any motions received after the deadline for receipt of motions are urgent, timely and require a decision of Congress .

- iii. whether any amendments submitted are out of order because they would materially change the policy of the motion.
- iv. whether any motions and amendments received should be composited, and on the text of the composites.
- v. whether any motion should be re-drafted to form an amendment to another motion, and if so, to do any necessary re-drafting.

These recommendations will form the CBC(S)'s first and any subsequent reports, which will be published as soon as practicable after the committee's first and subsequent meetings.

7. The CBC(S) will meet, if required, as soon as practicable after the deadline for the submission of amendments. At this meeting the Committee will decide on the order of motions and amendments and arrange for the circulation thereof.

8. In so far as is practicable, CBC(S) shall have the same functions in respect of special meetings of Congress as in the case of the annual meeting. In particular, CBC(S) shall be consulted about the arrangements for submitting amendments, and at its discretion, shall consult representatives of the submitting bodies concerned, on any compositing of such amendments, and shall make recommendations on the conduct of the business of these Congresses.

6. REPORTS

All reports shall wherever possible be made in writing plus other formats required for accessibility, and shall be formally received.

7. FINANCIAL STATEMENT AND ANNUAL REPORTS

Copies of the financial statement signed by the auditors and of Annual Reports by the Honorary Secretary and Honorary Treasurer shall be sent no less than ten days before Congress to each member of Congress.

8. SPEECHES

The Chair shall have power to fix a period for discussion of any item on the agenda, having regard to the amount of business before Congress. Speakers shall introduce themselves by name and the body on behalf of which they are speaking, and address themselves to the Chair.

The mover of a motion shall be allowed five minutes and all succeeding speakers shall be allowed three minutes, unless shorter periods are determined by a simple majority in a vote of congress.

Without leave from the Chair, no member shall speak more than once on any motion or amendment, except that the mover of a motion shall always have a right to reply.

Any member may formally second any proposition and reserve their speech until a later period in the debate. During a debate on a composite motion, one representative of each Local Association which has withdrawn a motion in favour of the composite shall have precedence over other supporters of the motion.

Visitors who are not members of Congress may speak only on the invitation of the Chair.

9. MOTIONS

All motions, whether original or amended or composited, shall be made known, if possible, in written form or other formats required for accessibility to members of Congress by the commencement of Congress.

No motion, other than a motion proposed by the Executive Committee, shall normally be placed before Congress unless it shall have been received in writing by the Honorary Secretary at least twenty-eight days before the meeting, stands in the name of a Local Association and by that date has been certified in writing by the Secretary of that Local Association to have been approved by its members (either at a quorate general meeting or otherwise in accordance with any applicable rule of the Local Association). All motions received in time shall be duplicated and sent out twenty-one days prior to Congress after the first meeting of the Congress Business Committee (Scotland).

Where a branch/local association general meeting called for the purpose of approving motions for submission to UCU Scotland Congress is not quorate, a quorate meeting of the branch/local association committee may approve these motions for submission, or may approve an alternative means of ascertaining the views of members in order to approve such motions. In these circumstances the motions and the committee's decisions must be circulated to all members of the branch/local association. The officer submitting the motions must certify the way in which the motions were approved.

10. AMENDMENTS

Amendments submitted by branches/local associations must be approved by the same means as motions as set out in Standing Order 10 above, or by a quorate meeting of the branch/local association committee. The officer submitting the amendment must certify the way in which the amendment was approved.

Any amendments received by the Honorary Secretary in writing at least seven days before the meeting of Congress shall be placed before Congress. The Executive Committee may also place amendments before Congress.

Where a motion which is before Congress was not circulated to Local Association secretaries at least fourteen days before Congress, any amendments to that motion shall likewise be placed before Congress. It shall lie within the discretion of the Chair to accept any drafting amendment which does not materially alter the sense of the proposition before Congress.

An amendment which seeks to amend another amendment shall be proposed as an additional amendment to the original motion. Both amendments shall be taken as part of a single debate.

11. ORDER OF MOTIONS AND AMENDMENTS

All motions and amendments must be moved and seconded before being debated.

The Chair may take related motions and/or amendments in a group, in a single debate, which may include taking all the amendments to a motion together in one debate. The Chair may also take a motion or amendment in parts for the purpose of voting.

When all amendments to a motion have been voted on, the main motion will be put to the vote.

12. MOTIONS TO CLOSE DEBATE

Subject to the discretion of the Chair, who shall consider whether there has been a sufficient and balanced debate, a member of a Conference who has not previously spoken in that debate may propose that the debate be closed by moving formally "That the question be now put". If formally seconded, such a motion shall be put to Conference without debate. No speech may be interrupted for the purpose of proposing such a motion.

Subject to the discretion of the Chair, who shall consider whether the debate has gone on for a reasonable period, any member of a Conference may propose that the debate be closed by moving formally "That the meeting proceeds to the next business", which shall have the effect of closing the current debate without further speeches or a vote, and moving on to the next substantive item of business. It is for the Chair to determine what constitutes the next item of business.

