



# Monash University Choral Society Committee Standing Orders

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V1.0

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# Monash University Choral Society Committee Standing Orders

## 1. Definitions

- 1.1. For the purposes of these standing orders, terms defined in the MonUCS Constitution and other MonUCS schedules are applicable to these Standing Orders. In addition,
  - 1.1.1. 'Constitution' means the MonUCS Constitution
  - 1.1.2. 'Motion' means a proposed decision of the meeting.
  - 1.1.3. 'Resolution' means a motion that has been carried by the requisite majority voting in its favour.
  - 1.1.4. 'The Chair' means the individual responsible for presiding over meetings of the body, as established by the Constitution.
  - 1.1.5. 'Simple majority' means a majority of the votes of the elected members of the body at the time both present at the meeting and voting. For the purposes of this definition, abstaining is not considered voting.
  - 1.1.6. 'Absolute majority' means a majority of the votes of all elected members of the body at the time, whether present at the meeting and voting or not.
  - 1.1.7. 'Agenda item' means a numbered item on the agenda that has been deemed separate from other items on the agenda by whoever compiled the agenda.

## 2. Status

- 2.1. These Standing Orders are the primary reference to guide MonUCS Committee meetings and other MonUCS bodies where relevant. Secondary references should be made to the most recent edition the MSC Standing Orders.

## 3. Applicability

- 3.1. All meetings of the MonUCS Committee shall be conducted in accordance with these Standing Orders.
- 3.2. Standing Orders which exist in the MSC Standing Orders but not in the MonUCS standing orders may be implemented for a given meeting by resolution of the committee.

- 3.3.** These Standing Orders are effective immediately on adoption or amendment by MonUCS Committee.
    - 3.4.** For the purposes of the Constitution and the schedules, these Standing Orders will be considered schedules in all but title.
  - 4. Notice for meetings**
    - 4.1.** The MonUCS recognises that it is the responsibility of the Secretary to ensure proper notice has been given for meetings of the MonUCS Committee.
    - 4.2.** Notice of the MonUCS Committee meetings must be;
      - 4.2.1.** given to each elected member of the MonUCS Committee by sending it to the email address notified by the elected member to the Secretary. If no e-mail address has been notified by a elected member, this obligation will not apply in relation to that elected member; and
      - 4.2.2.** posted on the MonUCS Committee Meeting Google Calendar;
- 5. Notice of a meeting must include:**
  - 5.1.1.** the date of the meeting;
    - 5.1.2.** the starting time of the meeting; and
    - 5.1.3.** the location of the meeting.
  - 5.2.** Notice of a regular meeting of the MonUCS Committee must be provided as outlined in the Constitution.
  - 5.3.** Notice of a special meeting of the MonUCS Committee must be provided at least forty-eight hours before the meeting.
- 6. Scheduling of meetings**
  - 6.1.** The MonUCS recognises that it is the responsibility of the Secretary to schedule and convene meetings of the MonUCS Committee.
  - 6.2.** There must be a regular meeting of the MonUCS Committee scheduled as per the regularity outlined in the Constitution.
  - 6.3.** A meeting of the MonUCS Committee may only be convened if:
    - 6.3.1.** the Secretary receives a written requisition by five of the elected members of the MonUCS Committee stating the reason for a meeting, or;
    - 6.3.2.** the Secretary resolves to call one.

- 6.4.** The Secretary can draft a schedule for a series of regular meetings of the MonUCS Committee. If this meeting schedule is circulated in accordance with standing orders 4.2.1 – **Error! Reference source not found.**, the Secretary will no longer be required to give notice for the regular meetings of the MonUCS Committee outlined in that meeting schedule.

