



## St John's College Junior Common Room

**Minutes** - 1st Meeting, Trinity Term 2020  
Sunday 26 April, Online via Zoom, 7.30pm

The meeting began at 7.35 pm, with Zara Hussain (Vice President) chairing and Lachlann Hinley (Secretary) as minute taker. Zara introduced the format of the meeting and noted that questions could be asked via the chat.

### [1. Minutes from the Previous Meeting](#)

### [2. Matters Arising from the Minutes](#)

### [3. Reports from Officers, Reps and Committees](#)

#### [4a. Ratifications](#)

##### [i\) Positions](#)

##### [ii\) Audit, Hilary 2020](#)

#### [4b. Constitutional Motions Requiring Ratification](#)

##### [i\) The "Choose your charities!" Constitutional Motion](#)

### [5. Items for Discussion](#)

#### [a\) Rents and Charges \(Phil Fernandes\)](#)

#### [b\) The Room Ballot Algorithm \(Zara Hussain\)](#)

### [6. Agenda Items](#)

#### [a\) The "Keep the JCR Zooming Along" Constitutional Motion](#)

#### [b\) The "There's a hole in my Punt Club Budget!" Standing Policy Motion](#)

#### [c\) The "Get Suspended Students Representation" Constitutional Motion](#)

### [7. Any Other Business](#)

### [Appendix 1 - JCR Audit HT20](#)

### [Appendix 2 - Proposed Standing Order Table One](#)

## 1. Minutes from the Previous Meeting

Available on the website [here](#). There were no objections.

## 2. Matters Arising from the Minutes

There were no matters arising.

## 3. Reports from Officers, Reps and Committees

- Written reports are available [here](#).

No other Officer, Rep or Committee decided to give a verbal report.

### 4a. Ratifications

#### i) Positions

##### **Returning Officer (1 vacancy)**

Chris Hughes (outgoing Returning Officer) was thanked for his work over two years. The role was outlined and it was noted that, if no Returning Officer could be ratified, the Vice President would become Acting Returning Officer.

There was no interest in the position. Zara Hussain (Vice President) became Acting Returning Officer.

##### **Chair for TT20 (1 vacancy)**

The role was outlined. There was no interest in the position.

##### **Disabilities Equality and Diversity Rep (2 vacancies)**

Amelia Holt resigned, meaning there were now two vacancies.

Alice Hackney stood for the position, noting they have disabilities and said they “could see the world through the eyes of disability”. Alice said they wanted to build more of a community for disabled people in the College.

It was noted that members could object to Alice anonymously by emailing the Secretary to trigger a mini-election or, if there were no objections, Alice would be deemed ratified at the end of the meeting. Alice was subsequently deemed **ratified nem. con.**

There was no interest in the second available position.

##### **Returning Officer's Assistant (1 vacancy)**

Talav Bhimnathwala resigned as Oxford SU Rep, making them eligible for the position. Talav ran for the position after giving a short hust noting they had no other commitments. They were **ratified nem. con.**

## ii) Audit, Hilary 2020

The audit is available to read [as appendix 1](#)

Talav Bhimnathwala (Auditor) said the audit period ran from 1 January to 8 April and over that period total expenditure was £20,800. The auditors were able to account for 88.2% of total expenditure. The auditors were unable to find physical evidence for around £2,100 (10% of total expenditure). Also 1.2% of charges appeared to lack specific budgetary allocation. There was no evidence of misconduct and the accounts seem generally in order.

Milo Mallaby asked for more information about the £2,100 where no evidence had been found. Talav said that it was not as alarming as it sounds, given the £2,100 was recorded in the Treasurer's notes and related to two transactions and simply lacked specific receipts.

The audit was **ratified nem. con.**

## 4b. Constitutional Motions Requiring Ratification

### i) The "Choose your charities!" Constitutional Motion

The motion was **ratified nem. con.**

## 5. Items for Discussion

### a) Rents and Charges (Phil Fernandes)

Phil Fernandes (President) noted that there would be no rents and charges negotiations with the College, given the ongoing pandemic. Instead, rents would be frozen for the next year, although this meant that the JCR's budget would also stay the same, with no additional allocations for special projects. There would be no change to rent to account for inflation. This had been approved at Governing Body.

Phil noted that Standing Policy mandated the President to bring up the issue of paying College staff the Oxford Living Wage during rents and charges negotiations. Phil said they'd try to bring this up with College outside the context of the rents and charges discussion.

### b) The Room Ballot Algorithm (Zara Hussain)

Zara Hussain (Vice President) noted the introduction of a new room ballot algorithm and there had been a diverse range of feedback. Zara considered sending out a Google Form to collect thoughts, but encouraged members to send any specific queries by email or message. Issy Stephens noted the need to adjust room scores on the basis of kitchen availability and quality.

