



The Executive Student Guild at the University of Trinidad and Tobago
C/O Student Development Office
Lots #74-98
O'Meara Industrial Park, Arima.
Trinidad and Tobago W.I
1(868) 223-4888/642-8888

THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO MEETINGS POLICY

As per the Constitution of the Student Guild at the UTT Section 14.3
with effect from the 25th day of March 2020
Prepared by the PPC 2019-2020

Policy: Meetings of the Student Guild at UTT (UTTSG)



Meeting Procedures.

1. These procedures relate to meetings held by any Division of the UTTSG, Standing Committees, or Membership Meetings.
2. These procedures do not replace or affect the Terms of Reference of the meeting where applicable.
3. Where a meeting does not have terms of reference, these procedures should be adopted with regard the delivery of the meeting.
4. A meeting may only have Elected Officers of the UTTSG as voting members of the Meeting; however, in Standing Committee meetings only appointed Officers of that Standing Committee may vote.
5. All Members may attend a public meeting of the UTTSG.
6. The Chair of that meeting will confirm the speaking rights of Members at their discretion, unless outlined in Terms of Reference for that meeting.
7. The procedures should also act as a guideline for any meeting of Elected Officers, General Council Meeting or other Membership related meeting.

Chairing of Meetings.

8. Each Meeting will be chaired by the Elected Officer in which the meeting falls within their remit, unless otherwise specified by that meeting's Terms of Reference.
9. Where there is no Officer with the responsibility within their remit, it should fall to the most relevant Elected Officer with agreement from the meeting.
10. Before the meeting the Chair should:
 - 10.1. Ensure that contributors whose business was not included in the agenda are given a full reason in writing as to why it has not been included.
11. During the meeting the Chair should:
 - 11.1. Confirm the quoracy requirements of the meeting.
 - 11.2. Be impartial and shall not participate in debate.
 - 11.3. Ensure the meeting adheres to the time allowed.
 - 11.4. Ensure the meeting is orderly.
 - 11.5. Ensure that equal opportunities policy and procedures are followed in all aspects of the servicing of the meeting.
 - 11.6. Ensure that standing orders and the order of debate are followed.
 - 11.7. Have the power to suspend a meeting for 5 minutes if its conduct becomes disorderly.
 - 11.8. Shall ensure an equitable time allocation is given for arguments for and against a motion.
 - 11.9. Shall ensure only one speaker is speaking at a time.



- 11.10. Shall encourage those who have not contributed to a meeting to participate, while maintaining impartiality in encouraging contributions from all sides.
- 11.11. Shall not permit more than one motion amendment or procedural motion to be placed before the meeting concurrently with the following exceptions:
 - 11.11.1. Second- and further-degree amendments may be moved on amendments under discussion. The proposer of the original amendment on which the further amendment rest may accept the amendment without debate should they so wish.
 - 11.11.2. A procedural motion for a secret ballot may be called on any amendment or procedural motion.
- 11.12. Shall move procedural motions along when there is no dissent.
- 11.13. Shall have the power in consultation with the meeting to introduce a time-limit on matters under discussion.
- 11.14. Shall have the power to move the meeting to a vote.

Order of Debate.

12. The Chair shall ensure that the debate is fair.

Procedural Motions:

13. A procedural motion may be moved between speeches by one member.
14. Procedural motions shall have priority over all other business. No new procedural motion may be moved while a procedural motion is being considered, with the exception of a procedural motion for a secret ballot on the procedural motion under discussion.
15. Procedural motions may be accompanied by a speech of not more than five minutes, for and against the procedural motion followed by a vote.
16. A vote on a procedural motion may be conducted by secret ballot at the discretion of the Chair, providing it can operationally be supported within the meeting.
17. The following procedural motions shall require a simple majority to be affected:
 - 17.1. That the meeting moves immediately to the summation and the vote on the main motion or amendment.
 - 17.2. That specified points of an item or motion be debated and/or voted on in parts.
 - 17.3. That specified points of a report be rejected and/or referred to be rewritten and resubmitted to the next meeting.
 - 17.4. That the vote be done via a secret ballot.
 - 17.5. That a meeting moves into closed (not in camera) session, an instruction for non-committee members to leave the meeting.
 - 17.6. That a decision made by the Chair be overturned.



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Voting.

18. Voting shall normally be by the show of hands, counted by the Chair of the meeting with support from the appointed Scribe present at the meeting.
19. A secret ballot may be arranged by the Chair prior to the start of meeting or by a procedural motion during the meeting (see 17.4).
20. The Chair shall only vote when casting the deciding vote of a tied vote, or under extenuating circumstances.



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This Policy and all its procedures detailed within has been approved and is in effect from the _____ Day of the _____ Month, in the year of our Lord _____.

In the presence of the following Authorities:

Name in Full.

witness) _____

Signature.
ESG President.

Name in Full.

witness) _____

Signature.
Standing Committee Chair.