

## Meetings Regulations

### **Citation**

1. This Regulation may be cited as the Meetings Regulations.

### **Interpretation**

2. In this Regulation, unless it is otherwise provided or the context otherwise requires, all words shall have the meanings given in the Constitution of the National University of Singapore Students' Union.

### **Amendment**

3. A Motion seeking to amend or remove any provision of this Regulation shall not be passed unless it has been supported by the votes of:
  - (1) Not less than half of the total number of Voting Council Representatives present during a Council Meeting, or
  - (2) Not less than half of the total number of Union Members present during a General Meeting of the Union.
4. For the purposes of section 3, amendment of provisions includes addition, amendment or repealing of provisions.

### **Standing Orders of Meetings**

5. Standing Orders of Meetings, as listed in the First Schedule, shall govern procedures at all General, Council and Executive Committee Meetings of the National University of Singapore Students' Union, and shall also govern procedures at meetings of Standing Committees of the Union.

### **Legislative History**

- 5A. This Regulation was first enacted on 4 August 2012 and amended on 15 June 2013, 7 December 2013, 5 February 2014, 18 October 2014 and 18 June 2016.

## **Part I – General Meetings of the Union**

### **General Meetings of the Union**

6. The Union may hold General Meetings of the Union and these meetings shall be of one of the following types:
  - (1) The Annual General Meeting
  - (2) Extraordinary General Meeting
  - (3) Emergency General Meeting
7. General Meetings of the Union shall be convened by the General Secretary.

### **Annual General Meetings of the Union**

8. The Annual General Meeting shall be held not later than the thirteenth (13<sup>th</sup>) week of the first term of each Academic Year.
  - (1) The agenda shall consist of the following:
    - (a) The Presidential Address
    - (b) The Union's Annual Report
    - (c) The audited statement of income and expenditure and balance sheet for the previous financial year.
    - (d) The budget approved by the University Council for the periods 1 October to 31 March and 1 April to 30 September of the ensuing year.
    - (e) Any other matter of which notice in writing has been given to the General Secretary at least ninety-six (96) hours before the meeting.
9. Notices of the Annual General Meeting shall be disseminated through Union communication channels together with a provisional agenda, not less than seven (7) days before the date of the meeting.
  - (1) Any business for inclusion in the final agenda shall be handed in, in writing by any two (2) Union Members, to the General Secretary, not less than ninety-six (96) hours before the time of the General Meeting.

### **Extraordinary General Meetings of the Union**

10. Extraordinary General Meeting of the Union shall be convened by the General Secretary either –
  - (1) on the instructions of the Council; or
  - (2) on the instructions of the Executive Committee; or
  - (3) on the written application to the General Secretary of at least forty-five (45) Union Members together with a written statement of the object for which the meeting is desired. Such a meeting shall be held within fourteen (14) days of the receipt of the application; or
  - (4) on the instruction of the President, the Vice President or the General Secretary of the Union.

11. Notice of an Extraordinary General Meeting shall be disseminated through Union communication channels not less than five (5) days before the date of the Extraordinary General Meeting. Only the matter for which such an Extraordinary General Meeting is called shall be on the agenda.

#### **Emergency General Meetings of the Union**

12. Emergency General Meetings of the Union shall be convened by the General Secretary –
  - (1) on the instructions of the Council; or
  - (2) on the instructions of the Executive Committee; or
  - (3) on the instruction of the President, the Vice President or the General Secretary of the Union.
13. Notice of an Emergency General Meeting shall be disseminated through Union communication channels not less than ten (10) hours before the time of the Emergency General Meeting. Only the matter for which such an Emergency General Meeting is called shall be on the agenda.

