

STANDING ORDER TO GOVERN ELECTRONIC MEETINGS

1. Where necessary, or at the request of the Trustee Board, any meeting within these bye-laws may take place virtually via Microsoft Teams.
2. A Chair shall be appointed in accordance with the nature of the meeting:
 - 2.1 A virtual Student Members' meeting shall appoint the Union Chair (as appointed under Bye-Law 2.3)
 - 2.2 A virtual Accountability Forum shall appoint a Chair in accordance with Bye-Law 2.3
 - 2.3 A virtual Executive Committee meeting shall appoint the Chair in accordance with Bye-Law 4.2.2.
 - 2.4 A virtual Trustee meeting shall appoint the Chair of the Board of Trustees in accordance with Bye-Law 6.3.1.1.
3. The agenda and any accompanying documents for the E-Meeting shall be released a minimum of five (5) working days before the meeting takes place, or as stated otherwise in the associated Bye-Law:
 - 3.1 At least five (5) clear working days before a Student Members' meeting (as per Bye-Law 2.1.5).
 - 3.2 Five (5) days before an Accountability Forum is held (as per Bye-Law 3.4.2).
 - 3.3 Submissions to the agenda of any E-Meeting must be done at least five (5) working days before the meeting takes place, or as otherwise stated in the associated Bye-Law.
4. The Chair
 - 4.1 In any instance, the Chair shall not participate in any debate.
 - 4.2 Any participant who wishes to address the meeting shall do so solely through the Chair and in line with the conduct outlined in Bye-Law 10.3. Subject to Bye-Law
 - 4.3 The Chair is responsible for ensuring that all Members present receive equality of opportunity to speak.

4.4. The Chair of the meeting may impose a time limit on, and/or limit the number of Members who may speak in relation to any agenda item, and shall lay out the time limit at the start of each agenda point.

4.5 The Chair of the meeting shall seek to ensure that:

4.5.1 The meeting is in order;

4.5.2 Remarks not relevant to the matter under debate are flagged and the speaker is requested either to get back to topic or to cease to speak;

4.5.3 If potentially defamatory remarks are made about a Member, or about staff of the Union or University, that such remarks are flagged, and the speaker requested either to refrain from making such comments or to cease to speak.

4.5.4 The Chair has the right to have a Member removed from the E-Meeting should their actions prevent the Chair from complying with Bye-Law 10.2.4. It shall be the responsibility of the Clerk to the meeting to remove the Member from the e-meeting.

4.5.5 Should the conduct of the meeting, in the opinion of the Chair, be deemed to be unacceptable, the Chair shall be able to end the meeting without further discussion.

5. Conduct in an E-Meeting

5.1 Members present for any E-Meeting should enter the meeting with their microphone muted.

5.2 Should a Member wish to ask a question or raise a point, they must do so by posting their question or comment in the chat section of the Microsoft Teams group.

5.3 It shall be at the discretion of the Chair as to whether the Chair shall read the question or comment, or shall ask the proposer of the question or comment to unmute their microphone and verbally raise their point.

5.4 The questions or comments shall be taken by the Chair in the order in which they are received in the chat bar of the meeting.

6. Voting in an E-Meeting

6.1 Where a public vote is required, Members may voice their agreement/disagreement in the chat section of the E-Meeting.

6.2 Where a private vote is required:

6.2.1 A Referendum shall be generated in the Elections Module within SUMS.

6.2.2 The link to the above Referendum will be shared with the group.

6.2.3 Members can respond "Yes", "No" or "Abstain"

6.2.4 The vote shall be noted in the meeting by the Chair, and placed in the chat bar during the meeting.