Monash Student Council

Standing Orders

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1. Definitions

1.1. For the purposes of these standing orders, terms defined in the MSA Constitution and other MSA regulations are applicable to these Standing Orders. In addition,

1.1.1. 'Constitution' means the MSA Constitution

1.1.2. **'**MSA Bodies' means a body established by or under the Constitution, and includes the Divisions.

1.1.3. 'Motion' means a proposed decision of the meeting.

1.1.4. 'Resolution' means a motion that has been carried by the requisite majority voting in its favour.

1.1.5. 'The Chair' means the individual responsible for presiding over meetings of the body, as established by the Constitution.

1.1.6. 'Simple majority' means a majority of the votes of the 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.

1.1.7. 'Absolute majority' means a majority of the votes of all members of the body at the time, whether present at the meeting and voting or not.

1.1.8. 'Leave of absence' means when an office-bearer is granted a period of time off work in line with sub-paragraph 36(7)(a) of the Constitution. The longest leave of absence an office-bearer can be granted is three months.

1.1.9. 'Prior leave' means when a member of a MSA body who is not an office-bearer is granted a period of time off attending meetings of that MSA body in line with sub-paragraph 46(1)(e)(i) of the Constitution.

1.1.10. '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 MSC meetings and other MSA bodies where relevant. Secondary references may be made to the most recent edition of A.D. Lang's Horsley & Lang's Meetings: Procedure, Law and Practice.

3. Authorising Provisions

3.1. These Standing Orders are made under sub-clause 34(1) and clause 59 of the Constitution.

4. Applicability

4.1. All meetings of the MSC shall be conducted in accordance with these Standing Orders.

4.2. Standing Orders 9.2. and 19.14. are applicable to all meetings of the Executive. The rest of these Standing Orders shall only act as guide for meetings of the Executive.

4.3. The provisions laid out in these Standing Orders shall act as a guide for meetings of all other MSA bodies, excluding the Divisions. Other MSA bodies may seek to adopt their own set of standing orders, which will override these Standing Orders unless those set of standing orders prescribe otherwise.

4.4. These Standing Orders are effective immediately on adoption or amendment by MSC.

4.5. For the purposes of the Constitution and the regulations, these Standing Orders will be considered regulations in all but title.

5. Notice for meetings

5.1. The MSA recognises that it is the responsibility of the Secretary to ensure proper notice has been given for meetings of the MSC.

5.2. Notice of the MSC meetings must be

5.2.1. given to each member of the MSC by sending it to the email address notified by the member to the Secretary. If no e-mail address has been notified by a member, this obligation will not apply in relation to that member; and

5.2.2. posted on the MSA website.

5.3. Notice of a meeting must include:

5.3.1. the date of the meeting;

5.3.2. the starting time of the meeting; and

5.3.3. location of the meeting, which must be on University ground and generally accessible to students and/or by technology that allows members to clearly and simultaneously communicate with each other participating member.

5.4. Notice of a regular meeting of the MSC must be provided at least seven days before the meeting.

5.5. Notice of a special meeting of the MSC must be provided at least forty-eight hours before the meeting.

6. Scheduling of meetings

6.1. The MSA recognises that it is the responsibility of the Secretary to schedule and convene meetings of the MSC.

6.2. There must be at least 9 regular meetings of the MSC between February and December each year.

6.3. A meeting of the MSC may only be convened if:

6.3.1. the Secretary receives a written requisition by five of the members of the MSC 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 MSC. If this meeting schedule is circulated in accordance with standing orders 5.2 – 5.4, the Secretary will no longer be required to give notice for the regular meetings of the MSC outlined in that meeting schedule.

6.5. The Secretary may alter or withdraw notice of a meeting convened in accordance with Standing Order 6.3.2 provided that:

6.5.1. notice of the alteration or withdrawal of the notice is given the same manner as the initial notice;

6.5.2. notice of the alteration or withdrawal of the notice is given at least 7 days before the current date of the meeting; and

6.5.3. the reasons for the alteration or withdrawal as determined by the Secretary are included in the notice.

