1. Motions to Union Meetings of whatever source, should be handed into the Union General Office or the Clerk by 12 noon, 8 days in advance of the meeting and be subsequently published. Amendments should be similarly submitted by 12 noon, 2 days in advance.
2. Any student member may present motions to the Executive Committee and Student Forums.
3. When attending the Executive Committee student members who do not hold elected office, must request speaking rights from the Executive Committee and have no voting rights.
4. No amendment may be put in that is contradictory to the motion to which is refers.
5. Only Emergency Motions may be accepted on the day of the meeting.
6. Emergency Motions must be handed into the General Office or the Clerk by 12 noon on the day of the meeting.
7. An Emergency Motion is one whose substance concerns events occurring after the deadline and which could not be deferred to the next meeting of that Committee or Meeting.
8. Each motion or proposed amendment to a motion should be discussed in the following manner:-

* it should first be proposed
* then opposed
* then seconded
* then opposed
* then a number of speeches for and against the motion should be taken (number and length to be specified by the Chair).

The proposer has the right to sum up immediately before the vote is taken, but no new material may be introduced during this speech.

A basket debate on the motion may take place at the Chair's discretion. The Chair may decide whether to balance the basket before a vote is taken.

1. The proposer and seconder of a motion must be present when it is discussed, though they may waive their speaking rights to another speaker.
2. Non-members, Patrons and Honorary Life Members of the Union may speak on a motion if a majority of the meeting so desires. Such a majority shall be the assenting vote of 51% of the members present.
3. A motion must be proposed and seconded by a Trustee or student member of the Union.
4. Voting should normally be by a show of hands, though by secret ballot if a simple majority of members present wish it. A count shall be taken at the discretion of the Chair if requested. Recounts may be requested until the same decision is passed twice in a row.
5. It shall be competent for the Chair in the absence of discussion on a motion to ask if there is any discussion or opposition, and in the absence of any response declare the motion carried.
6. Points of order may be raised in the following order:-
   1. Request for quorum count;
   2. Request for a re-ballot
   3. Request for a ruling interpretation
   4. Other points of order

Points of order have precedence over all other business but may not be raised during a speech or vote unless relating to the conduct of that vote.

1. Points of information may be made during a debate providing that they are concise and clarify the matter being discussed.
2. The following procedural motions may be brought up at any time during the meeting and shall take precedence over any matter being discussed except points of order:-
   1. The motion/amendment now be voted on;
   2. The motion/amendment not be put;
   3. The matter be referred to another Committee of the Union for further discussion;
   4. That the matter be left until further information has been obtained;
   5. The Chair's ruling be challenged;
   6. A vote of no confidence in the Chair;
   7. That the motion be voted on in parts;
   8. That a Standing Order be suspended for a specified length of time for a specified reason;
   9. That the meeting shall terminate.

Procedural motions shall be voted on after at least 1 speech in favour and 1 against.

In 41(a), (b), (c), (d), the proposer of the original motion has the right of reply.

In 41(e), (f), the Chair has the right to make the final speech.

All procedural motions require a simple majority.

41(g) may be used if a person supports a motion, but disagrees with parts of the motion's text.

* They must first specify which parts they wish to remove and then have the right to a speech in favour of the removal.
* Speech against the removal.
* Vote taken on the removal.

If passed (by simple majority) a new debate on the original motion with its parts removed will begin in the normal way.

If rejected the debate will continue on the original motion as submitted.

1. Once debate on a motion has started nothing may be added or altered.
2. Before debate has started on a motion small changes may be made to the motion with the agreement of the proposer and seconder as long as the essence of the motion is not changed. In the case of such a proposal the Chair or the General Secretary should be approached first and their discretion used.
3. Questions to officers and representatives of the Students’ Union of whatever source should be handed to the Union General Office or the Clerk by 12 noon eight days in advance of the meeting and subsequently published.