



All Student Meeting Schedule

SAS.1 General

- SAS1.1 All Student Meetings, including Annual All Student Meetings, may be held as hybrid or virtual meetings and may take place in several locations in a manner that supports engagement from all members.
- SAS1.2 Students' Association staff members and staff members within the UHI Partnership may attend All Student Meetings, including Annual All Student Meetings, to present reports at the request of the Student President.
- SAS1.3 An All Student Meeting may be called between Annual All Student Meetings by either:
- A resolution of the Board of Trustees; or
 - A majority vote of the Executive Committee

SAS2 The Agenda

- SAS2.1 The agenda for All Student Meetings, including Annual All Student Meetings, shall normally take the following order:
- Apologies
 - Approval Of Minutes
 - Reports
 - Motions
 - Notices/ Updates
- SAS2.2 The Student President shall be responsible for setting the agenda, including the order of reports and the order of motions.
- SAS2.3 The agenda and papers for All Student Meetings, including the Annual All Student Meeting, shall be published on the Students' Association website at least one week before the meeting.

SAS3 The Chair

- SAS3.1 All Student Meetings shall be chaired by the Student President. In the Student President's absence, meetings shall be chaired by their nominee, either the Vice President Education or another Executive Committee member.
- SAS3.2 The Chair shall be responsible for ensuring that all meetings are conducted in accordance with the Articles of Association and schedules.
- SAS3.3 The Chair shall have priority to speak at all times. No person shall be entitled to speak unless called upon to do so by the Chair.
- SAS3.4 The Chair shall act as an impartial facilitator during debates and shall not speak in support of or in opposition to any motion.
- SAS3.5 The Chair shall reserve the right to remove speaking rights from individuals in situations involving disorderly behaviour. The Chair shall also reserve the right to both remove individuals from a meeting and/ or adjourn a meeting for a short period of time in situations involving disorderly behaviour.
- SAS3.6 The Chair shall reserve the right to call a vote to suspend any item on the agenda until a future specified meeting if they believe more information is required.

SAS4 Meeting Quorum

- SAS4.1 The quorum for All Student Meetings, including Annual All Student meetings, shall be either two-thirds of Executive Committee members rounded up to the nearest whole number, or 50 student members.
- SAS4.2 A meeting shall not begin until the quorum has been reached. If the quorum is not met at the scheduled start time the Chair shall have the discretion to either:



- Adjourn the start of the meeting for a short period of time to allow more time for the quorum to be reached; or
- Adjourn the start of the meeting to a later date and time.

SAS4.3 The Chair shall check that there is a quorum before commencing an agenda item and before conducting any vote.

SAS4.4 If the quorum is lost at any point during the meeting the Chair shall have the discretion to either:

- Adjourn the meeting for a short period of time to allow time for the quorum to be reached again; or
- Adjourn the remainder of the meeting to a later date and time.

SAS5 Minutes

SAS5.1 Draft minutes shall be presented by the Chair.

SAS5.2 After a set of draft minutes has been presented, the Chair shall provide those Student Members and Associate Members present who attended the relevant meeting the opportunity to request any amendment(s).

SAS5.3 Draft minutes shall be deemed to have been approved if no requests for any amendments are made.

SAS5.4 Those Student Members and Associate Members present who attended the relevant meeting shall be given the opportunity to accept or reject any proposed amendments. If any proposed amendments are accepted the draft minutes shall be deemed to have been approved once the agreed amendments have been made.

SAS5.5 Approved minutes shall be published on the Students' Association's website within five working days of being approved.

SAS5.6 The minutes of All Student Meetings, including Annual All Student Meetings, shall be taken by a Students' Association staff member appointed by the Chief Executive Officer.

SAS6 Reports

SAS6.1 Reports must be submitted no later than two (2) working days before the agenda and papers are due for circulation.

SAS6.2 Each report shall be presented by its author(s) or their nominee(s) when called upon the Chair.

SAS6.3 The Chair shall reserve the right to set a time limit on how long the presentation of a report can be.