## **7. Special meetings**

- 7.1.** Special meetings of MonUCS Committee are different to regular meetings because only one item shall be set on the agenda. Special meetings are designed to only be convened if the agenda item cannot be deferred until the next regular meeting of the MonUCS Committee.
- 7.2.** On receipt of a written requisition for a special MonUCS Committee meeting, the Secretary must ensure notice of the special meeting is provided in line with standing order 5.3. The notice for the special meeting must also include the reason for the meeting being called.
- 7.3.** A special meeting shall be conducted as a regular meeting except that only the item referred to in the written requisition shall be set on the agenda. No other item may be considered at the special meeting.
- 7.4.** At a special meeting of the MonUCS Committee, the usual reporting schedule will be suspended.

## **8. Agenda**

- 8.1.** The agenda shall be the responsibility of the Secretary.
- 8.2.** The agenda and all relevant documentation must be circulated to all elected members of the MonUCS Committee at least forty-eight hours before the meeting is to be held.
- 8.2.1.** Relevant documentation (eg. reports by invited portfolio position holders) must be sent to the Secretary at least seventy-two hours before the meeting.
- 8.2.2.** Additional items can be added to the agenda and circulated to all elected members of the MonUCS Committee closer to the meeting at the Secretary's discretion.
- 8.3.** If a elected member of the MonUCS Committee requests that an item be attached to the agenda at least seventy-two hours before the meeting, the Secretary must attach the requested item to the agenda circulated to all elected members of the MonUCS Committee.
- 8.4.** Unless the meeting otherwise resolves, the ordering of the agenda will be as follows:

- 8.4.1. Attendance
- 8.4.2. Confirmation of Agenda Order
- 8.4.3. Confirmation of Previous Minutes
- 8.4.4. Reports
- 8.4.5. Agenda Items of Which Notice Has Been Given
- 8.4.6. Other Business
- 8.4.7. Next Meeting

## 9. Quorum

- 9.1. Quorum for a MonUCS Committee meeting is as per clause 4.3.6 of the Constitution.
- 9.2. If quorum is not present within thirty minutes after the time appointed for an MonUCS Committee meeting, or if quorum is not present at any time during the meeting, then the Chair shall either:
  - 9.2.1. declare the meeting shall continue and that no decisions made by the meeting shall stand unless subsequently ratified by quorum either at that meeting or at a later meeting, or;
  - 9.2.2. declare the meeting ended.

## 10. Inquorate meetings

- 10.1. If a meeting of the MonUCS Committee is inquorate then proceeds in-line with standing order 9.2.1 and is later ratified by quorum, the meeting is considered to be like any other meeting of the MonUCS Committee.
- 10.2. If a meeting of the MonUCS Committee does not reach quorum then proceeds in-line with standing order 9.2.1 but is not later ratified, the meeting shall still count as a meeting for the purposes of clause 4.3.1 of the Constitution. For all other purposes, an inquorate meeting of the MonUCS Committee that is not later ratified is not considered a meeting.
- 10.3. All reports due at a regular meeting of the MonUCS Committee that fails to reach quorum and not later ratified will have their due date extended to the regular meeting of the MonUCS Committee, but there will be no further disruption to the overall reporting schedule.
- 10.4. An inquorate meeting ratified at a later meeting of the MonUCS Committee requires the minutes of that meeting to be tabled alongside any ratification motion.

- 10.5.** Motions requiring any type of absolute voting majority cannot be passed during an inquorate meeting of the MonUCS Committee.

## **11. Attendance**

- 11.1.** Elected members of the MonUCS Committee are expected to attend every meeting of the MonUCS Committee.
- 11.2.** If a elected member is unable to attend a meeting, a written apology should be sent to the Secretary before the meeting. For the purposes of sub-clause 4.5.10 (iii) of the Constitution, an apology is not considered a failure to attend a meeting.
- 11.3.** Non-elected members of the MonUCS Committee who are students are entitled to attend meetings.
- 11.4.** Attendance of non-elected members who are not students is subject to the discretion of the Chair.
- 11.5.** The Secretary may invite non-elected, non-students who hold a portfolio positions as required by the Agenda. If this occurs then they are held to the standards of 11.2 and are not subject to 11.4.
- 11.6.** It is the responsibility of the Secretary to maintain records of elected members' attendance, and to provide these records to the MonUCS Committee if requested by one of the elected members.