#### **Quorum for General Meetings of the Union**

14. The quorum for General Meetings of the Union shall be as follows:
  - (1) Two and a half per cent (2.5%) or one hundred (100) Union Members, whichever is lesser, shall be present at the commencement of the General Meeting, Annual or Extraordinary, before it can proceed.
    - (a) In the event of the required number not being present another meeting shall be called within one (1) week, but not within seventy-two (72) hours, of the postponement when, irrespective of the number of members present, the business fixed for the previous meeting shall be considered. No alteration of the agenda shall be made during the period of postponement.
  - (2) Five per cent (5%) or two hundred (200) Union Members, whichever is lesser, shall be present at the commencement of the Emergency General Meeting before it can proceed. In the event of the required number not being present the meeting shall be cancelled.
    - (a) No decision may be taken at an Emergency General Meeting if the number of Union Members present falls below two hundred (200).

#### **Voting at General Meetings of the Union**

15. Voting at all General Meetings shall be by ballot. Voting other than by ballot may be taken for any item, provided that the unanimous consent of the members present is obtained.

- (1) No member shall vote by proxy.
- (2) Motions at General Meetings of the Union shall be declared carried if it is supported by the votes of by not less than half (1/2) of all voting members.

**Other General Meeting of the Union matters**

16. The Chairman of the Council shall take the Chair at all General Meetings of the Union. In his absence, one (1) of the Council Representatives present, other than an Executive Committee Representative, shall be elected to the Chair.
17. Extraordinary or Emergency General Meetings may be convened during vacations.
18. A vote of censure or no-confidence on the Council or on any Council Representative or Executive Committee Representative may be taken only at an Annual General Meeting, Extraordinary General Meeting or Emergency General Meeting, provided it has been included in the agenda for that meeting.
19. All decisions made at General Meetings shall be binding on the Union.
  - (1) If any decision made at a General Meeting pertains to matters that can only be determined by Council Representatives in a Council Meeting, the decision shall be deemed to have been passed in a Council Meeting.

## Part II – Council Meetings

### Council Meetings

20. The Council Chairperson shall preside over the sittings of all Council Meetings and General Meetings of the Union.
  - (1) The Council Chairperson will be elected by members of the newly formed Council at the 1st Council Meeting of the new term.
  - (2) The Council Chairperson may not be an elected Executive Committee Representatives and must be an elected Council Representative.
  - (3) In his absence, one of the elected Council Representative present, other than an Executive Committee Representative, shall be elected to the Chair for the duration of the meeting.
  
21. The duties and powers of the Council Chairperson shall be as follows:
  - (1) The Council Chairperson shall preside over the sittings of all Council Meetings and General Meetings of the Union.
  - (2) The Council Chairperson shall exercise impartiality and fairness in enforcing the Standing Orders of Meetings for the orderly conduct of the Council.
  - (3) The Council Chairperson shall regulate and enforce the rules of all discussion and debates in Council Meetings.
  - (4) The Council Chairperson shall provide guidance on procedures and give rulings on any point of order if necessary.
  - (5) The Council Chairperson shall have the rights to speak and put the order of the agenda for the Council to debate on and vote.
  - (6) The Council Chairperson shall not take part in debates of the Council, but shall have the voting rights equivalent to the Council members.
  - (7) The Council Chairperson shall, together with the General Secretary of the Executive Committee, ensure timely submission of agenda items prior to the meetings and that they are sent out to the Council.
  - (8) The Council Chairperson shall, together with the General Secretary of the Executive Committee, oversee and conduct online Council poll if necessary.
  
22. Council Meetings shall either be Ordinary or Extraordinary.
  - (1) Ordinary Council Meetings shall be held at least once a term. The General Secretary shall give seven (7) full days' notice of such Council Meetings.
  - (2) Members of the Council should give three (3) days' notice to the General Secretary of amendments to the agenda for Ordinary Council Meetings.
  - (3) Extraordinary Council Meetings shall be held when matters requiring urgent attention arise or when a written request for such meeting signed by five (5) members of the Council is received by the General Secretary, who shall convene the meeting within five (5) days of the receipt of the written request.
  - (4) Only matters for which the Council Meeting was convened shall be discussed.
  - (5) The General Secretary shall give at least three (3) days' notice of an Extraordinary Council Meeting unless he decides that the urgency of the

agenda requires shorter notice.

