

CITY UNIVERSITY OF HONG KONG
STUDENTS' UNION COUNCIL

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STANDING ORDERS

Definition

These standing orders are written under the Constitution of the City University of Hong Kong Students' Union (5.8.4) and all meeting of the Council/Standing Committee of the Council shall be convened in accordance with these standing orders, provided that contents do not contravene with the Constitution. The City University of Hong Kong Students' Union Council with the concurrence of two-thirds or more of the membership present may amend the Standing Orders.

In these Standing Orders,

“Constitution” shall mean the Constitution of the City University of Hong Kong Students' Union;

“Council” shall mean the City University of Hong Kong Students' Union Council;

“Committee” shall mean the standing committee of City University of Hong Kong Students' Union Council;

“Chairman” shall mean the Chairman of the Council/Committee Meeting, where the Chairman of the Council/Committee shall be the ex-officio Chairman of the Council/Committee Meeting unless vacation or procedural motion of no-confidence in the Chairman has been put;

“Secretary” shall mean the Secretary of the Council/Committee Meeting, where the Secretary of the Council/Committee shall coordinate and appoint members of the Council Secretariat to be responsible for the Secretary of the Council/Committee Meetings.

“Councillor” shall mean the Councillor of the Council.

“Committee Member” shall mean the Committee Member of the standing committee of City University of Hong Kong Students' Union Council

“Official Observer” shall mean the Official Observer of the Council.

SECTION A

COUNCIL CHAIRMAN AND SECRETARY

1. Duties of the Chairman

- (a) The Council/Committee Chairman shall chair at meetings of the Council.
- (b) In the absence of the Council/Committee Chairman, Council/Committee Vice-Chairman shall act as the Chairman of the

meeting and enjoy all powers conferred by these Standing Orders on the Chairman at that particular Council/Committee meeting.

- (c) In the absence of the Council/Committee Chairman and Vice-Chairman, Councilors present at the meeting may elect one among themselves to act as Chairman of that particular meeting; the person so elected shall enjoy all powers conferred by these Standing Orders on the Chairman at that particular Council/Committee meeting.

2. Duties of the Secretary

- (a) The Secretary shall be responsible for keeping the minutes of the proceedings of the Council/Committee. The minutes shall record the Councilors and Official Observers attending, all decisions taken, and details of every voting held.
- (b) The Secretary shall be responsible for the keeping of votes, records and other documents laid before the Council/Committee, which shall be open to inspection by Councilors, Official Observers and other persons under arrangements approved by the Chairman.
- (c) The Secretary shall perform the further duties laid upon him/her in these Standing Orders, and all other duties in the service of the Council /Committee ordered by the Council/Committee or directed by the Chairman.

SECTION B

COUNCILLORS, COMMITTEE MEMBERS AND OFFICIAL OBSERVERS

1. A Councilor/Committee Member shall have the right to speak, move, second and vote upon motions.
2. An Official Observer shall have the right to speak, but not the right to move, second and vote upon motions.

SECTION C

QUORUM

1. The quorum of the Council or of a Committee of the whole Council shall consist of, whichever the more, a simple majority of the current Councilors/Committee Members.
2. If the attention of the Chairman is drawn to the fact that a quorum is not present, he/she shall direct the Councilors/Committee Members be called. If after 30 minutes have expired, he/she is satisfied that a quorum is not present, he/she shall adjourn the meeting without question put.
3. If the number of Councillors/Committee Members who have voted is less than

one-third of the total number of Councillors/ Committee Members, the voting shall be invalid, and the matter shall be adjourned until the next specific meeting or date, where the motion shall stand and discussion shall be continued.

SECTION D

LANGUAGE

1. A Councillor/Committee Members or an Official Observer may address the Council/Committee in either the English or Chinese (Cantonese or Mandarin) language.

SECTION E

POWER OF THE CHAIR

1. The Chairman shall be the sole interpreter of these Standing Orders and can be overruled by a procedural motion of no confidence in the Chairman. (see section B)
2. The Chairman shall declare the opening, adjourning or closing of the meeting, direct the discussion, ensure observance of the Standing Orders and other statutory regulations governing procedure of the Council, accord the right to speak, put motions to the vote and declare decisions. He/She shall rule on points of order.
3. The rule of the Chairman shall be final in all cases and can only be overruled by a procedural motion to reverse a decision of the Chairman. (see section B)
4. The Chairman, in maintaining his attitude of impartiality, shall neither participate in the discussion of the meeting nor vote. Should the Chairman desire to take in the discussion, he has to first vacate the Chair.
5. In the case the Chairman is so affected by, or interested in any motion as to render it advisable, in the opinion of the meeting, that he should vacate the Chair during the discussion of a particular motion, it shall be in order for the meeting to move, second and vote upon a motion that he vacates the Chair during the discussion.