SAS6.4 After a report has been presented the Chair shall provide the Student Members and Associate Members present the opportunity to ask questions or make comments. The Chair shall also provide Student Members and Associate Members present the opportunity to object to all or any part of the report.

SAS6.5 To ensure that every Student Member and Associate Member present has an equal opportunity to ask questions or make comments, the Chair shall reserve the right to set a time limit for each Student Member and Associate Member to ask their question and/ or make their comment.

SAS6.6 The Chair shall reserve the right to bring to a halt any comments or questions that they deem as not being relevant to the report being discussed.

SAS6.7 A report shall be deemed to have been approved if no objections are made.

SAS6.8 If any Student Member or Associate Member present wishes to object to only part(s) of a report, they must tell the Chair which part(s) they want to object to.

SAS6.9 The order of debate for any proposal to object to a report or a part of a report shall be the same as for motions with the exception that the proposal cannot be further amended.

SAS6.10 If the Student Members and Associate Members present vote to object to a report or part(s) of a report, the Chair shall action the appropriate person(s) to report to the next meeting regarding any changes to be made as a result of this decision.

SAS7 Motions



- SAS7.1 Any Student Member or Associate Student Member may submit a motion for debate via the Motion Submission Form.
- SAS7.2 Motions must be submitted no later than two (2) working days before the agenda and papers are due for circulation.
- SAS7.3 The Students' Association President shall reserve the right to reject any incomplete and/ or incorrectly submitted motions. The Students' Association President shall also reserve the right to reject any motion that conflicts with an existing policy position(s) or with the Articles of Association and/ or schedules.
- SAS7.4 The order for debate for a motion at a meeting shall be:
- Opening speech from the proposer(s) or their nominee(s)
 - Amendments
 - Questions
 - Speeches in support of or in opposition to the motion
 - Summary speech from the proposer or their nominee
- SAS7.5 To ensure that every Student Member and Associate Member present has an equal opportunity to take part in the debate, the Chair shall reserve the right to set a time limit for speeches.
- SAS7.6 The Chair shall reserve the right to bring to a halt any questions or speeches that they deem as not being relevant to the motion being debate.
- SAS7.7 The Chair shall reserve the right to determine when speeches in support of or in opposition to the motion should be brought to a close.
- SAS7.8 Summary speeches shall only include information that has already been brought up during the debate.
- SAS7.9 The vote on whether to approve a motion or not shall be decided by a simple majority except where otherwise specified in the Articles of Association or schedules.
- SAS7.10 The Student President shall reserve the right to temporarily vacate the chair ahead of any debate for a motion in order to take part in the debate. In such situations the Student President shall nominate either the Vice President Education or another Executive Committee member to temporarily chair the meeting for the duration of the debate.

SAS8 Motion Amendments

- SAS8.1 Any Student Member or Associate Student Member who wishes to make a change to a motion may do so by submitting an amendment to the Student President 24 hours in advance of the meeting at which the motion is due to be debated.
- SAS8.2 Amendments may delete, change or add text to a motion.
- SAS8.3 When more than one amendment to a motion has been submitted the Chair shall determine the most suitable order for them to be debated.
- SAS8.4 Before moving to debate an amendment, the Chair shall ask the proposer(s) or their nominee(s) of the motion if they wish to accept amendment. If the proposer(s) or their nominee(s) accepts the amendment the motion will be amended accordingly without further debate or a vote.
- SAS8.5 The order of debate for amendments shall be the same as for motions with the exception that the proposal cannot be further amended.
- SAS8.6 The vote on whether to approve an amendment or not shall be decided by a simple majority.
- SAS8.7 If the approval of one amendment means another is no longer relevant, the Chair shall reserve the right to rule that the latter amendment shall not to be debated.

SAS9 Voting

- SAS9.1 Only those Student Members and Associate Student Members present at the meeting shall a cast vote.
- SAS9.2 Voting shall be conducted by electronic poll.



SAS9.3 In the result of a tied vote, the Chair shall have the casting vote.

SAS9.4 The Chair shall reserve the right to undertake a recount of any vote.