## 6. Agenda Items

### a) The “Keep the JCR Zooming Along” Constitutional Motion

Proposer: Lachlann Hinley, Secretary

Seconded: Phil Fernandes, President

Documents:

[Appendix 2](#) Proposed Standing Order Table One

#### This JCR notes that:

- a. JCR meetings are going to be held on Zoom for the foreseeable future due to lockdown. While this is a good solution, it doesn't work for everyone; for example, those in different timezones or with a poor internet connection.
- b. Voting at JCR meetings is also going to be more challenging: especially secret ballots, which are usually held by paper.
- c. The appendix is an amended version of Standing Order Table One that has been written to make changes to the way JCR meetings are run. These changes are designed to be temporary and the proposed §2 of Standing Order Table One means the changes will be reverted once it is safe to have physical JCR meetings again.

#### This JCR believes that:

- d. Meetings should be held by Zoom.
- e. Instead of members raising their hand to speak, they should ask to speak via the chat (proposed §48a).
- f. Instead of members objecting by saying 'object', they should write 'object' in the chat (e.g. proposed §26a).
- g. Voting will take place in three ways:
  - a. Most votes on motions will be open to every member of the JCR via online form. Before they vote, members will be able to see the draft minutes of the meeting. The vote will normally be run by the Secretary, except if a 'secret ballot' is requested, then the vote shall be run by the Returning Officer.
  - b. For minor procedural motions (e.g. 'that the motion be split and voted on in parts'), votes will be held by people writing 'for', 'against' or 'abstain' in the chat (e.g. proposed §37c ii)
  - c. For more important procedural motions that need to happen immediately (e.g. 'that the member be ejected...') , voting will be by an online form that will be distributed during the meeting if necessary (e.g. proposed §41).

#### This JCR therefore resolves to:

- h. Substitute Standing Order Table One of the JCR Constitution with [appendix 2](#).

Lachlann Hinley (Secretary) said they had written a special procedure for JCR meetings to cope with the Coronavirus pandemic. Standing Order Table One would

be changed to make an alternate procedure available for voting and contributing. Most votes would take place by online ballot of all JCR members instead of those just at the meeting. Before voting, members would have to confirm they had read the minutes of the meeting.

Amelia Holt asked how it would be ensured that people read the minutes and whether there was a danger of people from other colleges voting. Lachlann said that the prospect of people voting who hadn't read the minutes would be a risk; however, on the balance of harms between people not being able to attend meetings and vote owing to poor internet or timezone issues, online voting of the whole JCR seemed the only suitable procedure given the pandemic. Lachlann said that 'Microsoft Forms' would be used, which requires SSO login.

Issy Stephens asked whether the procedure would extend into the future, even after lockdown. Lachlann said that the procedure was intended to be temporary and fall away when the President thought meetings could be held as normal again; Lachlann added that the JCR might want to consider online voting in future.

The JCR **resolved** to:

- a. Substitute Standing Order Table One of the JCR Constitution with appendix 2.

***Agreed nem. con.***

## **b) The "There's a hole in my Punt Club Budget!" Standing Policy Motion**

Proposer: Ben Robinson, Treasurer

Seconded: Phil Fernandes, President

**This JCR notes that:**

- a. Given the outbreak of COVID-19, the JCR will not be able to run the Punt Club in Trinity Term.
- b. The JCR has already paid for its punts.
- c. Upon negotiation with the Boat Houses, the JCR has agreed that the money that has been used to buy punts for this year will instead go towards buying the punts for next year.
- d. Given that the Punt Club will not be running this year, the JCR will not receive its usual income from its members' battels.
- e. The JCR has sufficient funds in its account to be able to temporarily cover this loss before receiving income from members' battels next year.

**This JCR believes that:**

- f. Paying for the punts that have already been bought despite no expected income would be an appropriate use of the JCR reserve funds.

**This JCR therefore resolves to:**

- g. Authorise the JCR Treasurer to use £5,004 from the JCR reserve funds to make up for the expected loss of income from the Punt Club in 2020.

- h. Mandate the 2021 JCR Treasurer to return any unused income from the Punt Club charge to the JCR reserve funds after securing the purchase of punts for use in Trinity Term 2021.
- i. Add item h. to JCR Standing Policy under “Implementing Resolutions”.

Ben Robinson (Treasurer) said that punts had been paid for but, due to the ongoing pandemic, they could not be used. The punt provider has agreed that the payment made this year can be used for punts in 2021. However, as no charges can be made on members’ battels this year, there is still a hole of £5,000 in the JCR budget.

This motion would cover the shortfall by using £5,000 from the JCR’s reserve funds. The reserve funds are usually used to cover spending temporarily if the College is late in transferring funds.

Ben confirmed that the reserve fund was large enough to cover £5,000, while still remaining in a healthy position. Additionally, Phil Fernandes (President) said that the Principal Bursar had confirmed the College was still in a position to pay the JCR its capitation.

In response to a question about punting after summer, Ben reported that the punt club would not be running at all in 2020.

In summary, Ben encouraged members to vote for the motion or said the JCR would have to cut overall spending by £5,000.