SECTION F

DEBATE, MOTIONS AND AMENDMENTS

1. Attendant of the meeting shall direct his speech strictly to the agenda or motion under discussion.
2. All attendants of the meeting must address themselves to the Chair when they speak.
3. All attendants of the meeting shall only speak under the approval of the Chair.
4. All motions must have a proposer and a seconder. No proposal shall be accepted

unless put in writing. The proposer shall explain his motion before the motion is seconded. If there is no seconder to a proposal, the latter is declared lapsed.

5. All motions shall only be valid with the presence of the proposer and seconder. Any proposed motions and amendments shall be declared lapsed once either the proposer or seconder is absent.
6. Once a motion is seconded, it shall not be withdrawn without the consent of the meeting. No motion shall be withdrawn when a vote is being taken.
7. Any Member who wishes to speak on the agenda or motion shall signify his wish by raising his hand. When two or more Members signify at the same time, the Chairman shall select one Member and call on him to speak.
8. A point of order may be moved during the debate in order to amend the motion. The effect of an amendment shall only vary the terms of a motion by:
 - (a) Deleting words;
 - (b) Adding words;
 - (c) Substituting words.
9. Discussion of a motion may be curtailed in time by a procedural motion from the Chairman with the approval of the meeting.
10. The Chairman shall allow the following procedural motions to be put when there is already an agenda or motion on Table, in the following order of precedence:
 - (a) Motion to withdraw a motion;
 - (b) Motion that the motion be now put;
 - (c) Motion that the motion be not now put;
 - (d) Motion that the matter be adjourned to a later specified meeting;
 - (e) Motion that the meeting proceed to the next business;
 - (f) Motion to refer for additional information;
 - (g) Motion to refer to committee;
 - (h) Motion to limit debate to certain specified period of time;
 - (i) Motion to close the list of speakers;
 - (j) Motion to recess;
 - (k) Motion to adjourn the meeting to a later specified date;
 - (l) Motion of no confidence in the Chairman;
 - (m) Motion to reverse a ruling of the Chairman;
 - (n) Motion to suspend the Standing Order.
11. Should any procedural motion be defeated, 15 minutes shall lapse before such a motion can be presented again, unless the meeting is of the opinion that the circumstances have materially altered in the mean.
12. In debate on any matter, each participant has the right to speak and a second round of attempting to speak on the same matter may be allowed only if there is no other

first attempt from the floor. No Member can speak for longer than ten minutes at any one time without the permission of the meeting.

13. In addition to the discussion on a motion, the Chairman shall recognize the following points in order of precedence:
 - (a) A point of order;
 - (b) A point of Personal Explanation;
 - (c) A point of Information;
 - (d) Other interruptions.
14. A point of order must be heard at all time, except during the act of voting. It must deal with the conduct or procedure of the meeting. The member rising to put the point of order must prove one or more of the following:
 - (a) That the speaker is traveling outside the scope of the agenda under discussion;
 - (b) That the speaker is using unparliamentary language;
 - (c) That the speaker is infringing a statutory rule or a standing order.No speech or debate is permitted on a point of order and no other Member shall speak until the Chairman has given his ruling.
15. A point of personal explanation shall seek to clear up misunderstanding but not to introduce any new matter.
16. A point of information shall consist of a question related to the subject under immediate discussion. If a point of information is requested from a Member speaking, he may decide whether or not he wishes to be interrupted at that time.

SECTION G

VOTING

- (a) Voting shall be done by a show of hands in all meetings.
 - (b) A secret ballot may be taken if requested by half of the members present.
 - (c) A roll-call vote may be taken if requested by half of the members present.
1. Each Member shall be entitled to vote except the Chairman. (One post one vote)
 2. If an equal number of votes in cast for and against any motion or amendment, the Chairman shall recess the meeting immediately (the recess shall not excess half an hour), and upon its resumption the motion shall be at once put to vote without any discussion. If the votes are still equal, the Chairman shall have the casting vote or adjourn the matter to another specific meeting or date.
 3. Unless otherwise provided in the Constitution or Standing Orders, a motion shall be declared carried if a simple majority of votes cast is for the motion.
 4. After the counting of votes, the Chairman shall declare the result of voting and his

declaration in final.

5. A recount may be ordered if asked for by not less than 3 Members. No Member who has not participated in the original vote may vote in the recount. Further recount on the same matter shall not be allowed to propose after the first recount.

SECTION H

RECONSIDERATION

1. It shall be in order to move a reconsideration of a motion (other than a procedural motion) previously adopted during the current session provided that the motion to reconsider is approved by a simple majority vote.
2. Once such motion for reconsideration has been lost, it cannot be moved again during the meeting.
3. A motion (other than a procedural motion) being previously adopted may be rescinded by two-thirds majority vote, provided that the session has agreed to reconsider the matter.

(Revised in Ordinary Meeting 1 of the 33rd Union Council, 23rd March, 2018.)