- (a) Such decision shall be subject to ratification by the Council when it meets.
- (6) At least fifty per cent (50%) of the total number of Voting Council Representatives shall constitute a quorum.
  - (7) Any member of the Council, who absents himself from more than two-thirds (2/3) of the total time in three (3) successive Ordinary or Extraordinary Council Meetings without submitting a written explanation to the General Secretary, shall automatically cease to be a member of the Council.
    - (a) If at the third meeting, a written explanation for his absence is submitted, the Council shall consider such explanation and decide by way of a vote whether or not the absent member shall remain in the Council.
    - (b) The absent member shall be remain in the Council if the vote is passed by no less than half of the total number of Voting Council Representatives present in the Council Meetings. Otherwise, the absent member is deemed to have resigned from the Council.
  - (8) Any member of the Council, who intends to absent himself for a period longer than fifteen (15) minutes from the proceedings of any Council Meeting may only do so with the permission of the Chairman, to whom he must also submit a written explanation. The General Secretary shall produce such explanation if called upon to do so by the Council.
  - (9) The Chairman of the Council shall take the Chair at all Council Meetings. In his absence, one of the Council Representatives present, other than an Executive Committee Representative, shall be elected to the Chair.
  - (10) Voting at all Council Meetings shall normally be by a show of hands.
    - (a) If any voting member of the Council so desires, the names of those voting for, against and those abstaining shall be recorded.
    - (b) If any voting member requests that a secret ballot be held instead of a show of hands, voting shall be done by secret ballot.

### **First Council Meeting of the incoming Council**

23. The first Council Meeting of the incoming Council shall be convened by the Union Election Committee not later than the eleventh (11<sup>th</sup>) week of the first term of the Academic Year and at least two (2) weeks before the Annual General Meeting.
- (1) The Union Election Committee shall give notice of the date, time, place of the first Council Meeting of the incoming Council, which includes the Council Elections, no less than seven (7) days before the date and time of the first Council Meeting pursuant to the Executive Committee Elections Regulations.
  - (2) The Secretary of the Union Election Committee shall act as Secretary at the first Council Meeting of the incoming Council.
  - (3) The first item on the agenda shall be the election of the Chairman of the incoming Council from among the Council Representatives of the incoming Council.
    - (a) The Chairman of the outgoing Council shall have no voting rights whatsoever.
    - (b) However, if he is a Council Representative of the incoming Council, he shall be entitled to his voting rights qua Council Representative.
  - (4) The incoming Council shall then proceed to elect the Executive Committee Officers from among the Executive Committee Representatives.
    - (a) For the purposes of the Executive Committee Elections Regulations, the nomination of any candidate from among the Executive Committee Representatives shall not be valid if the Union Election Committee, in its absolute discretion, withholds its consent for the nomination.
  - (5) The second Council Meeting of the incoming Council shall be held not later than two (2) weeks after the Annual General Meeting when it may, among other matters, appoint Council Standing Committees and/or other committees of the Union.

### **Council Online Polls**

24. The Council may conduct Council Online Polls on an electronic platform from time to time during its term. Any Motion passed from such Council Online Polls shall be deemed, for the purposes of the Union Constitution, this Regulation and all other Regulations, as a Motion that has been passed in a properly constituted Council Meeting.