***Agreed (41 in favour, 2 against, 2 abstentions)***

### **c) The “Get Suspended Students Representation” Constitutional Motion**

Proposer: Jahnvi Kalayil, E&D Officer

Seconded: Phil Fernandes, President

#### **This JCR notes that:**

- j. Suspended students do not have adequate representation in the JCR to liaise with College about related issues
- k. Around 1000 Oxford students suspend their studies each year
- l. Access to College facilities and events is a College decision and varies between different colleges

#### **This JCR believes that:**

- m. Suspended students returning to College should feel welcome
- n. Suspended students are still part of the body of College and deserve to be included in the going ons of college
- o. There are many issues with the way suspended students are treated regarding room ballot, key fob access and mailing lists which would be better resolved through a Rep position
- p. A role of support for students specifically for before/during/after suspension is necessary

- q. It is important that the member who takes on this role is well informed about the entire process of suspension to avoid students relying on potentially false information around it

**This JCR therefore resolves to:**

- r. Replace §22 of the JCR Constitution, *“The positions that the JCR recognises as “Reps” are: Art Rep(s), Bike Rep(s), Charities Rep(s), Facilities Rep, Oxford SU Rep(s), Person Responsible for Alcohol and Treats (PRAT) Rep(s), Social Media Rep(s) and Sports Rep(s).”*  
with  
*“The positions that the JCR recognises as “Reps” are: Art Rep(s), Bike Rep(s), Charities Rep(s), Facilities Rep, Oxford SU Rep(s), Person Responsible for Alcohol and Treats (PRAT) Rep(s), Suspended Student (SS) Rep, Social Media Rep(s) and Sports Rep(s).”*
- s. Insert, at the end of Standing Order Table Two: Roles of JCR Officials, §1k, *“X Shall be responsible for the Suspended Student (SS) Rep, meeting with them at least once per term.”*
- t. Insert, in Standing Order Table Two: Roles of JCR Officials §2,  
**a. The Suspended Student (SS) Rep:**  
I. Shall liaise with College to improve conditions before, during, and after suspension of a student, in relation to room ballot, key fob access, mailing lists, event access, and any other issues faced by Suspended Students.  
II. Shall act as a support for students going into suspension, during suspension and when they return.  
III. Shall work with the Equality and Diversity Officer for matters requiring College discussion.  
IV. Should attend relevant Oxford SU meetings and be involved with relevant campaigns in Oxford.  
V. Shall report to the Equality & Diversity Officer and meet with them at least once per term.
- u. Remove Standing Order Table Two: Roles of JCR Officials §1m VIII — (duties of Welfare Officers) *“Shall act as a point of contact for suspended status students and support them as far as they are able to reasonably do”*
- v. Update the Appendices as appropriate

Jahnavi Kalayil (Equality & Diversity Officer) said the motion would add another position to the JCR Committee. The new Rep would act as a point of contact for suspended students (including those considering suspension and those returning back to College), while also trying to improve conditions for suspended students, given the problems over access to College, its events and mailing lists, as well as the room ballot.

Jahnavi worried that there were many misconceptions and rumours about the suspension process at present and having a dedicated official would help clarify the process. Jahnavi said they would prepare a document setting out the role in more detail, as part of their role as Equality & Diversity Officer.

In response to questions,

- Jahnvi said that the position would be open for all students to hold, not just suspended students. This would help the position get filled and information would be provided by the document.
- Jahnvi said that many of the issues over access that faced suspended students may limit their ability to effectively lobby college; however, if the role was successful and College's guidelines changed, it may be possible in the future for a suspended student to effectively hold the position.
- Jahnvi said that former suspended students should be given the first chance to hold the position; however, someone who had not been suspended holding the role would be more desirable than the position being vacant

On the issue of eligibility for the position, Amelia Holt said students who had previously been suspended should be preferenced for the position over others; Jahnvi agreed with this, but was unsure about how to implement this system

Lachlann Hinley (Secretary) noted that there were currently two types of Rep: general Reps and Equality & Diversity (E&D) Reps, who could be elected in a 'mini election' in which only identifying members of the relevant E&D group could vote. Lachlann asked whether the Suspended Student Rep could also be an E&D Rep, albeit without the requirement to host events

It was confirmed that, in the event of a vacancy, the Equality & Diversity Officer would be responsible for the responsibilities of the Suspended Student Rep

In response to a question from Amelia, it was acknowledged that most Rep positions are two person positions and the Suspended Student Rep position should also be a two person position.

**Amendment** (accepted as friendly) to clarify there would be two Suspended Student Rep positions

**Amendment** (accepted as friendly) to amend the motion to make the Suspended Student Rep an E&D Rep instead of a normal Rep, although without the duties relating to holding events

The JCR **resolved** to:

- Replace §24 of the JCR Constitution, "*The positions that the JCR recognises as "Equality and Diversity (E&D) Reps" are: Class E&D Rep(s), Disabilities E&D Rep(s), Ethnic Minorities E&D Rep(s), International Students E&D Rep(s), LGBTQ+ Liberation Rep(s), and Women's Liberation Rep(s).*" with  
"*The positions that the JCR recognises as "Equality and Diversity (E&D) Reps" are: Class E&D Rep(s), Disabilities E&D Rep(s), Ethnic Minorities E&D Rep(s), International Students E&D Rep(s), LGBTQ+ Liberation Rep(s), Suspended Student (SS) Rep(s), Women's Liberation Rep(s).*"
- Replace Standing Order Table Two: Roles of JCR Officials, §3a, "**§3a All E&D Reps:**  
  - Shall endeavour to attend all JCR meetings, especially those with discussion or agenda items relevant to their E&D Group.



