

General Meetings

General Meetings can be held at any time to debate and vote on policy for the union. It is different from Student Parliament, in that all members can vote at General Meetings. An Annual General Meeting is required each year for members to approve the union accounts, and also receive reports from the Board of Trustees and Student Parliament.

1 General Meetings

- 1.1 Any full member of the Union may attend General meetings in accordance with the constitution. Any individuals who are not full members who wish to attend must receive permission from the meeting.
- 1.2 Any full member of the Union may speak at a General Meeting. Any individuals who are not full members may only speak with the permission of the meeting.
- 1.3 Debating rules shall apply in full to all General Meetings and Union Parliament meetings.
- 1.4 There shall be an Annual General Meeting of the whole union each year.
- 1.5 There shall also be the provision to call Emergency General Meetings of the whole Union.

2 Voting

- 2.1 Only full members who are present at the meeting may vote.
- 2.2 The Chair of the General Meeting may not vote unless the vote is tied; in which case he/she may have the casting vote.

3 Quorum

- 3.1 The quorum for Union General Meetings shall be determined by the Union Executive Committee. The meeting can discuss but cannot make decisions on any matter until this figure has been reached.
- 3.2 Business discussed at an inquorate General Meeting shall be referred to the next Student Parliament for ratification.

4 **Annual General Meeting (AGM)**

- 4.1 At the AGM, there shall be reports from the Board of Trustees and Student Parliament.
- 4.2 There will be a presentation of the Union accounts at the AGM.
- 4.3 There shall be a Chair of Meetings and a Deputy Chair, nominated by the Union Executive Committee, who shall be responsible for ensuring that the meeting runs smoothly.
- 4.4 All items for discussion and decision (Motions) shall be submitted to the VP Activities and Communications ten (10) working days before the meeting.
- 4.5 Amendments to the Constitution and Rules must be submitted fourteen (14) working days before the start of the meeting.
- 4.6 All Motions shall require the signatures of at least two full Union members. These shall be known as the proposer and the seconder(s).
- 4.7 The Union Executive Committee shall be responsible for publication of details of all General Meetings twenty-one (21) working days before the meeting on Union notice boards and in available Union publications. Details of debates submitted shall be published seven (7) working days before the start of the meeting.
- 4.8 Changes to Motions may be submitted by any full member of the Union. The changes require the signatures of at least two full members and shall be submitted to the President or the Deputy President forty-eight (48) hours before the start of the meeting. Any changes submitted after this time shall be deemed invalid.
- 4.9 The Union Executive Committee shall be responsible for the agenda and publicising the meeting.
- 4.10 Matters relating to finance that were not discussed at AGM shall be referred to the Union Executive Committee who will decide on the outcome and inform Student Parliament of the result.

6 **Emergency General Meeting**

- 6.1 An Emergency General meeting may be called by:
- A resolution from Student Parliament
 - A petition signed by 150 full members of the Union submitted to the President or Deputy President.
- 6.2 The Union Executive Committee shall make arrangements for the Emergency General Meeting to be held on a date not exceeding ten (10) working days from receipt of notice.
- 6.3 Only the issue specified in the application shall be discussed at the Emergency General Meeting.

6.4

All meetings will be conducted according to the Debating Rules.