

KCLSU Meeting Guidelines

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1. Memorandum & Articles of Association

1.1. Article 77

77. Whenever a person has a personal interest in a matter to be discussed at a meeting, and whenever a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Students' Union in relation to a matter to be discussed at a meeting, he or she must:

77.1. declare an interest before discussion begins on the matter;

77.2. withdraw from that part of the meeting unless expressly invited to remain;

77.3. in the case of personal interests not be counted in the quorum for that part of the meeting;

77.4. in the case of personal interests withdraw during the vote and have no vote on the matter.

In particular these provisions shall apply to any matter that may directly or indirectly relate to the position of a Sabbatical Trustee who is or is to be remunerated by the Students' Union as an employee of the Students' Union.

1.2. Article 83

83. The Students' Union may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his or her registered address or by leaving it at that address, or by facsimile or by electronic means to an address provided for that purpose or posted on a website where the recipient has been notified of such posting in a manner agreed by him or her.

1.3. Bye Law (1): Membership

5. Full Members of the Union shall be entitled:

5.3. to attend the Student Council and all Union committees as observers, except in such cases as are specified in these Bye-Laws;

7. A User of the Union shall be entitled:

7.3. To attend the Student Council and all Union committees as observers, except in such cases as are specified by these Bye-Laws.

2. Purpose of meetings

1.1. The purpose of meetings is to assess the current situation and plan for the future.

1.2. It should be clear to all stakeholders that progress has been made and strategy developed.

1.3. Operational considerations, if at all necessary, should be kept to a minimum.

1.4. The meeting should consider the business for which it was convened. There will always be the opportunity to add other items of business to the agenda in the meeting, but this practice should be kept to a minimum.

3. Attendance

- 3.1. In line with the Nolan Committee's Report on Standards in Public Life ¹ members and staff of King's College London and KCLSU are welcome to attend and observe all KCLSU meetings.
- 3.2. All students are entitled to speak at the discretion of the Chair.
- 3.3. KCLSU staff are entitled to speak at the discretion of the Chair.
- 3.4. Non-students can attend and speak at the discretion of the committee or group.
- 3.5. The committee or group may invite individuals to attend as it sees fit.
- 3.6. The quorum is 50% of the membership of the committee or group.

3.6.1. If such a quorum is not present within half an hour from the time appointed for the meeting, it shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the committee or group may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed the members present shall be a quorum.

3.6.2. A quorum count may be called at any point during the meeting.

4. Notice of meetings

In accordance with Article 83, KCLSU may give notice of a meeting to a member either personally or by sending it by post in a prepaid envelope addressed to the member at their registered address, or by leaving it at that address, or by facsimile or by electronic means to an address provided for that purpose or posted on a website where the recipient has been notified of such posting in a manner agreed by them.

5. The Chair

- 5.1. There will be a Chair of each meeting.
- 5.2. The Chair directs the progress of the meeting, facilitates discussion and aids it in drawing conclusions.
- 5.3. The Chair is not required to remain impartial but should not neglect their fundamental role of facilitating the meeting.
- 5.4. In the absence of the Chair a member of the committee or group to fill the role will be agreed.
- 5.5. It will be assumed by the Chair that members of the committee or group have read the papers for the meeting beforehand.

6. Conflicts of interest

In accordance with Article 77, whenever a person has a personal interest in a matter to be discussed at a meeting, and whenever a person has an interest in another organisation whose interests are reasonably likely to conflict with those of KCLSU in relation to a matter to be discussed, they must:

- declare an interest before discussion begins on the matter;
- withdraw from that part of the meeting unless expressly invited to remain;
- in the case of personal interests not be counted in the quorum for that part of the meeting; and
- in the case of personal interests withdraw during the vote and have no vote on the matter.

¹ Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership (<http://www.archive.official-documents.co.uk/document/parlment/nolan/nolan.htm>)

7. Distribution of papers

There will be a deadline for submission and distribution of papers to allow full participation. It is recommended that the deadline for submission is seven days prior to the date of the meeting and for distribution five days prior.

8. Conduct

To ensure that meetings are furthering the strategic direction of KCLSU, all members are encouraged to:

- read the papers prior to the meeting;
- request clarification if required;
- comment on items;
- take part in debate and discussion;
- inform the meeting of any relevant additional information;
- undertake action as agreed; and
- report on the outcomes of the meeting to the relevant individuals.

9. Report

A report of the meeting will be produced, focussing on action to be undertaken and decisions made.