- (1) A Council Online Poll may be proposed by a Council Representative or Executive Committee Representative. Each Council Online Poll shall consist of only one (1) Motion.
- (2) All proposed Council Online Polls shall be reviewed by the Council Chairperson.
  - (a) The Council Chairperson shall determine, within fourteen (14) days, whether the proposed Council Online Poll is to be initiated.
  - (b) If the Council Chairperson is of the opinion that the proposed Council Online Poll is not to be initiated, he shall furnish his reason(s) for such a decision, on the electronic platform's system, within three (3) days of making such a decision.
  - (c) The Council Chairperson may, in his absolute discretion, opt to consolidate several proposed Council Online Polls into a single Council Online Poll if he is of the opinion that the subject-matter of the Council Online Polls are of a similar nature. Such consolidation shall not be deemed to be a rejection of initiation of all the Council Online Polls involved.
  - (d) If the Council Chairperson does not determine, within fourteen (14) days, whether a proposed Council Online Poll is to be initiated, the Council Online Poll shall be deemed to be not allowed to be initiated, with the sole reason being "Lapse of approval period".
- (3) Upon the initiation of a Council Online Poll, notification about its initiation shall be sent to every Voting Council Representative's working email.
- (4) The two (2) weeks after the initiation of a Council Online Poll shall be known as its Polling Period. During the Polling Period,
  - (a) Every Voting Council Representative shall have the right to record his/her thoughts on the electronic platform's system as well as the right to vote on the Motion;
  - (b) Every other Union member, being without voting rights, shall have the right to record his/her thoughts on the electronic platform's system. However, he/she shall have no right to vote on the Motion.  
Every thought shall be recorded clearly for the purposes of meeting minutes. Each thought shall also be identified clearly through nothing less than the person's name, matriculation number, faculty, year of study and student group affiliation if applicable.
- (5) Upon the end of the Polling Period, there shall be no more voting by all Voting Council Representatives. Recording of thoughts by any Union member may, on the discretion of the Council Chairperson, be allowed to continue after the end of the Polling Period for a duration of not more than three (3) calendar days.
- (6) All recorded thoughts shall constitute the official minutes for the Council Online Poll.
- (7) There may be more than one (1) Council Online Poll going on at the same time.
- (8) A voter in a Council Online Poll shall be entitled to one (1) of three (3) choices:

Yes, No or Abstain.

- (a) All votes made during Council Online Polls shall not be secret. The voter and the choice of the voter shall be clearly indicated.
  - (b) If a voter has not voted at the end of the Polling Period, the vote shall be deemed to have not voted.
  - (c) The voting thresholds for a Motion to pass during a Council Online Poll shall be in accordance with the provisions of the Union Constitution, this Regulation and other Regulations.
  - (d) The quorum requirement for any Council Online Polls shall be only deemed satisfied if not less than half (1/2) of the total number of Voting Council Representatives voted in the Council Online Poll. For the avoidance of doubt, voting Yes, No or Abstain shall be deemed to be voting.
- (9) Council Online Polls shall not be used to vote on the following subject-matters:
- (e) A Motion to consider and endorse the budget of the Union;
  - (f) Appointment of the Council Chairperson and Executive Committee Officers;
  - (g) Appointment of Council Standing Committees and/or other committees of the Union; and
  - (h) Vote of no confidence on any Council Representative, Executive Committee Representative, member of the Executive Committee, member of the Council or the entire Council.
- (10) If there are any inconsistencies between the Standing Orders of Meetings with this section, the provisions of the Standing Orders of Meetings shall, to the extent of the inconsistency, be void as against this section.

### Part III – Executive Committee Meetings

#### Executive Committee Meetings

22. The Executive Committee shall meet at least once a month.
- (1) The General Secretary shall give at least three (3) days' notice of such meetings unless he decides that the urgency of the agenda requires shorter notice, such decision being subject to ratification by the Executive Committee when it meets.
  - (2) Executive Committee Meetings shall be convened by the General Secretary at his discretion or at the request of any member of the Executive Committee.
  - (3) At least fifty (50) percent of the total number of Executive Committee Representatives shall constitute a quorum.
    - (3A) *[Repealed in the 2<sup>nd</sup> Council Meeting of the 36<sup>th</sup> NUSSU Council]*
    - (3AA) *[Repealed in the 2<sup>nd</sup> Council Meeting of the 36<sup>th</sup> NUSSU Council]*
    - (3B) *[Repealed in the 2<sup>nd</sup> Council Meeting of the 36<sup>th</sup> NUSSU Council]*
    - (3C) *[Repealed in the 2<sup>nd</sup> Council Meeting of the 36<sup>th</sup> NUSSU Council]*
  - (4) Any member of the Executive Committee, who absents himself from three (3) successive Executive Committee Meetings without submitting a written explanation to the General Secretary, shall automatically cease to be a member of the Executive Committee.
    - (a) If at the third (3<sup>rd</sup>) meeting, a written explanation for his absence is submitted, the Executive Committee shall consider such explanation and decide by way of a vote whether or not the absent member shall remain in the Executive Committee.
    - (b) The absent member shall be remain in the Executive Committee if the vote is passed by no less than half (1/2) of the total number of Executive Committee Representatives present in the Meeting. Otherwise, the absent member is deemed to have resigned from the Executive Committee.
  - (5) The President, or in his absence, the Vice-President, shall preside at Executive Committee Meetings. In the absence of both the President and the Vice-President, one of the Executive Committee Representatives present other than the General Secretary shall be elected to the Chair.
  - (6) The General Secretary shall keep the minutes of all Executive Committee Meetings and shall submit them for adoption at the next Executive Committee Meeting.

