

Guild Council FOR **DUMMIES**

2nd Edition

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Guild Council Processes and Procedures

Motions and Resolutions

A motion is a proposal that is submitted to a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding (meaning the Guild must act on them) and are recorded in the minutes with a mover and a seconder.

Example: That the Guild Council resolve to close the second hand book sales at the end of 2021.

More past examples of motions can be found on the Guild website where past minutes are stored.

Putting forward a motion

It is best practice for motions to be placed on the agenda so members have adequate time to consider them before the meeting and so that members can prepare questions about the items prior to the meeting.

Each board and committee will have a deadline to submit motions or business – for Guild Council, the deadline is the week before the meeting. The Chair for a meeting has the authority to approve motions or business for the meeting or refer it to the appropriate meeting.

Please fill out a motion TEMPLATE if you wish to submit a motion for a meeting.

These can be adapted for any board or committee meeting. Copies can be obtained from M-Files or the Secretary.

If a motion is not submitted prior to the meeting, it must be handwritten on a piece of paper and handed to the Chair to read out. The Chair can reject:

- Motions that conflict with the Regulations or with the bylaws.
- Motions that repeat the same question on the same day.
- Motions that conflict with an already adopted motion
- Motions that operate outside the scope or object of the organisation
- Motions that appear dilatory, incorrect, frivolous, or rude

If the motion is to be addressed outside of General Business, then a motion to:

- *“Suspend the standing orders to allow the following motion to be moved...Motion: [insert motion]” must be moved.*

Otherwise, the hand-written motion can be handed to the Chair in General Business without needing to address re-arranging the regular business of the meeting.

Voting on a motion

A member of the meeting puts forward a clear and concise proposal for a decision or action to the meeting via the chairperson. This is called a motion.

A second person agrees to 'second' the motion. This person is referred to as the seconder. This is not a vote in favour of the motion but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses. If a motion lapses it cannot be discussed at that meeting. The mover and seconder are usually given the first opportunity to speak on the motion.

Informal discussion on the motion will take place. If it is deemed by any person in the meeting that the discussion is becoming repetitive, circular, or irrelevant, they may move a **procedural motion** to move into formal debate. This must be seconded and voted on by members of the board. If approved, a formal debate will commence. Discussion follows, generally in the format of alternating speakers for and against the motion. After sufficient debate, the person who originally moved the motion has a right of reply. The motion is read aloud and voted on.

Usually a show of hands is used to determine who is For, Against, or who is Abstaining from the vote on the motion. Abstentions are not counted as votes for or against. The Chair will declare the result of the vote by declaring the motion as being carried or lost.

Most motions require a simple majority, that is most people vote 'For' in order to pass. However, some specific motions / topics require more people, motions requiring more than a simple majority are rarely moved.

Procedural Motions

Procedural motions are proposals that deal with the conduct of the meeting itself, as opposed to substantive motions discussed above. For example, to set speaking limits or change the order of the agenda. If the Chair accepts the procedural motion, then the following rules apply:

- No seconder is required for the procedural motion;
- No discussion of the procedural motion is permitted;
- The procedural motion should be voted upon immediately

Examples of procedural motions include:

- "To move into/end formal debate" –
 - To start or end a formal debate process (for/against speakers alternating)
- "That the motion now be put"
 - That the motion should go to a vote immediately
- "That the meeting proceed to next business"
 - That the discussion carry on to the next item of business
- "To suspend that standing orders to allow the following motion to be moved..."
 - To address motion outside of General Business that was not included on the agenda
- "That the meeting move in/out of camera"
 - This motion seeks to exclude those people who are not entitled to vote from the meeting (they will have to leave the room), in circumstances where confidentiality is required.
 - This includes stopping the recording and minute taking in most circumstances.

- “That a time limit of [number of minutes] be imposed on speakers in the discussion”
 - To impose a time limit on speaking time of members
- “That the speaker no longer be heard”
 - To silence a member from speaking during a debate about the motion being considered
- “To amend the motion...”
 - To amend the motion currently being discussed

Point of Order

A Point of Order is called out to the Chair by a member standing up and saying 'point of order' or 'I wish to raise a point of order'. This means that the person making the challenge is saying the speaker should stop because they have breached a principle of ordered debate. This Point of Order will be addressed immediately.