7. Special meetings

7.1. Special meetings of MSC 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 MSC.

7.2. On receipt of a written requisition for a special MSC meeting, the Secretary must ensure notice of the special meeting is provided in line with standing order 5. 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 MSC, 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 members of the MSC at least forty-eight hours before the meeting is to be held.

8.2.1. Additional items can be added to the agenda and circulated to all members of the MSC closer to the meeting at the Secretary's discretion.

8.3. If a member of the MSC 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 members of the MSC.

8.4. Unless the meeting otherwise resolves, the ordering of the agenda will be as follows:

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

9. Quorum

9.1. Quorum for a MSC meeting is the presence in person of a majority of the voting members of the body at the time. For the purposes of calculating quorum, fractions must be rounded up.

9.2. Any member who has been granted a leave of absence or prior leave by the MSC will not be considered a current member of the body for the purposes of quorum during the time period they are on their leave of absence or prior leave.

9.3. If quorum is not present within thirty minutes after the time appointed for an MSC meeting, or if quorum is not present at any time during the meeting, then the Chair shall either:

9.3.1. 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;

9.3.2. declare the meeting ended.

10. Inquorate meetings

10.1. If a meeting of the MSC is inquorate then proceeds in-line with standing order 9.3.1 and is later ratified by quorum, the meeting is considered to be like any other meeting of the MSC.

10.2. If a meeting of the MSC does not reach quorum then proceeds in-line with standing order 9.3.1 but is not later ratified, the meeting shall still count as a meeting for the purposes of sub-clause 46(e)(i) of the Constitution. For all other purposes, an inquorate meeting of the MSC that is not later ratified is not considered a meeting.

10.3. All reports due at a regular meeting of the MSC that fails to reach quorum and not later ratified will have their due date extended to the regular meeting of the MSC, but there will be no further disruption to the overall reporting schedule.

10.4. An inquorate meeting ratified at a later meeting of the MSC 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 MSC.

11. Attendance

11.1. Members of the MSC are expected to attend every meeting of the MSC.

11.2. If a 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 46(e)(i) of the Constitution, an apology is still considered a failure to attend a meeting.

11.3. Non-members of the MSC who are students are entitled to attend meetings.

11.4. Attendance of non-members who are not students is subject to the discretion of the Chair.

11.5. Every person attending a meeting of the MSC must sign the attendance form.

11.6. It is the responsibility of the Secretary to maintain records of members' attendance, and to provide these records to the MSC if requested by one of the 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 regulations and these Standing Orders.

12.3. Meetings of the MSC shall be chaired pursuant to the Constitution.

12.4. The member holding the Chair vacates the Chair if one of the following occur:

12.4.1. the member leaves the room; or

12.4.2. the 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 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 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 members present must elect a 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 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 MSC.

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. Any member desiring to speak shall make known such an intention to the Chair.

14.2. The Chair may adopt a progressive speaking list or any other method of order to ensure the smooth running of the meeting.

14.3. Once called upon by the Chair, the member may speak.

14.4. Speakers may only be interrupted by the Chair, a procedural motion or a point of order or clarification.

14.5. 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.

14.6. Members of the MSC and observers who are students have full speaking rights at meetings of the MSC.

14.7. Observers who are not students may be limited speaking rights at the discretion of the Chair.

14.8. If three male members have spoken in a row, then priority will be given to any woman who wishes to speak.

15. Formal debate

15.1. The meeting may resolve by a procedural motion to conduct discussion around a motion through formal debate.

15.2. The order of debate in formal debate shall be:

15.2.1. Mover;

15.2.2. Seconder;

15.2.3. Speaker against, followed by a speaker for, repeated until the list for or against is exhausted;

15.2.4. Mover's right of reply;

15.2.5. No member, with the exception of the mover, may speak twice in formal debate.

15.3. In formal debate the following time limits apply, unless the meeting resolves otherwise:

15.3.1. Mover of a motion – 5 minutes

15.3.2. Right of reply, other speakers to motions, movers of amendments – 3 minutes

15.3.3. Other speakers to amendments – 2 minutes

15.3.4. All speakers to dissent in the chair, point of order or point or clarification – 1 minute

16. Voting

16.1. As outlined in the Constitution, every member of the MSC shall have a deliberate vote other than the Chair who will have a casting vote.