- II. *Shall endeavour to submit a written report to the Secretary so that it may be sent out with the agenda at each Ordinary General Meeting, else they shall be invited to deliver a verbal report at that Meeting.*
- III. *Must represent and promote the interests of all those who identify as part of their E&D Group in the JCR, including to College when requested by the Equality & Diversity Officer.*
- IV. *Shall organise at least one event per term related to their role.*
- V. *Shall work to maintain a strong community within college for members of their E&D Group.*
- VI. *Shall attend the JCR Equalities Sub-Committee and the termly College Equalities Forum.*
- VII. *Shall maintain any social media groups associated with their E&D Group, including the controlling of access where they are closed/secret groups.*
- VIII. *Should assist the Access & Admissions Officer to promote applications from students that are part of their E&D Group.*
- IX. *Should attend relevant Oxford SU meetings and be involved with relevant campaigns in Oxford.*
- X. *Shall all - excepting the Women's E&D Rep - report to the Equality & Diversity Officer.*
- XI. *E&D Reps should run one lunch per term open to all JCR members identifying with their representing minority group which, where oversubscribed, should be allocated on a random basis;*

With

**“§3a All E&D Reps:**

- I. *Shall endeavour to attend all JCR meetings, especially those with discussion or agenda items relevant to their E&D Group.*
- II. *Shall endeavour to submit a written report to the Secretary so that it may be sent out with the agenda at each Ordinary General Meeting, else they shall be invited to deliver a verbal report at that Meeting, if deemed feasible.*
- III. *Must represent and promote the interests of all those who identify as part of their E&D Group in the JCR, including to College when requested by the Equality & Diversity Officer.*
- IV. *Shall attend the JCR Equalities Sub-Committee and the termly College Equalities Forum.*
- V. *Shall maintain any social media groups associated with their E&D Group, including the controlling of access where they are closed/secret groups.*
- VI. *Should attend relevant Oxford SU meetings and be involved with relevant campaigns in Oxford.*
- VII. *Shall all - excepting the Women's E&D Rep - report to the Equality & Diversity Officer.*

**§3b All E&D Reps, with the exception of the Suspended Students (SS) Rep(s):**

- VIII. *Shall organise at least one event per term related to their role.*
- IX. *Shall work to maintain a strong community within college for members of their E&D Group.*

- X. *Should assist the Access & Admissions Officer to promote applications from students that are part of their E&D Group.*
- XI. *E&D Reps should run one lunch per term open to all JCR members identifying with their representing minority group which, where oversubscribed, should be allocated on a random basis;*
- XII. Insert, in Standing Order Table Two: Roles of JCR Officials §3,  
**g. The Suspended Student (SS) Rep:**
  - I. Shall liaise with College to improve conditions before, during, and after suspension of a student, in relation to room ballot, key fob access, mailing lists, event access, and any other issues faced by Suspended Students.
  - II. Shall act as a support for students going into suspension, during suspension and when they return.
- XIII. Remove Standing Order Table Two: Roles of JCR Officials §1m VIII — (duties of Welfare Officers) “Shall act as a point of contact for suspended status students and support them as far as they are able to reasonably do”
- XIV. Update the Appendices as appropriate

***Agreed pending ratification (39 in favour, 4 against, 4 abstentions)***

## **7. Any Other Business**

There was no other business.

The meeting closed at 8.25 pm

**APPENDIX 1**

St. John's College JCR Account Audit Report HT 2020

To be presented at the first Ordinary General Meeting of term.

a. Introduction

This report has been written by Talav Bhimnathwala and Aoife Hegarty who were elected to audit the accounts of Hilary term 2020. This ran, for the purposes of the audit, from the 1st of January to the 8th of April. Talav looked through the first half (1st January to 29th February) of the documents presented, while Aoife was responsible for the second half (1st March to the 8th of April). This audit will comment on the physical and electronic evidence presented by the treasurer for 2020, Ben Robinson.

b. Physical and Electronic Evidence Comments

Ben used a serial numbering system in the spreadsheet for each officer's transactions. The receipts were then linked to the numbering system. The receipts themselves were presented in roughly chronological order.

Here are the pieces of evidence that the report had a problem with. Some of these are very minor, but the ones highlighted in yellow are important.

