

Imperial College Union

Bye-Law C Meetings

Approved July 2023

C. Meetings

1. These Bye-Laws shall apply to Meetings of the Union and all of its constituent parts except the Board of Trustees.
2. The Officer Trustees shall be members of all Meetings of the Union and its constituent parts, ex-officio.
3. A Meeting may only have Members of the Union as voting members of the Meeting.
4. All Committees' and Constituent Unions' Standing Orders must include any standard clauses determined by the Board of Trustees.
5. Multiple Choice votes will be conducted via the procedure outlined in Bye-Law J – Major Elections.
6. Quorum for Meetings that have decision making powers, other than a General Meeting, shall be 50%+1 of voting members.
7. A Quorum check must take place at the start of each meeting with decision making powers.
8. If the meeting is found to be inquorate, the Chair of the Meeting may at their discretion dissolve the meeting.
9. Any decisions made whilst a Meeting is inquorate must be ratified by the next quorate Meeting, or, via an electronic vote before the next meeting.
10. In the case of a Meeting of the Union Council or one of its sub-committees, no decisions that require a two-thirds majority can be ratified via an electronic vote.
11. Decisions taken to an electronic vote must, for the avoidance of doubt, attain quorum and must be passed by at least a simple majority.
12. Accurate records of a Meeting must be kept by a nominee of the Chair.
13. In the case of a Meeting of Council or one of its sub-committees, minutes of a meeting should be published by the Union for all Members to view.
 - 13.1. Minutes of a censure of motion or no confidence will be kept however only the outcome of a censure or no confidence motion will be published.
14. Meetings scheduled for more than one hour require a break every hour.
15. If in-person meetings of Council and its subcommittees are not possible due to extraordinary circumstances, they may be held by virtual means, in which all participants may communicate simultaneously with all other participants. In virtual Council meetings that meet these requirements, voting is not considered an 'electronic vote'.

General Meetings

16. The Trustees or President may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 200 Members having the right to attend and vote at general meetings.

Location of Meetings

17. General Meetings may be carried out at one single venue or simultaneously with a video, audio or other real-time link between all venues. At the start of such meetings, each venue

must indicate by majority vote that they are satisfied with the meeting set-up and technology.

Length of Notice

18. A General Meeting shall be called by at least 10 College days' notice.

Contents of Notice

19. Every notice calling a General Meeting shall specify the place, date and time of the meeting and the general nature of the business to be transacted.
20. Notice of General Meetings shall be given to every Member and to the Trustees of the Union.

Quorum

21. No business shall be transacted at any General Meeting unless a quorum is present. 200 persons entitled to vote upon the business to be transacted, each being a Member (but excluding Trustees), shall be a quorum.
22. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine.

Chair

23. The Chair of Union Council shall preside as chair of the meeting. In the absence of the chair of Union Council, the Members present and entitled to vote shall choose one of their number, other than the Officer Trustees, to be chair.

Attendance

24. A Trustee may, even if not a Member, attend and speak at any general meeting.

Adjournment

25. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 10 College days or more, at least 5 College days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any such notice.

Votes of Members at General Meetings

26. Every Member has the right to attend General Meetings and the right to vote. Every Member shall have one vote on any resolutions put to the vote of a General Meeting.
27. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless these Bye-Laws provides otherwise.