## **12. Role of the Chair**

- 12.1.** The role of the Chair is to ensure that the meeting is run correctly and smoothly.
- 12.2.** The Chair is responsible for:
- 12.2.1.** the orderly progression of the meeting through agenda items;
  - 12.2.2.** the opening and closing of meetings; and
  - 12.2.3.** other duties specified in the Constitution, the schedules and these Standing Orders.
- 12.3.** Meetings of the MonUCS Committee shall be chaired pursuant to the Constitution.
- 12.4.** The elected member holding the Chair vacates the Chair if one of the following occur:
- 12.4.1.** the elected member leaves the room; or
  - 12.4.2.** the elected member declares to the meeting that they intend to vacate the chair.

- 12.5.** If the Chair wishes to take part in substantive debate, then they should vacate the Chair.
  - 12.6.** If the Chair vacates the Chair, then the Deputy Chair will automatically assume the Chair. If the Chair chooses to vacate the Chair and the Deputy Chair is not present, the Chair may choose a elected member present for whom to pass the chair.
  - 12.7.** If the Deputy Chair is acting as the Chair of the meeting but the Chair is present and wishes to chair the meeting, the Chair can assume the Chair of the meeting at any point in time if they so desire.
  - 12.8.** If a elected member other than the Chair and the Deputy Chair are acting as the Chair of the meeting and either the Chair or Deputy Chair are present and they wish to chair the meeting, they can assume the Chair at any point in time if they so desire.
  - 12.9.** If neither the Chair nor the Deputy Chair is present at the opening of the meeting, the elected members present must elect a elected member to assume the Chair of the meeting.
  - 12.10.** If there is no Chair of the meeting for any point during the meeting once the meeting has been opened, then the meeting can elect a elected member to assume the Chair of the meeting. If an election cannot be held, the meeting shall lapse from that moment and cannot be re-opened.
- 13. Naming by the Chair**
- 13.1.** The Chair can name a person attending the meeting if the person is guilty of:
    - 13.1.1.** interrupting a speaker for a reason other than moving a procedural motion or a point of order or clarification;
    - 13.1.2.** speaking or behaving in an intimidating manner; or
    - 13.1.3.** behaving in any way disruptive to the meeting.
  - 13.2.** Any person named three times during a meeting must not be recognised by the Chair, and must immediately leave the meeting. If the person refuses to leave the meeting within a reasonable amount of time after being named a third time, then the Chair may ban the person from attending the next regular meeting of the MonUCS Committee.
  - 13.3.** The Chair may withdraw a naming if satisfied that the person named will not disrupt the meeting again.

## **14. Manner and Right of Speech**

- 14.1.** Elected members of the MonUCS Committee, invited attendees and observers who are students have full speaking rights at meetings of the MonUCS Committee.
- 14.2.** Any attendee with full speaking rights desiring to speak shall make known such an intention to the Chair.
- 14.3.** The Chair may adopt a progressive speaking list or any other method of order to ensure the smooth running of the meeting.
- 14.4.** Once called upon by the Chair, the attendee with full speaking rights may speak.
- 14.5.** Speakers may only be interrupted by the Chair, a procedural motion or a point of order or clarification.
- 14.6.** The movers and the seconders of a motion have the right to speak first in a discussion about that motion. These first speaking rights may be waived to another person present at the meeting.
- 14.7.** Observers who are not students may be limited in speaking rights at the discretion of the Chair.
- 14.8.** If three members of a particular gender have spoken in a row, the chair, at their discretion, may prioritise any speakers on the speaking list from a different gender.

