



Queens' College JCR Committee Policy Document on:

JCR Committee Meeting Procedures

This Committee Policy Document may be amended only by majority vote at a quorate JCR Committee Meeting. Amendments must be dated and recorded at the end of this document.

The provisions of this document shall be invalid if they conflict with the motions of Referendum Policy or the provisions of the Queens' JCR Constitution or its appendix.

The policy contained within this document shall be binding on the Queens' JCR Committee.

Document created on the 23rd of January 2021

1. Preamble

1.1. Unless otherwise stated:

- 1.1.1. The 'constitution' shall be the constitution of the Queens' College JCR
- 1.1.2. The 'committee' shall be the Queens' College JCR Committee
- 1.1.3. The 'college' shall be Queens' College, Cambridge
- 1.1.4. 'Committee meetings' or 'the meeting' shall be Ordinary JCR Committee Meetings

2. Aims and Objectives

2.1. The provisions of this document shall intend to ensure fair, orderly and equitable meetings of the Queens' College JCR Committee.

3. Responsible Persons

- 3.1. The President of the JCR shall act as the chairperson of all committee meetings, and shall rule on the interpretation of this policy document.
 - 3.1.1. In the absence of the President of the JCR, the JCR Vice-President and Secretary shall deputise for them unless the JCR Committee objects.
 - 3.1.2. The chairperson shall endeavour to secure a fair, orderly and balanced discussion free from intimidation and personal abuse.
- 3.2. The Secretary of the JCR shall act as the secretary of all committee meetings, and shall determine quora, record minutes, and administer votes.

- 3.2.1. In the absence of the Secretary of the JCR, the JCR Committee shall nominate another member of that committee to act as the secretary.

4. Agenda

- 4.1. The secretary shall be responsible for determining and circulating the agenda, nominally the day before the meeting.
 - 4.1.1. If the secretary is unable to do so, they shall nominate another JCR Committee member to do so.
- 4.2. Any JCR members may propose agenda items to the secretary, and it shall be their responsibility to do so before the agenda is circulated.
- 4.3. The agenda shall include, but is not restricted to, the following items;
 - 4.3.1. Verification of the minutes of the last meeting,
 - 4.3.2. Action from the last meeting,
 - 4.3.3. Acknowledgement of any Referendum Policy due to expire,
 - 4.3.4. Any items proposed under clause 4.2,
 - 4.3.5. Items required by the decisions of previous Committee or Referenda,
 - 4.3.6. "Any other business".

5. Location & Times

- 5.1. JCR Committee Meetings must be held in a location that:
 - 5.1.1. is accessible for all members of the undergraduate body of the college;
 - 5.1.2. has sufficient seating for all JCR Committee members.
- 5.2. The secretary of the JCR must:
 - 5.2.1. endeavour to confirm the provisional dates and location of JCR Committee Meetings for each term at the beginning of that term;
 - 5.2.2. ensure the availability of the room in which the meetings are to be held.
- 5.3. The time and location of JCR Committee Meetings must:
 - 5.3.1. be circulated at least 5 days in advance of the meeting to the JCR Committee;
 - 5.3.2. be available to all members of the JCR.

6. Minutes

- 6.1. Until verified at the next meeting, committee meeting minutes shall be accompanied by the statement "These are draft minutes which are subject to confirmation or correction by the JCR Committee".
- 6.2. Minutes of the last meeting should be verified at the beginning of a committee meeting.

7. Voting

- 7.1. Committee meetings shall from time to time involve votes on various matters. The results of such votes shall be binding on committee members so long as they conflict with neither the constitution, its appendix, or any kind of JCR policy¹.

¹ The results of votes may not contradict the provisions of existing Committee Policy, which must be amended first.

- 7.2. Votes shall only be considered valid if a quorum is established as per the constitution, and shall require a simple majority of those present.
 - 7.2.1. Only members of the JCR Committee who are present at a meeting may vote.
 - 7.2.2. Any vote may be passed by acclamation, provided no person present objects.²
- 7.3. Votes shall be held on³:
 - 7.3.1. the appointment of co-opted positions on the JCR Committee.
 - 7.3.2. the creation, amendment of JCR Committee Policy Documents.
 - 7.3.3. the adoption of official positions of the JCR Committee.
 - 7.3.4. the decision to require, accept, or overturn the requirement of the resignation of a member of the JCR Committee.
 - 7.3.5. decisions of the JCR committee where at least two committee members present request a vote.
 - 7.3.6. other matters where a consensus amongst those present at a Committee Meeting is not apparent.

8. Attendance

- 8.1. All members of the JCR shall be invited to attend and speak at JCR meetings.
- 8.2. The Secretary of the JCR shall maintain a record of the attendance of committee members at ordinary JCR Committee Meetings.
 - 8.2.1. Any member of the JCR may request to inspect the attendance of JCR meetings.
- 8.3. Committee members shall attend all ordinary committee meetings, or provide an apology which is acceptable to the committee no later than 24 hours before the meeting, or in the case of an emergency within five days after the meeting.
- 8.4. Apologies shall be acceptable by default unless objected to by any committee member.
- 8.5. Should a committee member ("the committee member") fail to attend three successive ordinary committee meetings without acceptable apology, the committee shall table a motion of no confidence in that committee member for the next meeting, in which they shall vote to require the resignation of the committee member.
 - 8.5.1. Should the committee vote not to require the resignation of a committee member, and should that committee member fail to attend further successive meetings without apology, further motions of no confidence shall be tabled for every additional successive meeting missed.

9. Online Meetings

- 9.1. Under unusual circumstances⁴, the JCR President may require that meetings are held entirely virtually, using an online video platform.

² i.e. hands don't need to be raised and counted for every vote unless someone objects.

³ This is summarising the JCR Constitution and its appendix, which should be consulted.

⁴ For example, during the coronavirus pandemic.

- 9.1.1. The Secretary, or nominated deputy, shall have the final say and nominally be responsible for any preparation.
- 9.1.2. Members shall not be obliged to personally pay any subscription fee for the chosen video platform.
- 9.1.3. A two thirds majority of JCR Committee members must verbally agree to a method of voting, for any votes to be deemed valid.
- 9.1.4. The previous provisions of this policy document regarding the location of JCR Committee Meetings shall be deemed irrelevant.
- 9.2. Only when circumstances mean that they cannot physically attend a committee meeting, may JCR Committee members attend meetings via video link.
 - 9.2.1. The chair may nominate one present committee member to be responsible for maintaining the video link between the committee member that cannot physically attend, and the rest of the committee.

10. Best Practices

- 10.1. Committee members shall be encouraged to meet informally or communicate online with other committee members to work on initiatives and gather ideas that would not normally involve a majority of the JCR Committee, rather than bringing them to a JCR meeting first.
- 10.2. Should committee members wish to propose amendments to Committee Policy, they should be encouraged to attach the exact wording of the proposed changes to the agenda of the meeting.

11. Emergency JCR Committee Meetings

- 11.1. Emergency JCR Committee meetings, as defined in clauses 44 and 50 of the Constitution shall be called where there is a need to hold a meeting in advance of the next scheduled committee (ordinary) meeting, following the guidance of clause 50 of the Constitution, and clause 69 of its appendix.
- 11.2. The provisions of this document shall apply for Emergency JCR Committee Meetings also, except that:
 - 11.2.1. there shall be no requirement for the attendance of members of the JCR Committee.
 - 11.2.2. the room must also be large enough to accommodate the estimated number of members of the JCR due to attend.
- 11.3. The JCR Committee shall be encouraged to consider the consensus of all JCR members in attendance of a meeting.