

## **A Brief Guide to Warwick UCU Meetings**

### **The complete UCU rules are available here:**

[https://www.ucu.org.uk/media/1780/UCU-model-local-rules-June-2016/doc/ucu\\_modellocalrules\\_jun16.doc](https://www.ucu.org.uk/media/1780/UCU-model-local-rules-June-2016/doc/ucu_modellocalrules_jun16.doc)

The way branch policy is determined is through motions that are passed at quorate All Member Meetings by a simple majority of members present.

Meetings are led by a chair. The chair is responsible for enforcing time limits, ruling on any question under the standing orders or on points of order or information.

### **How can I participate in a meeting?**

There are two ways you can participate. First, you can raise your hand to speak to or against a motion during the allotted time of debate. However, you can also raise a **point of information** (where you make a correction, asking for clarity, or just a plain question) or a **point of order** (when you think that someone in the meeting, including the Chair hasn't properly followed the standing orders). Points of information and points of order can be raised at any point.

### **How long can I speak?**

Movers of motions may speak for five minutes. All other speakers may speak for a maximum of three minutes. Except at the discretion of the chair, no member will speak more than once on any motion, except that the mover of the motion will have a right to reply. Any member may formally second any proposition and reserve his or her speech until a later period in the debate.

You can also seek to end the debate on a motion or amendment by moving "that the meeting proceed to next business" or "that the question be now put" provided that there has been at least one speech each for and against the motion or amendment under discussion. These motions must be seconded and then immediately voted on.

### **How does the chair decide who speaks first?**

Generally speaking, the Chair will let people speak based on the order they raised their hand. However, to ensure a balanced debate, the Chair can also decide to go in order of "one person for the motion" and "one person against." They will explain if they are doing so and the procedure for doing so at the start of the meeting.

### **How do I vote?**

Voting will generally be conducted by show of hands, unless the chair directs otherwise. For instance, in certain situations it may be deemed appropriate to use anonymous voting. Tellers will be appointed at the beginning of the meeting.