## **15. Voting**

- 15.1.** As outlined in the Constitution, every elected member of the MonUCS Committee shall have a deliberate vote other than the Chair who will have a casting vote.
- 15.2.** Voting shall be by a show of hands, except where otherwise provided for in the Constitution, the schedules or these Standing Orders.
- 15.3.** The Chair shall determine the result of a vote by asking:
  - 15.3.1.** For those in favour of the motion.
  - 15.3.2.** For those against the motion.
  - 15.3.3.** For those abstaining on the motion.
- 15.4.** After a motion is voted upon, the Chair must state to the meeting the number of votes in favour, against and abstaining and then declare whether the motion has been carried.
- 15.5.** The number of votes in favour, against and abstaining shall be



recorded in the minutes unless a procedural motion to the contrary is passed.

- 15.6.** On the immediate request of a elected member of the MonUCS Committee, that elected member's vote shall be noted in the minutes.
- 15.7.** A elected member's vote cannot be noted in the minutes if they do not consent for the vote to be noted.
- 15.8.** No person may hold more than one vote at any one time.
- 15.9.** A recount of a vote will be held if:
  - 15.9.1.** it is brought to the attention of the Chair that not every elected member present took part in the vote;
  - 15.9.2.** at least three elected members request that a recount be held before the Chair has moved to the next agenda item; or
  - 15.9.3.** the Chair resolves that the first vote was not conducted in accordance with these Standing Orders and a recount is required.
- 15.10.** During the recount of a vote, only those participating in the original vote may participate in the recount.
- 15.11.** If during a recount the Chair is having difficulty counting votes by show of hands, the Chair may call for a division in which those who voted in favour move to one side of the room and those who voted against move to the other side of the room. Those abstaining on the motion will remain in the middle of the room.

## **16. Voting by Secret Ballot**

- 16.1.** The meeting may resolve by a procedural motion to conduct a vote by secret ballot.
- 16.2.** If a vote is to be conducted by secret ballot, the Chair will act as the Returning Officer and ballot papers must be provided to all elected members voting. The elected members must then indicate on their ballot whether they are 'in favour', 'against' or 'abstention' before submitting it to the Chair.
- 16.3.** When voting in a secret ballot, elected members must be provided with a space to fill their ballot in private if they do not feel the secrecy of their ballot will be maintained by voting in the room in which the meeting is being held.
- 16.4.** The Chair must allow elected members at least two minutes to complete and submit their ballot vote. If all of the votes are submitted in less than two minutes, the Chair may proceed to begin counting as

soon as the final vote has been submitted.

- 16.5.** The Chair must count the ballot in a room other than the room in which the meeting is being held.
- 16.6.** The Chair must allow any elected member to observe the counting of the ballot if they wish.
- 16.7.** The Chair may limit the number of non-elected members who can observe the counting of the ballot.
- 16.8.** Observers to the ballot count cannot handle the ballots at any point any time.
- 16.9.** The Chair shall determine the formality of the ballot votes. If a elected member writes some variation of the options outlined in standing order 16.2 but the intention of the vote is clear, the Returning Officer must allow the vote to stand. If the intention of the vote is not clear, the Returning Officer must consider the vote an abstention on the motion.
- 16.10.** If a elected member fails to submit their voting ballot, they will have considered to have abstained on the motion.
- 16.11.** Once the ballot has been counted, the Chair must state to the meeting the number of votes in favour, against and abstaining and then declare whether the motion has been carried.
- 16.12.** A recount of a secret ballot may only be conducted if at least three elected members request that a recount be held before the Chair has moved to the next agenda item.

## **17. Types of Majorities**

- 17.1.** Any motion requires only a simple voting majority for it to be carried, unless the Constitution, the schedules or these Standing Orders specify otherwise.
- 17.2.** For the purposes of calculating voting majorities, fractions must be rounded up.
- 17.3.** Any elected member who has been granted a leave of absence or prior leave by the MonUCS Committee will not be considered a current elected member of the body for the purposes of voting majorities during the time period they are on their leave of absence or prior leave.