The Chair takes the Point of Order, listens to the reasons why it has been raised. The Chair rules on the Point of Order and their decision is final.

Examples where a point of order may be called are where:

- the speaker is addressing issues outside the subject matter of the motion;
- fair rules of debate are not being followed;
- time limits have been reached;
- a quorum is not present; or
- the language is offensive or abusive.

Motion of Dissent

Relating to a Point of Order, rejection of a motion, or other decision having been made by the Chair, a motion of dissent is a disagreement by a member on the ruling of the Chair. A motion of dissent requires no seconder, and the Chair must immediately stand down. Someone else then takes the Chair for discussion on the motion of dissent. The Chair is given the opportunity to explain their decision and the mover also puts forward their reason for dissent. The meeting then votes on the motion: if the motion is upheld, the Chair must reverse their decision. If the motion is lost, the meeting continues as before.

Interruptions to Speakers

Speakers may only be interrupted by other members in the following circumstances:

- A procedural motion is passed to stop debate or 'that the speaker no longer be heard'
- On a point of order
- On a call for a quorum
- To move 'That the motion be put.'
- To move a time limit motion for the current speaker
- To move a motion for the meeting to go **in camera**

In-camera Discussions

Matters discussed at an in-camera meeting are confidential. Members may move that the meeting proceed in camera to discuss confidential matters, usually relating to employment matters or matters of a sensitive nature. Any non-members of the Guild Council, including observers, the Minute Secretary, the Managing Director and

any standing invites, will have to leave the meeting **unless** otherwise authorised to stay for the discussion. No minutes are taken during this 'in camera' portion of the meeting.

Dissent from the Chair

A member of a meeting who disagrees with a ruling or decision of the Chair may move:

- "That the Chair's ruling be dissented from".

The intent of a motion of dissent would be to correct a bona fide mistake on the Chair's part or to give legitimate effect to the will of the meeting. It is not a motion of no confidence. In simple terms, this means its not for arguing with the Chair's decisions or how they generally are performing in the role because you don't personally agree with it. It's for correcting a legitimate error or something the vast majority of people would see as wrong.

A dissent motion should generally follow a ruling on a point of order taken, for example, on the Chair's acceptance of a motion or some irregularity. Dissent must be moved at the time of the ruling and does not need to be seconded.

A common practice is for another member of the meeting to act as Chair whilst the dissent motion is considered. The mover of dissent and the Chair of the substantive debate then speak to the motion, explaining why the original ruling should be overturned or upheld. At the conclusion of these speeches the members of the meeting vote on the motion of dissent which is usually worded "That the Chair's ruling be upheld".

The Chair of Representation Board, Chair of Guild Council and the Secretary are appointed by the boards rather than directly elected. Therefore, they can be removed from their positions in a different manner than other officers. This process is outlined in the Regulations but involves moving a motion of no confidence.