16.2. Voting shall be by a show of hands, except where otherwise provided for in the Constitution, the regulations or these Standing Orders.

16.3. The Chair shall determine the result of a vote by asking:

16.3.1. For those in favour of the motion.

16.3.2. For those against the motion.

16.3.3. For those abstaining on the motion.

16.4. 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.

16.5. The number of votes in favour, against and abstaining shall be recorded in the minutes unless a procedural motion to the contrary is passed.

16.6. On the immediate request of a member of the MSC, that member's vote shall be noted in the minutes.

16.7. A member's vote cannot be noted in the minutes if they do not consent for the vote to be noted.

16.8. No person may hold more than one vote at any one time.

16.9. A recount of a vote will be held if:

16.9.1. it is brought to the attention of the Chair that not every member present took part in the vote;

16.9.2. at least three members request that a recount be held before the Chair has moved to the next agenda item; or

16.9.3. the Chair resolves that the first vote was not conducted in accordance with these Standing Orders and a recount is required.

16.10. During the recount of a vote, only those participating in the original vote may participate in the recount.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.

17. Voting by Secret Ballot

17.1. The meeting may resolve by a procedural motion to conduct a vote by secret ballot.

17.2. 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 members voting. The members must then indicate on their ballot whether they are 'in favour', 'against' or 'abstention' before submitting it to the Chair.

17.3. When voting in a secret ballot, 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.

17.4. The Chair must allow 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.

17.5. The Chair must count the ballot in a room other then the room in which the meeting is being held.

17.6. The Chair must allow any member to observe the counting of the ballot if they wish.

17.7. The Chair may limit the number of non-members who can observe the counting of the ballot.

17.8. Observers to the ballot count cannot handle the ballots at any point any time.

17.9. The Chair shall determine the formality of the ballot votes. If a member writes some variation of the options outlined in standing order 17.2 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.

17.10. If a member fails to submit their voting ballot, they will have considered to have abstained on the motion.

17.11. 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.

17.12. A recount of a secret ballot may only be conducted if at least three members request that a recount be held before the Chair has moved to the next agenda item.

18. Types of Majorities

18.1. Any motion requires only a simple voting majority for it to be carried, unless the Constitution, the regulations or these Standing Orders specify otherwise.

18.2. For the purposes of calculating voting majorities, fractions must be rounded up.

18.3. Any member who has been granted a leave of absence or prior leave by the MSC will not be considered a current member of the body for the purposes of voting majorities during the time period they are on their leave of absence or prior leave.

19. Proxies

19.1. Voting members of MSC can proxy their vote. However, the person they proxy to must:

- **19.1.1.** be a student;
- **19.1.2.** not be a full-time member of the staff of the MSA or the University;
- **19.1.3.** in case of autonomous departments, belong to the same autonomous background as the position to which they are proxying for; and
- **19.1.4.** in the case of Divisional representatives on MSA bodies, be a member of the governing body of the Division to which they are proxying for.

19.2. For a proxy to be enacted, a proxy request must be submitted to the Secretary in writing at least one hour prior to the meeting and must contain:

- **19.2.1.** who is giving the proxy;
- **19.2.2.** who is to be the proxy (in the case that more than one person is named as proxy, listed in order of preference);
- **19.2.3.** date and/or meeting effective until; and
- **19.2.4.** the signature (electronic or otherwise) of the elected member.

19.3. A proxy request submitted less than one hour before the meeting or during the meeting can be accepted, but only if the MSC passes the appropriate procedural motion by a simple majority.