## **18. Proxies**

- 18.1.** Voting elected members of MonUCS Committee cannot proxy their vote

## **19. Motions**

- 19.1.** All proposed decisions of the MonUCS Committee must be in the form of motions.
- 19.2.** Motions must be affirmative in nature.
- 19.3.** All motions must have a mover and a seconder. If a motion does not receive both a mover and a seconder, the motion will lapse.
- 19.4.** If the Chair chooses to move a motion, that motion does not require a seconder. However the Chair cannot move financial motions or any motion that is deemed by a elected member present to be contentious. The Chair cannot second any motion while they are presiding.
- 19.5.** The Chair may rule out any motion that is:
  - 19.5.1.** inconsistent with the Constitution, the schedules or these Standing Orders;
  - 19.5.2.** not within the scope of the meeting;
  - 19.5.3.** disrespectfully worded, ungrammatical or ambiguous;
  - 19.5.4.** too similar to a motion already being discussed or a resolution passed at a previous meeting;
  - 19.5.5.** either directly or in effect, constituting either a negative of a resolution already passed at the same meeting, or attempts to reverse the result of a motion lost when voted on at the same meeting;
  - 19.5.6.** contradictory to a resolution passed at an earlier meeting and that has not been rescinded;
  - 19.5.7.** not relevant to the item of business to which it intended to relate and the business for which the meeting was convened;  
or
  - 19.5.8.** otherwise out of order.
- 19.6.** A mover or seconder of a motion may withdraw their moving or seconding at any stage before the motion is voted upon.
- 19.7.** A motion may be withdrawn by the mover without the consent of the seconder but in such event, the seconder shall have a primary option to move the motion as originally proposed.
- 19.8.** The mover or seconder of a motion may decide to amend the wording of the motion at any time before it is voted upon, as long as both the mover and the seconder are in agreement about the

amendment.

- 19.9.** Before putting any motion to a vote, the Chair shall read it or cause it to be read to the meeting.

## **20. Foreshadowed motions**

- 20.1.** A foreshadowed motion is a motion moved that is contradictory in meaning or intent to a motion that is being discussed.
- 20.2.** A foreshadowed motion can only be moved in between speakers.
- 20.3.** Foreshadowed motions shall be considered in the reverse order in which they were foreshadowed, unless the Chair resolves otherwise.
- 20.4.** If a foreshadowed motion is passed, the motion it is foreshadowing lapses unless the Chair rules that that motion and the foreshadowed motion are not mutually exclusive.
- 20.5.** There will be no limits on how many foreshadowed motions can be moved during a meeting, so long as it is not in breach of standing orders 19.5.1 – 19.5.8

## **21. Amendments**

- 21.1.** An amendment is a proposed change to a motion by either inserting or removing word/s from the original motion.
- 21.2.** An amendment can only be moved in between speakers.
- 21.3.** All amendments must have a mover and a seconder. If an amendment does not receive both a mover and a seconder, the amendment will lapse. The mover and the seconder of the original motion cannot move or second an amendment to that motion.
- 21.4.** The Chair may rule out any amendment that:
- 21.4.1.** is a direct negative of the motion;
  - 21.4.2.** would lead to the motion being ruled out for one or more of the reasons outlined in standing order 19.5; or
  - 21.4.3.** is otherwise out of order.
- 21.5.** When an amendment is moved, the mover and seconder of the original motion amend may decide to accept the amendment in which case the amendment is incorporated into the motion. However, both the mover and the seconder must agree for the amendment to be accepted.
- 21.6.** If an amendment to a motion is not accepted by the mover and

seconded, the amendment will be discussed and voted upon. The amendment will be considered before the original motion is scheduled to be voted upon and if the amendment is carried, the original motion is in effect amended and will then be voted upon in the amended form.

- 21.7.** Amendments shall be considered in the reverse-order in which they were moved, unless the Chair resolves otherwise.

