

Schedule Three: Meeting Regulations

Our meeting regulations apply to the meeting of Student Parliament and its members along with any members, partners or stakeholders who wish to engage with the Parliament process, we expect everyone to follow our code of conduct.

3.1 What is the role of Student Parliament?

The Student Parliament is the governing body of the Students' Association and will make necessary decisions on how the Students' Association will work and what it will work on in between each years Annual General Meeting where all students are encouraged to vote on these decisions.

3.2 What will be discussed at Student Parliament?

Topics reserved for discussion or decision at Student Parliament will be; those relating to the way the Students' Association work, new pieces of work that the Students' Association should consider taking up and how the Students' Association should spend its resources. Questions from student members will also be presented at parliament for response as will updates from elected members on work progress.

3.3 When will Student Parliament meet?

Our Student Parliament will resume within four weeks of the academic year start, providing two thirds of the available parliament positions are filled. If this is not the case then the first meeting of Parliament will take place within four weeks of this being achieved.

Once resumed, Parliament will meet a minimum of once every 6 weeks with the final meeting acting as the SAs AGM and open to all members to attend.

3.4 Who can attend Student Parliament meetings?

Our Student Parliament membership (full list can be viewed XX) is expected to attend and is formed of elected students including our Presidential Team, Executive Officers and Faculty Reps. This meeting will also be chaired by the Students' Association Coordinator and minutes taken by the SA Administrator, who will be in attendance.

Any student member can attend a meeting as an observer, if they wish to do so they should notify the chair in advance. College Staff and SA Stakeholders may be invited to the Student Parliament to speak as a guest and can request this via the chair.

3.5 Who may speak at Student Parliament?

All members of our Student Parliament will be able to speak at our meetings which will be chaired by the Students' Association Coordinator. Any member wishing to speak must indicate as so and the chair shall decide the order of speaking.

Other student members who have posed a question or proposal to parliament may also be invited to speak if they wish to do so. College Staff and SA Stakeholders may wish to speak with parliament and can request time on the agenda to do so in advance with the Chair.

3.6 How do student members put forward proposals to Student Parliament?

Any member who wishes to put forward a topic for consideration by the Student Parliament must submit this at least one week in advance of the Parliament Meeting using the relevant

template/form, this includes; Proposals, Funding Requests and/or Position Statements. Guidance will be made available to Student Members on how to use these.

The Student Association Coordinator is responsible for creating the agenda and publicising the Student Parliament meetings.

3.7 How do members put forward questions to Parliament

All student members will be invited to pose questions to Student Parliament in advance of each meeting. A submission form will be used to submit questions to parliament and guidance will be made available to student members on how to use this.

The Student Association Coordinator is responsible for adding these Questions to the agenda and publicising the Student Parliament meetings.

3.8 How will topics within the meeting be organised?

All topic items will be sent on to members prior to the meeting with enough time given for these to be read in advance. For this reason, all items will be taken as read by members and priority will be given to topics that require a response from parliament. The order of discussion at Student Parliament meetings will always consist of:

- Checking the minutes of the previous meeting
- Matters arising from the minutes of the last meeting
- Answer student member questions submitted to Student Parliament
- Proposals for Consideration (eg – Funding requests, Position Statements, etc.)
- Updates from Elected Officers & Project Teams
- Any other Relevant Business

Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.

3.9 Who can vote on proposals to Student Parliament?

Only members of Student Parliament who are present at the meeting may vote and in order for a vote to pass at least two thirds of membership must be in attendance, unless other arrangements are made in advance and agreed to by the chair. If the vote results in a tie, the Student President will have the casting vote.

3.10 What must parliament members take into consideration when voting to accept or refuse a proposal?

Members should take the following into consideration when voting on a proposal:

- Whether the proposal will have a positive impact on the Student Experience
- Whether the proposal is in line with the SA's Policies and Values (eg Equality)
- Whether the proposal will contribute to the success of an existing SA Target(s) for within the current academic years Operational plan.
- Whether the proposal will contribute to the success of an existing SA Target(s) within the three-year Strategic Plan.
- Whether there is available resource to carry out the proposal, including staff and volunteer time, etc.

Where the answer is yes to all of the above the proposal should be expected to be accepted by Parliament. Where the answer is no to some or all of the above the Parliament may decide to refuse the proposal. Any decision of refusal must be returned to those who submitted the proposal with adequate feedback on why this decision was reached.

3.11 What can student members do if they wish to appeal a refused proposal?

Any student members can re-submit a proposal; however, this can only be done one time following a refusal decision (how long?). To ensure success during their resubmission, members are encouraged to review the feedback given by Parliament and make suggested amendments based on this feedback. Re-Submissions can be put forward to the Agenda in the same way as original proposals following the same timeline and process guidance.

If a re-submission is refused and a student member wishes to appeal this decision further, they will need to complete the necessary steps to start a Referenda as outlined in the CitySA Constitution, see point 5.1 (b).