19.4. A proxy has the same rights as an elected member, with the following exceptions:

- **19.4.1.** A proxy cannot vote to amend these Standing Orders; and
- **19.4.2.** A proxy cannot proxy.

19.5. Proxies shall not be counted towards quorum.

19.6. For the purposes of standing order 19.5 and 29.2, the following will not be considered proxies:

- **19.6.1.** where the non-voting holding position sharing office-bearer attends on the behalf of the vote holding position-sharing office-bearer; and
- **19.6.2.** where the proxies are for Divisional representatives.

19.7. There will be no limit on the number of proxies allowed at a meeting of the MSC.

19.8. There will be no limit on the number of times a member can proxy during their term.

19.9. A proxy is suspended during the time that the original vote holder is present at the meeting, until the time when the original vote holder leaves the meeting. In addition, if a vote-holder submits a proxy list with proxies listed in order of preference and a proxy higher preference on the proxy list enters the meeting whilst someone lower on the proxy list is already holding that vote, the proxy with the higher preference on the proxy list will assume the vote.

19.10. A permanent proxy exists between the vote holding position-sharing office-bearer and the non-voting holding position-sharing office-bearer for the MSC unless the vote-holding position-sharing office-bearer submits a valid proxy in line with these Standing Orders.

19.11. A permanent proxy exists between the members of the governing body of a Division for the Divisional Representative vote on the MSC. The President of the Division may submit a proxy list for that Division in order of preference to determine who hold the vote if the appointed vote-holder is not present. Otherwise, if there is more than one member of a Division's governing body present at the meeting and none of them are the appointed vote-holder, whichever member was first in attendance will receive the vote.

19.12. For the purposes of sub-clause 46(e)(i) of the Constitution, a proxy is considered a failure to attend a meeting, with the following exceptions:

19.12.1. where the non-voting holding position sharing office-bearer attends on the behalf of the vote holding position-sharing office-bearer; and

19.12.2. where the proxies are for Divisional representatives.

19.13. Any member of the MSC who is currently on a leave of absence or prior leave cannot proxy their vote during the time period that they are on a leave of absence or prior leave.

19.14. No proxies will be accepted for sub-committees of MSC, including the Executive.

20. Motions

20.1. All proposed decisions of the MSC must be in the form of motions.

20.2. Motions must be affirmative in nature.

20.3. All motions must be put in writing and submitted to the Chair before being spoken to. The Chair may refuse to recognise unwritten motions.

20.4. 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.

20.5. 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 member present to be contentious. The Chair cannot second any motion while they are presiding.

20.6. The Chair may rule out any motion that is:

20.6.1. inconsistent with the Constitution, the regulations or these Standing Orders;

20.6.2. not within the scope of the meeting;

20.6.3. disrespectfully worded, ungrammatical or ambiguous;

20.6.4. too similar to a motion already being discussed or a resolution passed at a previous meeting;

20.6.5. 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;

20.6.6. contradictory to a resolution passed at an earlier meeting and that has not been rescinded;

20.6.7. not relevant to the item of business to which it intended to relate and the business for which the meeting was convened; or

20.6.8. otherwise out of order.

20.7. A mover or seconder of a motion may withdraw their moving or seconding at any stage before the motion is voted upon.

20.8. 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.

20.9. 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.

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

21. Foreshadowed motions

21.1. A foreshadowed motion is a motion moved that is contradictory in meaning or intent to a motion that is being discussed.

21.2. A foreshadowed motion can only be moved in between speakers.

21.3. Foreshadowed motions shall be considered in the reverse order in which they were foreshadowed, unless the Chair resolves otherwise.

21.4. 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.

21.5. 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 20.6.1 – 20.6.8

22. Amendments

22.1. An amendment is a proposed change to a motion by either inserting or removing word/s from the original motion.

22.2. An amendment can only be moved in between speakers.

22.3. 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.