## **22. Rescission of Resolutions**

- 22.1.** A resolution passed by MonUCS Committee can be rescinded at a later meeting of the MonUCS Committee. However for a rescission of a resolution to be considered at an MonUCS Committee:

**22.1.1.** the motion rescinding the resolution must be distributed to all elected members of the MonUCS Committee at least forty eight hours before the meeting; and

**22.1.2.** there must be reasoning for the rescission, in writing, attached to the rescission motion distributed to all elected members of the MonUCS Committee.

- 22.2.** No motion for rescission of any resolution of the MonUCS Committee shall be carried unless the elected members present vote affirmatively to rescind the resolution with the same type of majority needed to carry the original motion.

- 22.3.** If a resolution has also prompted an action that cannot be reversed, then that resolution cannot be rescinded.

- 22.4.** If a rescission motion is lost, it may be moved again at a later meeting.

## **23. Procedural Motions**

- 23.1.** A procedural motion is a motion that relates to the conduct of meetings.

- 23.2.** A procedural motion can be moved at any time during a meeting.

- 23.3.** A procedural motion requires only a mover and not a seconder.

- 23.4.** A attendee with full speaking rights can only move a procedural motion outlined in standing orders 23.11.1– 23.11.8 if they are yet to speak in the discussion or debate about that agenda item.

- 23.5.** A attendee with full speaking rights can only move one procedural motion per agenda item in a meeting.

- 23.6.** If a procedural motion is moved in a meeting and is not carried, the

same procedural motion can still be moved at a later agenda item in the meeting.

- 23.7.** Once a procedural motion has been moved it must be put to a vote, unless the procedural motion concerns dissent in the Chair.
- 23.8.** An attendee with full speaking rights cannot abstain from voting on a procedural motion outlined in 23.11.1– 23.11.9.
- 23.9.** Any attendee with full speaking rights has the right to move and vote on procedural motions outlined in 23.11.1–23.11.9.
- 23.10.** Only elected members have the right to move and vote on procedural motions outlined in 23.11.10–23.11.12.
- 23.11.** There are many forms of procedural motions that can be moved during a meeting of the MonUCS Committee, and they are as follows:
  - 23.11.1.** that the motion/s now be put;
  - 23.11.2.** that the speaking list be closed now / at the end of the next speaker;
  - 23.11.3.** that the speaking list be re-opened;
  - 23.11.4.** that the speaker no longer be heard;
  - 23.11.5.** that a time limit be placed on speaker/s / not be placed on speaker/s;
  - 23.11.6.** that a time limit be placed on agenda item/s / not be placed on agenda item/s;
  - 23.11.7.** that the meeting be adjourned;
  - 23.11.8.** that the meeting move onto the next item on the agenda;
  - 23.11.9.** that the meeting shall consider a motion in Other Business that was not included on the agenda;
  - 23.11.10.** that the minutes reflect only the result and not the vote tally of the next motion/s to be put;
  - 23.11.11.** that the meeting shall move in camera; and
  - 23.11.12.** dissent in the Chair.
- 23.12.** The Chair may impose any of the procedural motions outlined in standing orders 23.11.1– 23.11.11 without having to put it to a vote.
- 23.13.** All procedural motions need only be carried by a simple majority, except for those outlined in standing order 23.11.11 which requires

to be carried by an absolute majority.

## **24. Dissent in the Chair**

- 24.1.** Any ruling by the Chair may be challenged by a procedural motion calling for dissent in the chair.
- 24.2.** Upon dissent in the chair being moved, the Chair must be vacated and the Deputy Chair shall assume the Chair but only for the procedural motion. If the Deputy Chair is not present, the Chair may choose a elected member present for whom to pass the Chair, so long as the elected member chosen did not move the procedural motion.
- 24.3.** The mover must, in speaking to the procedural motion, propose an alternative ruling.
- 24.4.** The Chair, whose ruling has been challenged, may reply.
- 24.5.** The procedural motion must then be put to a vote with no further discussion.
- 24.6.** If the procedural motion is carried, the alternative ruling proposed takes effect.
- 24.7.** If the procedural motion is lost, the Chair's ruling stands.
- 24.8.** The Chair whose ruling was challenged resumes the Chair as soon as the procedural motion has been voted upon.

