

## **Macquarie University Student Representative Committee Procedures<sup>1</sup>**

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### ***Types of meetings and timing***

1. Ordinary meetings of SRC must be held four times per year and must be held during the first two sessions.
2. Special meetings of SRC can be called as required by the Chairperson or Vice Chairperson with any period of notice, for business that he or she wishes to submit to SRC as a matter of urgency.
3. Any six members of SRC may request the Chairperson to call a meeting of SRC. This request must be supported by a written notice, stating the purpose for which the meeting is required to be convened and the meeting must be held within fourteen days after the receipt of such request if the Chairperson is satisfied that the matter must be dealt with as a matter of urgency.

### ***Notice of meetings***

4. SRC meeting papers must to the extent practicable be distributed to members of SRC at least 5 working days prior to each meeting except in cases of emergency.

### ***Technology***

5. A meeting of SRC may be called or held using any technology consented to by the Chairperson. The Chairperson has consented to the use of telephone, video-conferencing or any other present or future technology at any meeting of SRC.
6. The Chairperson may withdraw consent to the use of technology for the notice or holding of meetings by giving notice to the SRC members within a reasonable period before any meeting.
7. Where a member of SRC is to be present at a meeting using technology, the member must ensure that no one else is able to hear the meeting proceedings.

### ***Chairing of meetings***

8. It is the responsibility of the Chairperson to conduct meetings in such manner so that all members are able to contribute and so that decisions and recommended actions are clear.

### ***Agenda for meetings***

9. The Chairperson is responsible for establishing the agenda for SRC meetings.
10. Members of SRC are able to request that items be added to the agenda. Such requests should be made no less than 10 working days in advance of the meeting.
11. If a matter arises between preparation of the agenda and the meeting date, the matter may be presented to SRC at the Chairperson's discretion.

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<sup>1</sup> This document addresses procedural matters and supplements the SRC constitution.

12. Matters considered by the SRC Secretary or Chairperson to require discussion are designated by one 'star' on the agenda. Members of SRC must be given an opportunity to star any or all of the un-starred items on the agenda. Un-starred items may be resolved collectively in a single vote.

***Speaking limit***

13. A SRC member must not speak for more than 5 minutes on any topic unless the Chairperson approves.

***Business without notice***

14. The Chairperson may permit the introduction of any subject for discussion.
15. A matter considered for discussion by resolution of SRC will be taken as a motion on notice for the subsequent meeting.

***Closure of meetings and unfinished business***

16. Meetings of SRC must conclude not later than three hours after their commencement, unless the majority of members present at a meeting resolve otherwise. Any unfinished business must be added to the agenda for the next meeting of SRC.

***Attendance at SRC meetings***

17. The SRC secretary is to attend all meetings of SRC.
18. Student representatives on Academic Senate may attend and to the extent relevant to their role as student representatives on the Academic Senate participate in any meeting of the SRC. Other students or staff of the University may request permission to be present as observers for consideration of a particular agenda item, which is not confidential. Such requests are to be submitted to the SRC secretary at least three business days prior to the meeting. Attendance will be at the discretion of the Chairperson. Observers cannot speak, interject, move or second motions or vote.
19. At the discretion of the Chairperson, an attendee or observer may be invited to address the SRC. In addressing the SRC, the Guidelines for a member of the University's student community to speak to SRC must be followed. Those Guidelines are attached to this standing resolution.
20. All attendees and observers at SRC meetings must keep all information and discussions of SRC confidential.

***Secretarial support***

21. The SRC secretary must ensure to the extent practicable that the agenda for each meeting and supporting papers are circulated, after approval by the Chair, at least one week before the meeting.
22. The SRC secretary and SRC committees must ensure that decisions and recommended actions are clear, and that the minutes accurately list all resolutions and items for action or noting.

### **Guidelines for a member of the University's student community to speak to SRC**

The Macquarie University SRC has adopted the following Guidelines to provide for members of the University's student community to address the University SRC at a SRC meeting:

1. Subject to any direction of the Chairperson, SRC will allocate a period at the beginning of a SRC meeting to allow for members of the student community to express views on matters of concern to the University.
2. The address by each member will be limited to five minutes.
3. The time allocated by the SRC for speakers from the student community will be limited to an aggregate of fifteen minutes except that the Chairperson, at his or her discretion, may extend this period.
4. Members of the student community wishing to address the SRC must give at least 10 working days' prior notice to the SRC Secretary who may allocate times and the order of addresses where necessary.
5. Members of the student community wishing to address the SRC must submit a written paper to the SRC Secretary at least 10 working days prior to the date of the meeting, setting out the substance of the address.
6. No individual who is not a SRC member should be permitted to address successive SRC meetings or more than three out of any six SRC meetings.
7. SRC should deliberate on the content of an address only if, in the opinion of the Chairperson, the matter is properly one for SRC's consideration.
8. No decision will be made on the basis of any such address to SRC without the University having a reasonable opportunity to respond to any matters raised and reasonable notice being given.
9. A member of the student community wishing to address the SRC may only do so on a subject which is within the terms of reference of the SRC.