## First Schedule

### Standing Orders of Meetings

#### **Quorum**

1. The quorum for all meetings shall be in accordance with the Meetings Regulations.

#### **Privileges**

2. There shall be two (2) types of privileges during meetings – speaking privileges and voting privileges
3. Speaking privileges shall include the right to address the meeting and to propose motions or make nominations. Speaking privileges shall not include the right to object to motions and/or nominations.
4. Voting privileges shall include speaking privileges, the right to object to motions and/or nominations and the right to vote on such motions/nominations.

#### **Voting**

5. All members of the Union shall have voting privileges at all General Meetings.
6. **Only Council Representatives and Executive Committee Representatives shall have voting privileges at Council Meetings**
7. Only members of the Executive Committee who are Executive Committee Representatives shall have voting privileges at Executive Committee Meetings.
8. If an equal number of votes is cast for or against any Motion at a Council or General Meeting requiring a simple majority or a threshold of not less than half (1/2), the motion shall be declared won.
  - (1) This provision shall not apply to Motions which require a majority other than a simple majority.
9. If there is an equality of votes at meetings of the Executive Committee, Standing Committees or any other committees (except for Council or General Meetings), the Chairman shall exercise a casting vote.
10. In the appointment of the Council Chairperson and Executive Committee Officers, voting shall be by secret ballot unless the unanimous consent of all those present is given for voting by other means.
  - (1) For motions proposing to amend the Constitution, it shall be by open ballot accompanied by the name of the Constituent Body that the Voting Council Representative is representing.
11. Voting by absentia or by proxy shall not be allowed at all General, Council, Executive Committee, Standing Committee or any other committees' Meetings.

### **Speaking Privileges**

12. Speaking privileges shall be granted to everyone attending any meeting.
13. However, such speaking privileges may be rescinded if such rescission is supported by the votes of not less than half of the members with voting rights present in the meeting.

### **Legislative Activity**

14. All motions (including amendments) shall be raised by a proposer. Thereafter, the Chairman shall ask the floor for any objections. No discussion shall be allowed on a motion until the floor has had a chance to object.
  - (1) The proposer of a motion shall, for the purposes of this Regulation and other Regulations, be also known as the mover of the motion.
- 14A. Any member with voting rights may raise an objection. Upon the raising of such objection, the Chairman shall call for a vote, through a show of hands, among the members with voting rights whether the motion should be allowed to proceed or for the objection to be overruled.
  - (1) If at least half of the members with voting rights votes for the motion to proceed or for the objection to be overruled, the objection shall be overruled and the motion shall be deemed moved without any objection. No further objections shall be raised by any member on the motion.
15. After the raise of a motion without any objection, or that the floor allowed the motion to proceed, the proposer shall have the right to speak on the motion. The motion shall then be opened for discussion and amendments.
16. An amendment, like the main motion which it seeks to amend, must be moved without any objections and discussed in accordance with the procedure for motions outlined above.
17. Debate must be limited to the immediate pending question, that is, the pending question as stated by the Chairman. The Chairman should rule out of order any speaker failing to adhere to the subject of discussion,
18. When an amendment has been moved, no other amendment to the original motion may be discussed until the amendment under consideration has been decided upon. It is, however, permissible for notice of future amendments to the original amendments to be given, though there can be no discussion of these future amendments until the original amendment has been put up to the vote.