Date	Amount	Recipient	For	Comments	Comments in spreadsheet
13/01/2020	5.40	www.instrument s4MU.com	Unknown	No evidence and no mention in budget	
13/01/2020	54.66	Central Source LTD	Unknown	No evidence and no mention in budget	
27/01/2020	966.10	Booker Limited	Bop Drinks	No evidence	ENTZ rep verbally attributed the charge to drinks for two bops

31/01/2020	54.01	Amazon Marketplace	Treasurer attributed charge to sanitary products	Waiting for evidence and unclear where this is in the budget	
10/02/2020	34.64	Ben Robinson	Gender Expression	Item was purchased in USD; final amount charged in GBP is not clearly divided between amount of exchange and flat fees, nor is the exchange rate specified	
14/02/2020	503.18	Booker Limited	Second Guest Dinner	No evidence	
17/02/2020	66.14	BigGreenSmile Belgium	Sanitary products	Waiting for evidence	
17/02/2020	71.1	Ecofemme.org	Sanitary products	Waiting for evidence	
17/02/2020	485.26	Spark Etail Limited	Sanitary products	Waiting for evidence	
03/03/2020	20.25	Franco Manca Pizza	Academic feedback food	Date on receipt obscured	
10/03/2020	89.27	OUSU	Condoms	No evidence and unclear where this is in budget	
16/03/2020	132.49	AMZNMktplace	Ben said this payment is for sanitary products	Waiting for evidence and unclear where this is in the budget	

20/03/2020	30	Xi Xu	Academic feedback food	Not all of these receipts are visible.	Ben says they are all for £6 pizza and comments that these amounts are not all visible.
23/03/2020	PAID IN 59.66	SCR JCR by Backblaze USA	By IT officer for website	Unclear why this payment was made to the account	
24/03/2020	64.18	Backblaze USA	By IT officer for website	No evidence	

#### c. Accounting Spreadsheet Comments

Ben used a spreadsheet with a total front page, which was linked to what each officer had spent, and their remaining budgets. Each officer and some recurring expenses had an individual page, and that page consisted of each instance of outgoing or incoming money, linked to the serial numbering scheme as mentioned before. The spreadsheet that Ben kept was very organised and in chronological order. This made clear which evidence was meant to correspond to which transaction. This made the whole auditing procedure very straightforward. We would recommend that future treasurers use a similar system.

#### d. Comparison to Bank Statements

There were no major discrepancies between the bank statements and the spreadsheet. We are content that the statements correspond clearly with the receipts and with the spreadsheet. The only exceptions to this are four instances in which welfare purchased food from Tesco, the receipts for which show totals calculated on a different day than the moment of the actual charge and are therefore slightly discrepant with the amounts listed in the bank charges and the budget.

#### e. Recommendations for Treasurers

The recommendation made by the audit for MT 2019 is still applicable. The use of JCR debit cards, which both this and the previous audit recognize as essential, has sometimes resulted in charges without corresponding receipts. Though the incidence of problematic charges appears to be much reduced from MT 2019, some rather large purchases are not evidenced as highlighted above. We would therefore like to refer the JCR to the remarks of the last

audit, including recommendations for a greater degree of control and oversight over the use of debit cards by JCR officers.

f. Recommendations for Future Auditors

We hope that this report will be of use to future auditors, when they are summarising their reports.

g. Concluding Statements

Ben has been meticulous and thorough in his keeping of these accounts. We were very impressed with the systems which he used, in particular with the serial numbering of evidence. We would encourage the officers to continue to provide the treasurer with evidence in good time.

## APPENDIX 2

### STANDING ORDER TABLE ONE: GENERAL MEETINGS OF THE JCR

#### Extent of these Orders

1. These Standing Orders are to apply to both Ordinary and Extraordinary General Meetings unless they or the Articles of the Constitution state otherwise.
2. **Any part of this Standing Order in bold has been introduced to deal with the Coronavirus pandemic and the need to hold JCR meetings remotely. The President may ask the Secretary to remove all bold paragraphs if they believe it is safe for the JCR to return to having physical meetings on a regular basis.**

#### Orders Regarding Quorum

3. If the number of members at a meeting is ever found to be below the number required for a quorum (as per this Constitution's Articles), the matter is to be raised to the Chair of that meeting.
4. The Chair, on becoming aware the meeting is inquorate, shall suspend the meeting for up to fifteen minutes in order to wait for the required additional members.
5. If quorum is not met in this time, then the meeting is formally ended and all remaining business shall be included at the start of the agenda of the next General Meeting. The meeting may not be restarted following this.
6. Once the meeting formally ends, discussions may be held about motions, but formal votes can only take place at the following General Meeting.

#### Orders Regarding Conduct at Meetings

7. Members are at all times expected to respect the right of other members to listen to and take part in, the discussion at meetings. **If the meeting is held by video, members should mute their microphones if not speaking.**
8. Non-members can be permitted to attend and speak at General Meetings following a simple majority vote on the matter. These permissions shall be granted separately, with a speech for and against being granted before each vote by the Chair. Non-members must have identified and introduced themselves to the Chair upon entering, and these rights may be revoked by the same procedure. Non-members shall not infringe on the rights of members.
9. All remarks shall be made through the Chair. **If the meeting is held by video, members shall request permission to speak by signalling so in the chat.**
10. The Chair shall ensure that the meeting is conducted as the Constitution and these Standing Orders provide.