22.4. The Chair may rule out any amendment that:

22.4.1. is a direct negative of the motion;

22.4.2. would lead to the motion being ruled out for one or more of the reasons outlined in standing order 20.6; or

22.4.3. is otherwise out of order.

22.5. 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.

22.6. If an amendment to a motion is not accepted by the mover and seconder, 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.

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

23. Rescission of Resolutions

23.1. A resolution passed by MSC can be rescinded at a later meeting of the MSC. However for a rescission of a resolution to be considered at an MSC:

23.1.1. the motion rescinding the resolution must be distributed to all members of the MSC at least forty eight hours before the meeting; and

23.1.2. there must be reasoning for the rescission, in writing, attached to the rescission motion distributed to all members of the MSC.

23.2. No motion for rescission of any resolution of the MSC shall be carried unless the members present vote affirmatively to rescind the resolution with the same type of majority needed to carry the original motion.

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

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

24. Procedural Motions

24.1. A procedural motion is a motion that relates to the conduct of meetings.

24.2. A procedural motion can be moved at any time during a meeting.

24.3. A procedural motion requires only a mover and not a seconder.

24.4. A member can only move a procedural motion outlined in standing orders 24.9.1 – 24.9.9 if they are yet to speak in the discussion or debate about that agenda item.

24.5. A member can only move one procedural motion per agenda item in a meeting.

24.6. 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.

24.7. Once a procedural motion has been moved it must be put to a vote, unless the procedural motion concerns dissent in the Chair.

24.8. Members cannot abstain from voting on a procedural motion.

24.9. There are many forms of procedural motions that can be moved during a meeting of the MSC, and they are as follows:

24.9.1. that the motion/s now be put;

24.9.2. that the speaking list be closed now / at the end of the next speaker;

24.9.3. that the speaking list be re-opened;

24.9.4. that the speaker no longer be heard;

24.9.5. that a time limit be placed on speaker/s / not be placed on speaker/s;

24.9.6. that a time limit be placed on agenda item/s / not be placed on agenda item/s;

24.9.7. that the meeting be adjourned;

24.9.8. that the meeting move onto the next item on the agenda;

24.9.9. that the meeting shall move into formal debate;

24.9.10. that the meeting shall consider a motion in General Business that was not included on the agenda;

24.9.11. that the minutes reflect only the result and not the vote tally of the next motion/s to be put;

24.9.12. that the meeting accept a late proxy request;

24.9.13. that the meeting shall move in camera; and

24.9.14. dissent in the Chair.

24.10. The Chair may impose any of the procedural motions outlined in standing orders 24.9.1 – 24.9.11 without having to put it to a vote.

24.11. All procedural motions need only be carried by a simple majority, except for those outlined in standing orders 24.9.12 and 24.9.13 which require to be carried by an absolute majority.

25. Dissent in the Chair

25.1. Any ruling by the Chair may be challenged by a procedural motion calling for dissent in the chair.

25.2. 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 member present for whom to pass the Chair, so long as the member chosen did not move the procedural motion.

25.3. The mover must, in speaking to the procedural motion, propose an alternative ruling.

25.4. The Chair, whose ruling has been challenged, may reply.

25.5. The procedural motion must then be put to a vote with no further discussion.

25.6. If the procedural motion is carried, the alternative ruling proposed takes effect.

25.7. If the procedural motion is lost, the Chair's ruling stands.

25.8. The Chair whose ruling was challenged resumes the Chair as soon as the procedural motion has been voted upon.

26. Points of Order

26.1. A member 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.

26.2. The member must state the breach or irregularity alleged and any ruling desired.

26.3. The Chair must then rule on the point of order.

26.4. A member 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.

27. Points of Clarification

27.1. Anyone in attendance at the MSC may at any time request clarification of an issue raised in immediate debate.

27.2. A point of clarification is a factual question related to the substance of the matter under discussion. It must be a question.

27.3. The Chair must then rule on the point of clarification, and if necessary, request another member of MSC to respond.

27.4. 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.