19. The mover of an original motion has the right to reply at the close of the debate upon this motion. When an amendment is moved he shall be entitled to speak thereon in accordance with the procedure the mover of an amendment shall also be allowed to reply at the close of the debate upon his amendment. No further discussion of the question shall be allowed once the question has been put from the Chairman.
20. Discussion of a motion (including amendments) may be curtailed in time by a procedural motion from the floor or by the Chairman, with the approval of the session. If the Chairman intends to curtail the discussion, however, he shall make it clear how much time will be allowed.
21. No motion of amendment, which has been stated by the Chairman, can be withdrawn without the unanimous consent of the meeting.
22. During discussion of a motion or an amendment, the following motions are in order and can be accepted in the following order of precedence:
  - (1) Motion of no confidence in the Chairman.
  - (2) Withdrawal of a motion.
  - (3) Motion to adjourn.
  - (4) Motion to recess.
  - (5) Motion to reserve a decision of the Chairman.
  - (6) Suspension of Standing Orders (by a two-thirds majority of those present and voting)
  - (7) Motion to close debate.
  - (8) Motion that the motion be now voted upon.
  - (9) Motion that the motion be not put.
  - (10) Motion to limit or extend the limits of debate.
  - (11) Motion to postpone consideration of a motion to a definite time.
  - (12) Motion to refer to committee.

The above procedure motions must be moved and seconded like an ordinary motion. The Chairman can limit the debate on any procedural motion, provided the mover and one speaker against shall in all cases have the right to speak if wishing to do so.
23. The Chairman shall recognize those requesting the floor by the following order of precedence:
  - (1) Point of order.
  - (2) Point of personal privilege.
  - (3) Point of information.
  - (4) Other intervention.
24. A point of order which must be heard at all times except during the act of voting, must deal with the conduct of procedure of the meeting and concern only such matters as indecorum, transgression of the Standing Orders, transgression of the Constitution and

calling attention to the introduction of matter not relevant to the question under consideration.

25. If information is desired from or offered to a person holding the floor, he may decide whether or not he wishes to be uninterrupted at that time.
26. Should any procedural motion be defeated, twenty (20) minutes shall elapse before such a motion can be accepted again by the Chairman, unless the Chairman is of the opinion that the circumstances have materially altered in the meantime.
27. It shall be in order to make a reconsideration of a Motion previously adopted or rejected during a Council Meeting of the current Council only provided that such a Motion is approved by the votes of no less than two-thirds (2/3) of members with voting privileges in the Council Meeting. A Motion of reconsideration may be moved by any member of the Council provided that such a Motion has been tabled on the agenda of that meeting.
  - (1) A resolution adopted at a General Meeting may only be reconsidered at another General Meeting where it has been tabled on the agenda.
  - (2) A resolution adopted or a Motion rejected at the meeting of a committee, be it Standing Committee or other committee, may only be considered at another meeting where it has been tabled on the agenda.

#### **Officers of Meetings**

28. These shall be laid down in accordance with the Constitution.
29. The Chairman shall enforce and interpret these Standing Orders.
30. The Secretary shall assist the Chairman in his duties, shall receive and present to the Chairman motions and amendments in writing and shall keep a record of the same. He shall be free to take part in the discussion.
31. As and when he deems fit, the Chairman shall have the right to:
  - (1) recess the meeting for a fixed period not exceeding an hour,
  - (2) suspend the meeting for a fixed period not exceeding seven (7) days.
32. The proceedings on the matter standing under discussion when the meeting was suspended shall be rendered invalid.
  - (1) It shall be in order to table this matter on the agenda of a meeting to be held not earlier than ten (10) days from the day of suspension of the meeting.
33. Within seven (7) days of the suspension of the meeting, the Chairman shall publish a report on the meeting, giving his reasons for the suspension. The Council or general student body shall have the right to debate the report provided it is tabled on the agenda at a properly constituted meeting notwithstanding that the Chairman shall not take the chair at such a meeting.