#### Orders Regarding General Procedure

11. The Chair shall normally be ratified in the last Meeting of each term, to act as Chair for the duration of the following term.

- a. Any member may stand to act as Chair, except Officers who shall be incumbent in the following term.
  - b. If the ratified member is absent or vacates the Chair, the Vice President shall take the Chair. If they are also absent, the Chair shall be taken by whichever Officer appears next in the list set out in the Constitution, [§21](#), unless they refuse the Chair. If all other Officers refuse the Chair, the Returning Officer must take the Chair or the meeting closes.
  - c. Should the ratified Chair step down before the end of the term, the Chair should be selected in accordance with b until a Chair can be ratified for the remaining meetings.
12. The Secretary shall normally take the Minutes. If the Secretary is absent, the Chair shall appoint another Officer to act as Secretary until the conclusion of the meeting. If all other Officers refuse, the Returning Officer must act as Secretary, else the meeting closes. All references to 'Secretary' in this Standing Order shall refer, if the Secretary is absent, to the Officer appointed by the Chair to act as Secretary for that meeting.
13. In the case that the Chair is proposing or seconding a motion, they must vacate the Chair (as set out in [§10b](#) of this Standing Order) for the full duration of the motion.
14. The Chair must be neutral at all times and is forbidden from asking questions or giving a speech on the motion.
15. The Chair shall not be taken by any person who has a conflict of interest or does not feel able to be a neutral Chair.
16. The Secretary shall publish a draft agenda at least 24 hours before the meeting. They shall publish the results of all motions passed within 24 hours and the full minutes within 72 hours of the close of each meeting.
- a. **If the meeting is being held by video, 'the close of each meeting' shall be deemed to be the time when all remote votes have ended.**
17. If the Secretary is proposing or seconding a motion or amendment, then they shall ask the meeting if there are any objections to them taking the Minutes of the discussion on that motion or amendment.
- a. If no objection is heard they may continue taking the Minutes as usual.
  - b. If an objection is heard, one speech in favour and one speech against the Secretary taking the Minutes shall be heard, each lasting no longer than one minute, then the meeting votes, with the Secretary needing two thirds of the vote in order to remain taking the Minutes, else the Chair shall appoint another to take the Minutes for the discussion of that motion or amendment.
18. The Secretary shall provide a projector for use at Meetings, else will provide sufficient paper copies of the agenda.
- a. **If the meeting is being held by video, the Secretary shall instead ensure an online copy of the agenda is accessible to members.**

### Orders Regarding the Course of the Meeting

19. The business of an Ordinary General Meeting shall be arranged as follows:



- a. Minutes from the previous meetings
  - b. Matters arising from the previous meeting(s)
  - c. Reports from Officers, Reps and Committees
  - d. Ratifications
  - e. Items for Discussion
  - f. Passing of Motions of Censure, No Confidence Motions and Emergency Charities Motions
  - g. Passing of Charities Motions Nem Con (in a Termly Charities Meeting only)
  - h. Motions
  - i. Any other business
20. Minutes from the previous meeting will be approved unless there is an objection. These may be accepted as friendly by the Secretary and the minutes still be approved by a simple majority.
21. The Secretary, in consultation with other Officers and the JCR Chair, may arrange business within the sections specified in §18 in advance of the meeting. In arranging business, the Secretary shall only consider logistical requirements relating and the need for the JCR to proceed with business in a fair and logical manner.
22. Once the Chair has approved a re-ordered agenda, no further motions may be introduced until Any Other Business.
23. For an Extraordinary General Meeting, the meeting sections c., and g. are not to be included.

### **Orders Regarding Ratifications**

24. These orders shall be used to appoint the Chair, Reps and JCR Auditors, in addition to approving constitutional motions on their second reading.
25. The agenda shall carry a list of any amendments to prior constitutional motions and all positions which a member may be ratified for. E.g. "Bike Rep (1 vacancy to join [Name])".
26. If there is a clear majority on a show of hands, then the Chair may take this as ratification, without the need for a count, providing that there is no objection from the floor. If there is an objection from the floor, then a vote shall be carried out in the normal way.
- a. **If the meeting is being held by video, the chair shall instead ask if anyone objects to the ratification. If objection is received, the item will be reserved for an online ballot.**
27. For the termly re-ratification of Reps, the Chair shall ask whether there are any objections to the Rep continuing for the following term, and only if there are shall a hust being held with a vote to follow on their ratification.
- a. **If objection is received, the item will be reserved for an online ballot.**
28. Constitutional Motions cannot be amended at the ratification stage.

### Orders Regarding Items for Discussion

29. At the discretion of the Secretary, Items for Discussion may be brought to the General Meeting. These are intended primarily to canvass the opinion of members on particular issues. No vote shall take place, and the Items for Discussion shall be limited to 10 minutes each. The Chair may choose to extend this discussion for an additional 10 minutes, at their discretion, up to a maximum of 30 minutes in total for the discussion.
30. All speeches under items for discussion, except for the introduction speech by the proposer of the item, shall be limited to no more than 1 minute each, unless the meeting votes otherwise with a procedural motion under [§38c](#) of this Standing Order.