After any amendment has been put, a motion "That the main question be now considered" may be moved and put to the meeting without debate. Otherwise all amendments shall be disposed of and the Chair shall decide whether debate on the main motion is necessary and when the time has come when the main motion may fairly be put.

13. POINTS OF ORDER

Any member may at any time raise a point of order.

14. POINTS OF INFORMATION

Any member may, with the leave of the Chair, raise a point of information.

15. WITHDRAWAL OF PROPOSITIONS

Permission to withdraw any proposition may be granted by a simple majority of Congress.

16. REFERENCE OF MOTIONS

Any motion to refer a motion to the Executive Committee either for examination or for redrafting and submission to a later session of Congress shall, if seconded, rank as an amendment with precedence over any other amendment.

Any motion, which is left on the Agenda at the end of Congress, shall be decided by the Executive Committee if Congress, by a simple majority of those present and voting, so directs.

17. MATTERS PREVIOUSLY DETERMINED

When any matter shall have been determined by Congress, it shall not be re-opened at the meeting of Congress immediately following unless two-thirds of the members of Congress present and voting shall otherwise require or the Executive recommends to Congress that it is in the interests of the Union to re-open the question in the light of new circumstances.

18. RULING OF THE CHAIR

The ruling of the Chair on any question under the Standing Orders, or on points of order or information, shall be final unless challenged by a member supported by at least two other members and the votes of two-thirds of the members of Congress present at the time of voting.

19. CONDUCT OF SPEAKERS

It shall not be in order for any participant on the floor of, or addressing, Conference, to utter or display offensive language (including discriminatory language) or criticisms of individual Union employees or individual members who have no right to address Conference and complaints against whom should be pursued through properly established procedures. In the event that any of these remarks occur, the Chair shall immediately ask the participant to withdraw the remarks and apologise to the Conference and the individual(s) concerned. If the participant refuses to do this, or persists thereafter, the Chair shall exclude that individual (or individuals) from the rest of the Conference proceedings.

20. SUSPENSION OF STANDING ORDERS

Any of the above Standing Orders may be suspended by the meeting for a specified purpose on a motion to that effect supported by two-thirds of those present and voting; Standing Orders shall again apply immediately the specified issue has been disposed of.

21. INTERPRETATION OF RULE 2 (OBJECT OF UCU SCOTLAND)

This rule does not prevent Congress from discussing matters of concern to Scottish universities simply because they could also be shown to be of concern to some other universities.

22. ALTERATION OF STANDING ORDERS

Any Standing Order may be altered by a resolution of Congress, upon the recommendation of, or after reference to, the Executive Committee, provided that the terms of the proposed alteration(s) shall have been circulated by the Honorary Secretary to Congress members at least fourteen days before the meeting of Congress, and provided that the proposed alteration(s) shall be carried by a majority of not less than two-thirds of the members voting at Congress. An amendment to a circulated proposed alteration(s) may be moved and voted upon at the discretion of the Chair. Voting on an amendment to a proposed alteration(s) shall be by a simple majority. A motion which, if passed, would effect an alteration(s) in a Standing Order beyond that proposed in an original motion is a substantive proposal for alteration and shall not count as an amendment in any particular.

23. PROCEDURES FOR ELECTIONS HELD AT CONGRESS

ELECTION OF CONGRESS BUSINESS COMMITTEE

1. At UCUS Annual Congress, delegates shall elect on alternate years, one or two members of the Congress Business Committee (Scotland) (CBC(S)) to serve for two year terms. In the first year, the three elected members may use the number of votes cast to indicate two two-year terms and one one-year.
2. UCUS Executive members may not be elected to the CBC(S). However where a vacancy cannot be filled or a casual vacancy arises between meetings of Congress the CBC(S) has

discretion to co-opt any member of Congress to a vacant position.

3. A call for nominations for two members of the CBC(S) to be elected Congress shall be made in the calling notice of Congress. Nominations shall be submitted to the Honorary Secretary no less than seven days before the start of Congress.
4. In the event that nominations do not exceed the number to be elected, those duly nominated shall be declared elected by the Chair subject to standing order 3.
5. In the event of an insufficient number of nominations being received, no less than seven days before the start of Congress, nominations for the remaining places on the committee will be re-opened, to be submitted during the meeting of Congress, by a deadline of the end of Congress.
6. In the event that nominations received by the deadline for re-opened nominations announced by the Chair does not exceed the number of remaining vacancies, those duly nominated shall be declared elected by the Chair, subject to standing order 3.
7. In the event that nominations received not less than seven days before the start of Congress, or, if applicable, nominations made on the re-opening of nominations at Congress, exceed the number of persons to be elected, a ballot shall be conducted in accordance with a timetable determined by Congress Business Committee such that the result can be announced no more than a week after the end of the Congress meeting. The elections shall be by single transferable vote.