28. Adjournment

28.1. At any stage of the meeting, a member may move a procedural motion calling for the meeting to be adjourned.

28.2. 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.

28.3. The time and date for the resumption of the meeting must be no longer than 24 hours after the time the meeting was adjourned.

28.4. 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.

28.5. The Chair must be present to resume any meeting that has been adjourned. The Chair must be the President, the Deputy Chair or the same member who adjourned the meeting.

28.6. 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 9.3

29. In camera proceedings

29.1. As outlined in the Constitution, 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 MSC passes a resolution to move in camera by an absolute majority.

29.2. 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. For the purpose of this standing order, a proxy is not considered a vote-holder.

29.3. Those in attendance during in camera discussions are bound to maintain the confidentiality of in camera proceedings. A breach of this standing order will be considered a breach of sub-clause 39(2) of the Constitution.

29.4. 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 members of the MSC and 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 members are no longer bound to maintain the confidentiality of the information.

29.5. In camera sections of the minutes will only be accessible to current members of the MSC. 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.

30. Minutes of the Meeting

30.1. There must be minutes for every meeting of the MSC.

30.2. Minutes shall be the responsibility of the Secretary.

30.3. Meetings may only be recorded for the purposes of writing minutes, but:

- **30.3.1.** no copy may be kept for more than two months after the minutes of the MSC are confirmed; and
- **30.3.2.** no audio or video recording of a meeting may be archived.

30.4. The minutes of a meeting of the MSC must contain the following:

- **30.4.1.** the date of the meeting;
- **30.4.2.** the exact time when the meeting opened and closed as declared by the Chair of the meeting;
- **30.4.3.** the location of the meeting;
- **30.4.4.** the attendance of those present at the meeting;
- **30.4.5.** whenever a member or observer present enters or leaves the room where the meeting is being held and the time of this entry or exit;
- **30.4.6.** any motions moved and seconded at the meeting;
- **30.4.7.** the movers and seconders of any motion that is moved at the meeting;
- **30.4.8.** the vote tally of each motion that is voted upon and whether or not the motion was carried;
- **30.4.9.** any rulings made by the Chair, including when a member is named;
- **30.4.10.** the main discussion points of each agenda item; and
- **30.4.11.** any attachments included on the agenda or tabled at the meeting.

30.5. The minutes must not include direct quotations from members.

30.6. If a member requests during or immediately after a vote for their vote to be recorded, the member's agreement, dissent or abstention must be recorded in the minutes.

30.7. Minutes of a meeting of the MSC must be confirmed by a later meeting of the MSC to confirm that they are a true and accurate record of that meeting of the MSC.

30.8. Copies of unconfirmed minutes are to be distributed to all members of the MSC within two subsequent meetings of the MSC.

30.9. Copies of the confirmed minutes are to be kept in file by the Secretary, including an archive copy which shall not leave the Secretary's office.

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

30.11. Confirmed minutes of MSC meetings should be posted on the MSA website by the Secretary as soon as practically possible within reason.

31. General Business

31.1. 'General Business' will be the agenda item where 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 members present feel might be relevant to the meeting.

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

32. Conflict of Interest

32.1. Members who have any direct or indirect pecuniary interest in a matter that is being considered at a meeting of the MSC must;

32.1.1. disclose the nature and extent of their interest to the MSC as soon as they become aware of the interest; and

32.1.2. not vote on the matter.

32.2. Standing order 32.1 does not apply to pecuniary interests that exist only because the member of the body is a student.

33. Modification of these Standing Orders

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

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

33.1.2. the motion must be distributed to all members of the MSC at least seven days before the meeting; and

33.1.3. the wording of the proposed changes cannot be modified once it has been distributed to all members of the MSC.

Amendment History
Adopted by the Monash Student Council on 2 December 2011; and
Amended by the Monash Student Council on 17 November 2016; and
Amended by the Monash Student Council on 5 February 2025; and
Amended by the Monash Student Council on 5 March 2025; and
Last amended by the Monash Student Council on 11 February 2026.