### Orders Regarding Charities Motions Nem Con

31. At this stage of the meeting, the Chair shall read out the titles and donation sum requested of all Charities Motions submitted to the meeting in sequence. Once the number and title of a motion have been read out, the Chair shall ask if anyone objects to the motion being passed without discussion.
- a. If the meeting is being held by video, objections should be written in the chat; i.e. 'object to motion 3'.**
32. If there is no objection, then the motion shall be considered passed, and will not require debate. If there is an objection, then the motion shall be debated as normal in the order they appeared on the agenda after the nem con process is completed. A vote is to be taken following each debate.
- a. If the meeting is held by video, a vote shall be reserved for an online ballot.**
33. Votes shall take place with eyes closed, with the exception of the Chair and the Secretary, who shall keep their eyes open to count the votes.
- a. If the meeting is being held by video, votes shall be held by an online ballot of all JCR members that shall open after the publication of draft minutes and close 24 hours later.**
- b. Votes shall be administered by the Secretary, with the assistance of the Returning Officer and Chair.**

### Orders Regarding Procedural Motions

34. During a meeting, the following procedural motions may be put. All procedural motions shall be given in writing or verbally to the Chair, except for amendments, which must be given in writing and shall require both a proposer and seconder.
- a. If the meeting is being held by video, procedural motions may only be received through the chat or by email to the Chair and Secretary.**
35. Points of Order can be made whenever needed, to draw the attention of the Chair to an alleged abuse of the JCR's procedure or to a breach of the rules. The Chair shall rule on the point, and act accordingly, subject to a challenge under [§36b](#) of this Standing Order.
- a. If the meeting is being held by video, Points of Order can only be made through the chat.**

36. Points of Information can be made at any stage as the need arises. The Chair may rule on whether to accept the point of information, which normally should be done immediately in order to facilitate discussion.

**a. If the meeting is being held by video, Points of Information can only be made through the chat.**

37. The following procedural motions shall require a speech for and against, unless there is no willing speaker, before a simple majority vote is held:

a. **That the motion be not put**

i. A vote in favour of 'not putting' a motion is not equivalent to a vote against the motion. If the motion is 'not put', the JCR does not express an opinion on the matter in question and the motion is not discussed further.

ii. **If the meeting is being held by video, any votes on the motion 'that the meeting be not put' shall be reserved for an online ballot and, if a majority decide 'not to put' a motion, any vote on that motion featuring in the online ballot is to be disregarded.**

b. **That the Chair is challenged**

i. The Chair must immediately give up the Chair as laid out in [§10b](#) of this Standing Order.

ii. This procedural motion is to be used if the meeting believes that the Chair should be removed for not remaining neutral under their obligations in [§13](#) or [§14](#) of this Standing Order.

iii. This procedural motion is also to be used if the meeting believes that the Chair is conducting the meeting contrary to the provisions of this Constitution after a Point of Order has been raised to that effect.

iv. **If the meeting is being held by video, any votes on the motion 'that the Chair is challenged' should be held by immediate online ballot overseen by the Secretary.**

c. **That the motion be split and voted on in parts (as clearly specified)**

i. This procedural motion allows groups of clauses to be voted on separately and if more than one clause is not passed, the motion can be passed without them.

ii. **If the meeting is being held by video, any votes on the motion 'that the motion be split...' shall be held immediately, with votes recorded in the chat.**

38. The following procedural motions shall require a simple majority if there is an objection, otherwise it takes effect immediately:

**39. (If the meeting is being held by video, an 'objection' shall be considered to be a member writing in the chat 'objection' and votes shall be recorded in the chat)**

a. **That the meeting move to a vote on the current business**

i. If an objection is heard, then only one speech for and one against moving to vote will be heard, each lasting no longer than a minute.

ii. If no objection is heard, then the meeting proceeds to hear a concluding speech in favour and against the motion before the JCR.

**iii. If the meeting is being held by video, the outcome of this motion will be that the meeting moves to the next item. All votes on motions will still be held online.**

**b. That the meeting adjourn for a time specified**

- i. This is to be used either for short breaks of no longer than five minutes.
- ii. If objected to, a short speech for and against is permitted of up to one minute each.

40. The following procedural motions shall require a speech for and against before a two third majority vote passing:

**41. (If the meeting is being held by video, votes shall be recorded in the chat, except in the case of motions ‘that a member of a meeting be ejected from the meeting, for the duration of the current meeting’, which shall be held by immediate online ballot)**

**a. That the meeting close**

- i. This is for when it is likely that there is too much business for one meeting to deal with properly.
- ii. This will be automatically tabled by either the Returning Officer or another committee member after the meeting has lasted one hour and a half.
- iii. If passed, all remaining business falls and is added to the start of the agenda for the next General Meeting.

**b. That a member of a meeting be ejected from the meeting, for the duration of the current meeting**

- i. This procedural motion may also be proposed by other full ordinary members present and passed should the meeting deem there to be a substantial reason why a member should be removed from the meeting.