## **25. Points of Order**

- 25.1.** An attendee with full speaking rights may at any time draw the Chair's attention to a breach of these Standing Orders or an irregularity in the proceedings by raising their hand.
- 25.2.** The attendee with full speaking rights must state the breach or irregularity alleged and any ruling desired.
- 25.3.** The Chair must then rule on the point of order.
- 25.4.** An attendee with full speaking rights who raises a point of order that does not relate to a breach of these Standing Orders or an irregularity in the proceedings may be named by the Chair.

## **26. Points of Clarification**

- 26.1.** Anyone in attendance at the MonUCS Committee may at any time request clarification of an issue raised in immediate debate.
- 26.2.** A point of clarification is a factual question related to the substance

of the matter under discussion. It must be a question.

- 26.3.** The Chair must then rule on the point of clarification, and if necessary, request another elected member of MonUCS Committee to respond.
- 26.4.** Anyone who calls for a point of clarification that is not a question or in any other way breaches the conditions of a point of clarification may be named by the Chair.

## **27. Adjournment**

- 27.1.** At any stage of the meeting, a elected member may move a procedural motion calling for the meeting to be adjourned.
- 27.2.** The resolution or the Chair's ruling that decides on the adjournment must specify the time, date or place for the resumption of the meeting. If there is no specified time, date or place for the resumption of the meeting specified, the meeting ends.
- 27.3.** The time and date for the resumption of the meeting must be no longer than 24 hours after the time the meeting was adjourned.
- 27.4.** The meeting cannot be re-adjourned before the specified time of the resumption of the meeting, but it can be re-adjourned after this time.
- 27.5.** The Chair must be present to re-adjourn any meeting that has been adjourned. The Chair must be the same Chair who adjourned the meeting.
- 27.6.** If a meeting is adjourned and the meeting cannot be re-adjourned due to lack of the original Chair, the meeting ends. If the meeting cannot be re-adjourned due to lack of quorum, the meeting will proceed in accordance with standing order 9.2

## **28. In camera proceedings**

- 28.1.** A meeting may resolve to proceed 'in camera' if the business to be considered relates to a confidential personal, staffing or legal matter and the MonUCS Committee passes a resolution to move in camera by an absolute majority.
- 28.2.** When a meeting goes in camera, only vote-holders present may remain in the room, unless non-vote holder/s were invited to remain by resolution of the meeting.
- 28.3.** Those in attendance during in camera discussions are bound to maintain the confidentiality of in camera proceedings.
- 28.4.** The Secretary may attach information to the agenda to be considered in any in camera proceedings. The Secretary may limit



distribution of this information to elected members of the MonUCS Committee and elected members are bound to maintain the confidentiality of this information until the meeting commences. If the meeting decides that the information is not confidential, the elected members are no longer bound to maintain the confidentiality of the information.

- 28.5.** In camera sections of the minutes will only be accessible to current elected members of the MonUCS Committee. However, any resolutions passed during an in camera session must be included in any non-confidential copy of the minutes, unless the meeting resolves that the resolution should also be kept in camera.

## **29. Minutes of the Meeting**

- 29.1.** There must be minutes for every meeting of the MonUCS Committee.
- 29.2.** Minutes shall be the responsibility of the Secretary.
- 29.3.** Minutes may be recorded for the purposes of writing minutes, but no copy may be kept for more than two weeks after any given MonUCS Committee meeting. No audio recording of an MonUCS Committee meeting may be archived.
- 29.4.** The minutes of a meeting of the MonUCS Committee must contain the following:
- 29.4.1.** the date of the meeting;
  - 29.4.2.** the exact time when the meeting opened and closed as declared by the Chair of the meeting;
  - 29.4.3.** the location of the meeting;
  - 29.4.4.** the attendance of those present at the meeting and whether they are an elected member, an invited portfolio position holder or an observer;
  - 29.4.5.** whenever a elected member or observer present enters or leaves the room where the meeting is being held and the time of this entry or exit;
  - 29.4.6.** any motions moved and seconded at the meeting;
  - 29.4.7.** the movers and seconders of any motion that is moved at the meeting;
  - 29.4.8.** the vote tally of each motion that is voted upon and whether or not the motion was carried;
  - 29.4.9.** any rulings made by the Chair, including when a elected

member is named;