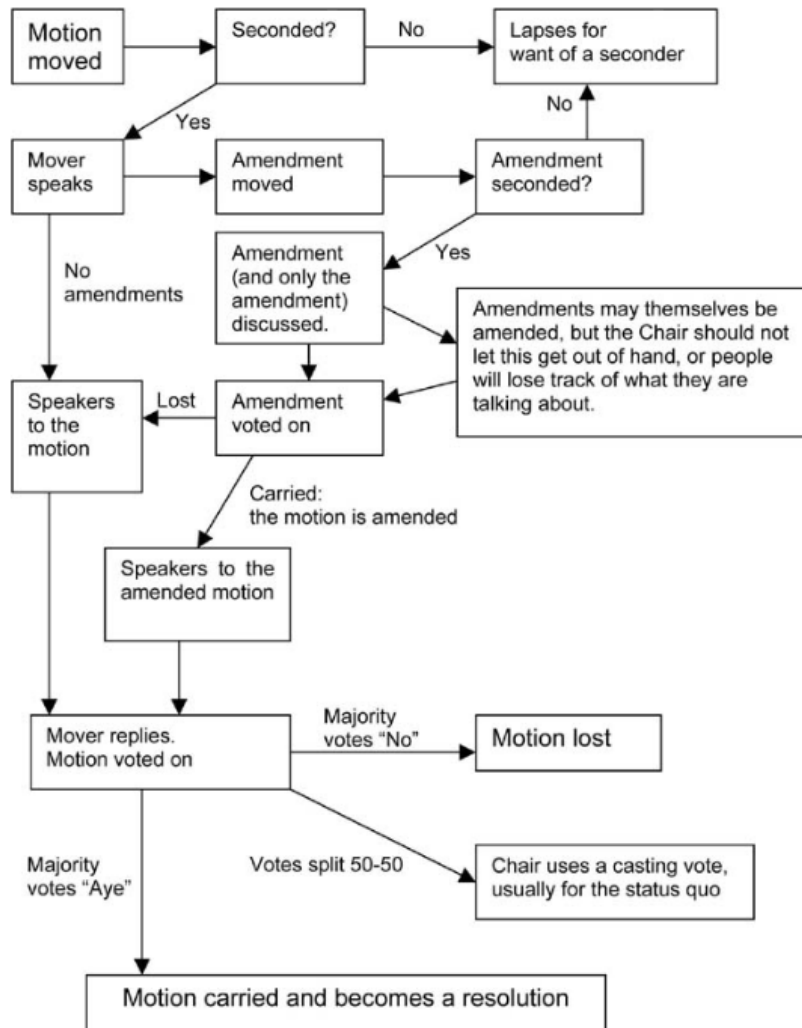
Amending a Motion

If an amendment is moved and supported, it must be discussed and voted on to decide if the amendment is to be accepted before the main (substantive) motion is discussed. If the amendment is carried it is incorporated into the main motion. The meeting then returns to the main motion with the included amendment if carried, or without it if the amendment is lost. The motion is then discussed and voted on.

Quorum

In order for any meeting to consider resolutions / motions you must have quorum. Simply, there must be a minimum number of people in attendance. For Guild Council this is 50% + 1 person. It is very important to attend Guild Council for this reason.

Motions and Amendments Flowchart



The Agenda of Guild Council

The Chair of Guild Council

The Chair is responsible for the conduct and operation of the meetings. This includes the agenda and order of the meeting.

Generally, their decisions are final, however, review the section on dissent from the chair for the exceptions.

Typical agenda for a meeting

- Acknowledgement of the Traditional Owners

- Attendance
 - During attendance we will read out apologies. These must be submitted in writing (via email) usually 24 hours prior to the meeting.
 - If you are absent from too many meetings, you can be removed from your position. If you need extended time off, you should apply for a leave of absence.

- Disclosure of potential or perceived conflicts of interest
 - A conflict of interest is something you should declare. If you are **unsure** of whether or not to disclose, it's better to disclose. \

An example of a conflict of interest would be if we are voting on changes to the pay and conditions of Guild Officers.

This is because, it would materially (financially) impact us as Guild Officers depending on what we decide.

- Minutes of the previous meeting
 - The minutes of the previous meeting should be thoroughly read to ensure there are no errors.
 - Only members who were present at that meeting should move or second accepting them.

- Matters arising from the minutes
 - What is discussed at a meeting often requires more work or time after the meeting. This is where the outcomes or follow up can take place.

- Reports
 - Certain Executive Officers and the Managing Director give reports at Guild Council
 - Officers should answer questions asked of them at Guild Council. Any member of the board can ask a question, these should be short, sharp and to the point.

- Questions that closer resemble arguments or discussion will be asked to use the time during General Business.
- If a member isn't present to give a report, the Chair may direct them to answer the question at another time or ask someone to answer the question on their behalf.
- Asking questions is a fantastic way to keep Officers accountable. If you need help formulating a question or getting the confidence to ask it, you can always ask the Chair of Guild Council prior to the meeting or a member of Executive.

Example: The Vice President - Activities may say, "I'll take my report as tabled; the only new matter is that unfortunately Grasslands is cancelled."

An appropriate question may be: "**What** are the reasons for why Grasslands has been cancelled and **what** are we going to do to compensate students?"

