



# ANUSA Meeting Standing Orders:

A Helpful Breakdown of the  
Standing Orders you Might Need



# Procedural Motions

## 1. Adjournment of Meeting

### **What does it do?**

This motion can be used so that the SRC can take a break. Usually, this should be passed every hour or two when the group is tired and it's a good moment for a pause.

This motion can also be used to defer the remainder of a meeting to a later date or time. This might happen if a meeting has gone for a number of hours and a number of agenda items are yet to be discussed.

### **How can I move this motion?**

You can flag in the Zoom chat that you'd like to move a procedural motion to adjourn. The motion will not need a seconder. It will then go to a vote. In your motion you should specify what date, time and place you'd like to adjourn the meeting to. Eg: 'I'd like to move a procedural to adjourn the meeting for 15 minutes until 7:30pm.'

# Procedural Motions

## 2. Closure

### What does it do?

This motion can be used to cease debate on a particular motion and move straight to a vote only after a right of reply. It could be useful where the SRC feels that there is no real need for debate as the group is settled on a response. It will need a **two-thirds majority** to be carried.

### How can I move this motion?

You can flag in the Zoom chat that you'd like to move a procedural motion. It will not need a seconder. It will then go to a vote. Given that it could interrupt a speech, you may wish to additionally personally alert the chair that you'd like to move this motion quickly.

# Procedural Motions

## 3. The Gag

### **What does it do?**

This motion can be used to cease a speech and may interrupt a speech. It could be useful where the SRC feels that a speaker has been speaking too long or that the speech is wasting time and not adding to the debate. It will need a **two-thirds majority** to be carried.

### **How can I move this motion?**

This motion can be used to cease a speech and may interrupt a speech. It could be useful where the SRC feels that a speaker has been speaking too long or that the speech is wasting time and not adding to the debate. It will need a two-thirds majority to be carried.

# Section Procedure

## 1. Point of order

### **What does it do?**

It allows a member to note any irregularity in the proceedings or in the interpretation of the Constitution or Regulations. This could be useful where you feel that the meeting has been chaired in a way that is not consistent with ordinary procedure resulting in attendee's rights being negatively affected.

### **How can I move this motion?**

It must be clearly and concisely stated within 1 minute. It should also be flagged in the Zoom chat that you'd like to make a 'point of order'.

# Section Procedure

## 2. Point of explanation

### **What does it do?**

It allows you to correct a speaker if you feel that they have misrepresented your view and can be used after a speech. It **should not** be used to add extra information or to insult the current speaker.

### **How can I move this motion?**

It must be clearly and concisely stated within 1 minute and can neither introduce new argument nor interrupt another speaker. It should be flagged in the Zoom chat that you'd like to make a 'point of explanation'.

# Section Procedure

## 3. Point of clarification

### What does it do?

It can be used at the end of a speech to clarify factual inaccuracies made by the previous speaker. It **should not** be used to rebut a point raised by the previous speaker or add new arguments.

### How can I move this motion?

It must be clearly and concisely stated within 1 minute. It should be flagged in the Zoom chat that you'd like make a 'point of clarification'.