**29.4.10.** the main discussion points of each agenda item; and

**29.4.11.** any attachments included on the agenda or tabled at the meeting.

**29.5.** The minutes of the MonUCS Committee should not include direct quotations from elected members present, unless the elected member indicates that want their statement to be directly quoted in the minutes.

**29.6.** Minutes of a meeting of the MonUCS Committee must be confirmed by a later meeting of the MonUCS Committee to confirm that they are a true and accurate record of that meeting of the MonUCS Committee.

**29.7.** Copies of unconfirmed minutes are to be distributed to all elected members of the MonUCS Committee within two subsequent meetings of the MonUCS Committee.

**29.8.** Copies of the confirmed minutes are to be kept on file by the Secretary..

**29.9.** Any student can request a copy of the confirmed minutes of the MonUCS Committee from the Secretary and the Secretary is obliged to provide this to the student as soon as practically possible within reason.

## **30. Other Business**

**30.1.** 'Other Business' will be the agenda item where elected members are able to raise issues they feel are important which were not listed on the agenda. These can include, but not be limited to, any future events, campaigns or rallies that the elected members present feel might be relevant to the meeting.

**30.2.** The Chair shall not accept any motions tabled during Other Business or otherwise left off the agenda, unless a procedural motion is carried that these motions are 'urgent' and must be dealt with immediately.

## **31. Conflict of Interest**

**31.1.** Elected members who have any direct or indirect pecuniary interest in a matter that is being considered at a meeting of the MonUCS Committee must;

**31.1.1.** disclose the nature and extent of their interest to the MonUCS Committee as soon as they become aware of the interest; and

**31.1.2.** not vote on the matter.

**31.2.** Standing order 31.1 does not apply to pecuniary interests that exist only because the elected member of the body is a student.

## **32. Modification of these Standing Orders**

**32.1.** These Standing Orders can be modified by a resolution of MonUCS Committee passed by an absolute majority. However, for the motion to be considered at an MonUCS Committee:

**32.1.1.** the motion must include the particulars in writing of the proposed change;

**32.1.2.** the motion must be distributed to all elected members of the MonUCS Committee at least seven days before the meeting; and

**32.1.3.** the wording of the proposed changes cannot be modified once it has been distributed to all elected members of the MonUCS Committee.

Monash University Choral Society Committee Standing Orders

<b>Author</b>	<b>Date</b>	<b>Version</b>	<b>Changes</b>
Fiona Schoer	29/08/2014	0.1	<ul style="list-style-type: none"> <li>• Creation of document as condensed version of MSC Standing Orders</li> <li>• Track changes indicate changes between MSC Standing Orders and this document (except formatting changes to match other MonUCS documentation)</li> </ul>
Fiona Schoer	02/09/2014	0.2	<p>Post review updates</p> <ul style="list-style-type: none"> <li>• updated version on title page and in footer</li> <li>• corrected clause 3.2 to point to MSC Standing Orders where there is a no coverage in this document</li> <li>• updated section 14 (Manner and Right of Speech) to give any invited attendee full speaking rights (14.6 moved to be 14.1 for clarity)</li> <li>• updated 14.8 to be more concise and remove gender binary (RE 3 speakers of a gender)</li> <li>• updated section 23 to allow any attendee with full speaking rights to move and vote on procedural motions</li> <li>• updated section 25 to allow any attendee with full speaking rights to raise a Point of Order</li> </ul>