**c. That speeches be limited to a specific length of time**

- i. This length of time specified must be at least one minute for normal speeches and closing speeches no less than two minutes.

42. The following procedural motion shall require one full member to request it, and then shall be taken immediately:

**a. To hold a secret ballot**

- i. The Returning Officer (or a person appointed by them) shall distribute one paper ballot per full JCR member present and shall collect and count these at the earliest convenient opportunity during the meeting.
- ii. The paper ballots are to be destroyed immediately after the end of the meeting in a manner approved by the Environment and Ethics Officer.
- iii. The Returning Officer (or agreed delegate) shall not allow the contents of any JCR Members ballot paper to become known to any other member of the JCR or other person.

**iv. If the meeting is being held by video, the effect of this motion shall instead be that the online ballot is solely administered by the Returning Officer.**

43. Procedural motions may not be put on procedural motions, except for a secret ballot on not putting a motion or the chair being challenged.
44. Amendments may be submitted at any time during the meeting, except after the meeting has formally moved to a vote, or if amendments are forbidden under [§56](#) of the Constitution.
  - a. An amendment may be “accepted as friendly” by the proposer of the motion and will then automatically be incorporated into the motion as appropriate.
  - b. If not “accepted as friendly”, the meeting will proceed to debate the amendment at hand until it moves to a vote. Amendments must pass a simple majority vote to be incorporated into the motion.
  - c. An amendment may be made to an amendment, but only if accepted as friendly by the proposer and the written version of the original amendment is updated to reflect this.
  - d. An amended motion will be voted as a whole, unless the meeting asks for specific clauses to be voted on “by parts” ([§36c](#) of this Standing Order).
  - e. If the meeting is being held by video, all votes on amendments shall be held, in the first instance, through a vote recorded in the chat or, if requested, an immediate online ballot.**

### Orders Regarding the Discussion of Motions

45. The proposer or seconder must be present for their motion to be discussed else the motion shall be moved to the end of the agenda. Should neither be present at the second attempt to discuss the motion in the meeting, it is “not put” and may only be resubmitted to a future General Meeting.
46. After the title is read by the Chair, either the proposer or seconder shall give a short speech in proposition of the motion.
47. Following the proposition speech, the Chair shall invite members to ask the proposer or seconder to answer the questions they have about the motion. The Chair shall be expected to encourage concise questions and ensure points of discussion are avoided at this point.
  - a. If the meeting is being held by video, questions should be submitted in the chat when requested by the Chair. If a member wishes to expand upon their question verbally, they should state so in the chat.**
48. After questions have finished, the Chair shall open a discussion where they invite members raising their hand to each give a speech on the motion. The Chair shall be expected to ensure that the discussion is conducted in an orderly manner, which includes inviting members to speak in a balanced and neutral way.
  - a. If the meeting is being held by video, “raising their hand” shall instead be taken to read “signalling in the chat”.**
49. If a question is asked about the motion during the discussion, the proposer/seconder shall have the right to respond with an answer, but otherwise they shall be treated the same as other members when the Chair selects speakers.

50. The Chair or any other member may put a procedural motion to “move to vote” at any time in accordance with [§37a](#) of this Standing Order. Should this pass, then the proposer, seconder or a member of their choosing shall have a right to give a concluding speech for the motion being debated, which shall be responded to by a speech in opposition - if a member requests to do so - before the vote starts.

**a. If the meeting is being held by video, the vote shall be held by online form.**

51. Voting shall be by a show of hands or via a secret ballot as set out in [§39a](#) of this Standing Order.

a. Once voting has started on a motion no JCR member entering the room may participate in the vote or subsequent recounts.

b. A simple majority shall be achieved when the ‘yes’ votes exceed the ‘no’ votes. Abstentions shall be recorded as null votes. The Chair and minute taker shall be recorded as null votes. Only in the event of a tie may the Chair vote and this is the casting vote.

c. If there is a clear majority on a show of hands, the Chair may take this as the result without the need for a full count, provided that there is no objection from the floor. Otherwise the Chair, Secretary and Returning Officer shall fully count the votes.

d. Up to two recounts may be requested and the result shall be the decision which is reached at least twice.

**52. If the meeting is being held by video, the procedure in §51 shall not apply and, instead, votes shall be held by online form:**

**a. Once the video has ended, the Secretary shall produce draft minutes for distribution**

**b. The Secretary shall also distribute an online form, with all votes listed, along with the options ‘for’, ‘against’ and ‘abstain’.**

**c. The Secretary shall endeavor to bring the draft minutes to the attention of members before they vote.**

**d. Voting shall last for 24 hours.**

**e. If a secret ballot is requested per §41a, the above procedure shall be followed by the Returning Officer instead.**

53. The Secretary shall fully minute the discussion of motions, record the results of votes, and where counted, note the number of votes in favour, against and any abstentions.

### **Orders Regarding Any Other Business**

54. In Any Other Business, anything of interest to members which has not already been covered in the meeting may be discussed and voted on. When this is over, the Chair shall call the meeting closed.