- Business on Notice
 - This includes motions and important things to discuss.
 - Refer to the first pages of this document.
- Minutes of Committees Reporting to the Guild Council
 - The Guild Council must approve all minutes of the other committees that report to it. They may also reverse a decision made in another committee.
- General Business
 - Reserved primarily for urgent or pressing matters that didn't have the opportunity to be raised prior to the meeting to be included on the agenda.
 - Always try to raise items for discussion via motions or ask for it to be included on the agenda so members have adequate time to consider the information.

If you ever feel like you haven't had the opportunity to make your voice heard or feel like you cannot contribute to discussion get in contact with the Chair. If this occurs during the meeting, the easiest way to get the Chair's attention is to raise your hand.

It is important as a Guild Councillor to take the time to read and understand the agenda. If you don't understand something, don't be afraid to ask questions.

Your opinions and voices matter. You have been elected by students because they believe in your vision of our organisation. Speak up and fight for what you care about. The Guild's strongest asset comes from valuing the different perspectives of students.

Motion Template Example



Student Guild of Curtin University

Guild Council - Meeting #2

To be held at 6pm on Thursday the 16th of March 2021

Details of the Board, the number, where and when it is held.

In University Council Chambers

Removal of Dabbing from Guild Outlets

A title that succinctly describes the intention of the motion.

Motion:

That the Guild Council recommends that the Curtin Student Guild stops the practice of dabbing at its outlets and Building 106F.

Dabbing should be reserved for only the most significant of occasions.

Moved: Dwight Bingley
Seconded: Julia Gillard

Try to get someone to second your motion before the meeting if possible. This means at the very least it can be discussed.

A call for a specific action without directing an individual. For example, you should say "that the Guild" does something, rather than that an individual does something.

Keep your motion specific, within the scope of the board and achievable. The background or reasons for the motion can be put in the other section.

Background:

Dabbing is an outdated meme that involved throwing your arms in one direction in order to create clout.

It is unprofessional and its use hinders the ability for the Guild to successfully function. If it does need to be used, it should be used with extreme caution.

Give some clarification for people that might have never heard of the subject before.

Confidentiality:

Open

You can decide whether the motion is Open (available to the public) or Confidential. If you are unsure, contact the Secretary who can usually advise.

Outside of Guild Council

Participation in Guild Activities

As a representative in the Guild you may be asked to help with events including 'Grill the Guilds', during stalls, campaigns and other activities. You can always contact an Office Bearer or member of Exec to get more involved in their activities.

You are encouraged to actively participate in clubs and within your classes to gather the perspectives and views of other students to contribute to a more rounded discussion during Guild Council. Just be aware of the rules around how you represent yourself. For example, you cannot communicate on behalf of the Guild.

Communicating with the general student body is a direct way to make sure we are hearing from a large cohort of students and demonstrates that the Guild is out there.

In the past, through engagement with clubs and schools, Guild Councillors have been able to make the Guild Executive aware of major problems, staff cuts and restructures before they were public.

If you ever want to get more involved - reach out!

Committees

Members of Guild Council sit on committees within the Guild. This is where a lot of the day to day impact can be made. If you want to move a motion, an item for discussion or an idea within your committee, speak to the chair of the committee or the Secretary.

There are often vacancies on committees, if you wish to fill one of these vacancies, discuss with the Secretary.

Example: Guild Council may not be the best place to discuss labelling of allergens in Guild Outlets. However, raising this as a member of the Commercial Services Committee is a great place to have this discussion.

If you aren't a member of a committee but want to have your say on an issue, it can be beneficial to contact the relevant Guild Officer. For example, for an idea for Guild Events – contact the Vice President – Activities.

Circular Resolutions

This is reserved for business that is uncontroversial and urgent between Guild Council. Generally, these are sent via email with a period given to respond For, Against or Abstain.

If you have any questions about these motions you can ask the mover or seconder. To move a circular resolution, contact the Secretary who can usually advise whether it is appropriate or can wait until the next Guild Council.

TL;DR

Guild Council is the place where you can make your voice heard. Get out in the community, gather the perspectives of students, clubs and others. Don't be afraid to move motions, ask questions and keep others accountable.

You have the opportunity to ask reps to join in on their events and activities, get involved in committees and make real change.

If you have any questions or concerns about your participation as a member sitting on the Guild Council, contact: secretary@guild.curtin.edu.au or the Chair.