



**British Universities  
Life Saving Clubs' Association**  
Proposed Standing Policy

## **General Meeting Procedures**

### **1. Procedure by which a proposal shall be tabled:**

- 1.0.** Any member of BULSCA shall be eligible to submit proposals to the BULSCA General Meeting.
- 1.1.** As per the BULSCA constitution, all proposals shall be submitted in writing to the BULSCA Secretary, not less than ten (10) days prior to the General Meeting.
  - 1.1.1** The BULSCA Secretary may accept late proposals at their discretion.
- 1.2.** All proposals shall be submitted with an executive summary, not more than two (2) pages in length.
  - 1.2.1** The executive summary shall be included in the papers by the BULSCA Secretary.
  - 1.2.2** The detailed proposal shall be included in the papers as a separate document.
- 1.3.** All proposals shall be seconded by a member of BULSCA.
  - 1.3.1** The BULSCA Secretary may accept proposals that have not been seconded at their discretion.
- 1.4.** The BULSCA Committee shall deliberate on the proposal, and give one of the following recommendations to the BULSCA General Meeting:
  - 1.4.1** Accept without debate;
  - 1.4.2** accept with debate;
  - 1.4.3** debate without recommendation;
  - 1.4.4** reject with debate; or
  - 1.4.5** reject without debate.
- 1.5.** BULSCA Committee recommendations shall be determined by a simple majority vote of the Committee, conducted by the BULSCA Secretary.



- 1.6. As per the constitution, the BULSCA Secretary shall publish an agenda on the BULSCA website not less than seven (7) days prior to the General Meeting.

## 2. Speaking rights:

- 2.0. The following people shall automatically be given speaking rights at the General Meeting:
  - 2.0.1 All BULSCA officers;
  - 2.0.2 all members of the BULSCA Judges Panel;
  - 2.0.3 two members of each BULSCA club, to be selected by the clubs prior to the meeting;
  - 2.0.4 all individual members of BULSCA; and
  - 2.0.5 any individual who has put a proposal to the General Meeting.
- 2.1. Other members of BULSCA may be granted speaking rights at the BULSCA Chair's discretion.
- 2.2. Any individual who has speaking rights shall be referred to as a *member* of that General Meeting.

## 3. Voting Rights:

- 3.0. All members of the General Meeting entitled to vote shall be issued with a voting card.

## 4. Agenda Items:

- 4.0. General meetings shall include the following agenda items before any proposals to be debated:
  - 4.0.1 Apologies for absence;
  - 4.0.2 approval of minutes from the previous meeting;
  - 4.0.3 matters arising from the minutes;
  - 4.0.4 BULSCA officer reports (in the order laid out in the constitution); and



#### **4.0.5** Committee recommendations:

**4.0.5.1.** Members of the General Meeting shall allowed to require discussion of any agenda item that the BULSCA Committee recommends to accept or reject without discussion.

**4.0.5.2.** Any agenda items that the General Meeting chooses not to discuss shall be voted on individually.

## **5. Debates:**

**5.0.** The BULSCA Chair shall be responsible for ensuring that debates follow these procedures.

**5.1.** Upon the commencement of the debate, the proposer shall be given the opportunity to speak in favour of the proposal for up to two (2) minutes.

**5.1.1** The BULSCA Chair may allow the proposer additional time to speak in favour of the proposal at their discretion.

**5.2.** The BULSCA Chair shall give members of the General Meeting the opportunity to speak against the proposal.

**5.2.1** Should no member of the General Meeting choose to speak against the proposal, the proposal shall be moved to a vote.

**5.2.2** Should more than one member of the General Meeting opt to speak against the proposal, they shall all be allowed to speak, in an order determined by the BULSCA Chair.

**5.3.** Members speaking against the proposal shall be allowed to speak for up to two (2) minutes.

**5.3.1** The BULSCA Chair may allow the member speaking against the proposal additional time to speak at their discretion.

**5.4.** The proposer shall then be allowed to respond to those who have spoken against the proposal for up to two (2) minutes.

**5.4.1** The BULSCA Chair may allow the proposer additional time to respond at their discretion.

**5.5.** Proposals shall then be voted on:

**5.5.1** All voting members of the General Meeting shall cast their vote by raising their voting card.



- 5.5.2 Any member of the General Meeting may request that the vote take place by secret ballot.

## 6. Interruptions:

- 6.0. At any point during a debate, any member of the General Meeting may interrupt the debate for one of the following reasons:
- 6.0.1 To state a point of information: Statement of a **fact** the member deems to be relevant to the debate;
  - 6.0.2 To propose an amendment to the proposal: See 7.
  - 6.0.3 To move the proposal to a vote: See 8.
- 6.1. Any other interruption shall be deemed to be *out of order* by the Chair, and the debate shall resume immediately.
- 6.2. Members of the General Meeting may interrupt the debate by raising their hand, or otherwise indicating to the BULSCA Chair that they wish to interrupt.
- 6.3. Interruptions shall be heard immediately by the General Meeting.

## 7. Amendments:

- 7.0. Members of the General Meeting may not propose amendments to proposals that the General Meeting has chosen not to discuss.
- 7.1. Any member of the General Meeting may propose to amend a proposal.
- 7.2. Amendments must be submitted in writing to the BULSCA Chair.
- 7.2.1 All amendments must be seconded by another member of the General Meeting.
- 7.3. Upon receipt of an amendment, the BULSCA Chair shall interrupt the debate, and read out the amendment.
- 7.4. The proposer may choose to accept or reject the amendment.
- 7.4.1 Should an amendment be accepted by the proposer, the proposal shall continue to be discussed, subject to the amendment.
  - 7.4.2 Should the amendment be rejected by the proposer, the amendment shall be debated (as per 5, with the amender acting



as proposer of the amendment) and voted on before returning to the debate of the (now possibly amended) proposal.

## **8. Moving a proposal to a vote:**

- 8.0.** Any member of the General Meeting may propose moving a proposal immediately to a vote.
- 8.1.** Upon hearing a request to move a proposal to a vote, the BULSCA Chair shall interrupt the debate.
- 8.2.** The General Meeting shall vote whether to:
  - 8.2.1** Move the proposal to a vote;
  - 8.2.2** continue debating the proposal; or
  - 8.2.3** abstain.
- 8.3.** Voting shall follow the procedure described in **5.5**.