

STUDENT UNION MEETING GENERAL GUIDE

St. Croix Valley ALC

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Introduction:

These are the guidelines for conducting business during a Student Union meeting. This document serves as a comprehensive resource to ensure efficient, orderly, and productive proceedings during our gatherings.

By adhering to these guidelines, we aim to foster a culture of transparency, inclusivity, and effective decision-making within our student community.

Whether you are a seasoned participant or a newcomer, we encourage you to familiarize yourself with the procedures outlined herein to contribute meaningfully to our collective endeavors. Together, let us uphold the principles of democracy and collaboration as we work towards advancing the interests and welfare of our fellow students.

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STUDENT REPRESENTATIVE

Creating a Motion During a Meeting

****Step 1: Recognize the Need for a Motion****

Identify an issue, proposal, or action that you believe requires discussion or decision-making during the meeting. This could be anything from suggesting a new event, amending a policy, or approving a budget allocation.

****Step 2: Obtain the Floor****

Raise your hand or wait for an appropriate moment to seek recognition from the presiding officer. Once recognized, you have the floor and the opportunity to propose your motion.

****Step 3: State Your Motion Clearly****

Clearly and concisely state your motion, beginning with the phrase "I move that..." followed by a specific action or proposal. For example, "I move that Article 5 of the General Bylaws be amended."

****Step 4: Seek a Second****

After stating your motion, ask for a second from another member of the assembly. This indicates that at least one other person supports the motion and is willing to see it brought to discussion. You can simply say, "Is there a second?" or "Can I get a second on this motion?"

****Step 5: Call for a Vote****

After sufficient discussion has taken place, the presiding officer calls for a vote on the motion. This is typically done by saying, "All in favor of the motion, please say 'aye,'" followed by "All opposed, please say 'no'." Alternatively, a show of hands or a roll-call vote may be used depending on the preference of the assembly.

****Step 6: Declare the Outcome****

Based on the majority vote, the presiding officer declares the outcome of the motion. If the motion carries (receives a majority of 'aye' votes), it is adopted and becomes a decision of the assembly. If the motion fails (receives a majority of 'no' votes), it is rejected, and the assembly may move on to other business.

Parliamentary Process

Parliamentary process refers to the established rules and procedures governing the conduct of meetings, assemblies, and deliberative bodies. It provides a structured framework for orderly discussion, decision-making, and the expression of viewpoints within a group setting. Key elements of parliamentary process include:

1. **Recognition:** Participants must seek recognition from the presiding officer before speaking or proposing motions. This ensures that discussions are conducted in an organized manner and that everyone has an opportunity to contribute.
2. **Motions:** Motions are formal proposals put forward for consideration by the assembly. They typically require a mover (the person who proposes the motion) and a seconder (another member who supports the motion). Motions can cover a wide range of topics, from approving constitutions to amending bylaws.
3. **Debate:** Once a motion is proposed and seconded, the assembly engages in debate to discuss the merits of the motion. Members have the opportunity to express their opinions, ask questions, and provide relevant information before a vote is taken.
4. **Voting:** After debate has concluded, the assembly votes on the motion. Depending on the rules of the organization, voting may be conducted by voice vote, show of hands, or ballot. A majority vote is typically required for a motion to pass, although specific rules may vary.
5. **Amendments:** Members may propose amendments to motions in order to modify or clarify their content. Like motions, amendments require a mover and seconder, and they are subject to debate and a separate vote.
6. **Points of Order:** Points of order are raised when a member believes that the rules of parliamentary procedure are being violated. The presiding officer is responsible for ruling on points of order and ensuring that the meeting proceeds in accordance with established rules.

Creating a Point of Order

Making a point of order is a parliamentary procedure used to draw attention to a breach of rules or procedures during a meeting or assembly. Here's a short guide on how to make a point of order effectively:

1. **Understand the Rules**: Before making a point of order, familiarize yourself with the rules of the meeting or assembly.
2. **Timing**: Wait for an appropriate moment to raise your point of order. Typically, this is when the alleged breach of rules is occurring or immediately after it has occurred. Avoid interrupting speakers or disrupting the flow of the meeting unnecessarily.
3. **Stand and Address the Chair**: When you're ready to make your point of order, stand and address the chair or presiding officer respectfully.
4. **State Your Point Clearly and Concisely**: Clearly articulate the rule or procedure you believe has been violated. Be brief and to the point. Avoid unnecessary elaboration or commentary.
5. **Provide Evidence (if necessary)**: If applicable, provide evidence or reference to the specific rule or procedure that has been breached. This helps support your point and clarifies the issue for everyone present.
6. **Await the Chair's Ruling**: After stating your point of order, wait for the chair or presiding officer to respond. They may ask for clarification or additional information before making a ruling.
7. **Accept the Chair's Decision**: Respect the decision of the chair, even if it does not go in your favor. If you disagree with the ruling, you may have the option to appeal, depending on the rules of the organization.
8. **Return to Regular Business**: Once the chair has ruled on your point of order, return to the regular business of the meeting or assembly. Avoid dwelling on the issue unless it is necessary for the proper conduct of the meeting.