

Annual Assembly Procedure of the Irish Second-Level Students' Union

This procedure is also valid for an Extraordinary Assembly (EA), with special restrictions in this case explicitly noted in this document and the ISSU Constitution.

Article 1: Annual Assembly Timeline

- a) The date for the Annual Assembly should be announced at least **60 days** in advance of the event.
 - i) For an Extraordinary Assembly, the call must be made at least **21 days** in advance.
- b) The call for Annual Assembly shall include the procedure for submission of new policy motions or amendments, as well as the proposed procedure for elections including the ISSU Election Handbook.
- c) A Returning Officer will be selected by the National Student Executive and Monitoring and Advisory Committee to oversee the submission of policy motions and election procedure.
- d) Submissions of new policy proposals or Constitutional changes must be submitted to the Returning Officer at least **30 days** prior to the Annual Assembly. This will be shared with all delegates at least **27 days** prior to the Annual Assembly.
- e) Amendments to received proposals must be sent to the Returning Officer at least **14 days** prior to the Annual Assembly.
- f) Nominations for election to the NSE and MAC must be received by the Returning Officer at least **14 days** in advance.
- g) Amendments along with all final reports of the NSE and MAC must be made available at least **10 days** prior to the Annual Assembly.
- h) A Grace Period for candidates in elections, where they may change the race in which they are running in, shall also close **10 days** in advance. Where an election was uncontested, the deadline to run for this position only shall also be extended to **10 days** before Annual Assembly.
- i) Campaigning for elections may only begin **7 days** in advance of the Annual Assembly. j) Final registration of delegates to the Annual Assembly must be completed by **3 days** in advance. Extensions may only be approved by the National Student Executive.

Article 2: The Right to Attend, Speak and Vote

2.1: The Right to Attend

- a) The National Student Executive, Monitoring and Advisory Committee, Regional Officer Body, ISSU Secretariat and Board of Directors shall all have the right to attend the Annual Assembly, as well as delegates from ISSU Member Schools.

- b) Delegates to the ISSU Annual Assembly should be nominated by their student council to attend on its behalf.
- c) A non-student council member may attend on behalf of a member student council if they receive the permission of their student council to do so.
- d) Each ISSU member school shall have two voting Official Delegates. The number of Extra Delegates (non-voting) allowable can be seen below;

Size of school	Non-voting delegates
<200	2
201 - 400	2
401 - 600	3
601 - 800	4
801+	5

- e) Special guests and organisations may be invited to attend the Annual Assembly, at the discretion of the National Student Executive.

Article 2.2: The Right to Speak

- a) The National Student Executive, Monitoring and Advisory Committee, Regional Officer Body, ISSU Secretariat and Board of Directors shall all have the right to speak at the Annual Assembly, as well as official delegates from ISSU Member Schools.
- b) The Annual Assembly can also give the right to speak to anyone else, during a specific item on the agenda, with a simple majority.

Article 2.3: The Right to Vote

- a) The right to vote lies with each individual member of the National Student Executive, Regional Officer Body and every Official Delegate.
- b) If a school only nominates one Official Delegate, then they will only receive one vote.

Article 3: Election of Chairperson(s), Minute Taker and Ballot Committee

3.1: Chairperson(s)

- a) The National Student Executive can propose a candidate(s) to be the Chairperson(s) of the upcoming Annual Assembly.

- b) The Chairperson(s) cannot run for or hold a position in the ISSU.

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- c) The Annual Assembly will elect the Chairperson(s) with a simple majority vote.

3.2: Minute Taker

- a) At least one person will be elected as minute taker for the Annual Assembly .
- b) The NSE and / or delegates can propose a candidate.
- c) A minute taker cannot hold or run for any elected position within ISSU
- d) The minute taker will take notes of the main events during the discussions, including (but not limited to) all proposals and amendments and the results of these votes, as well as the names of elected individuals.

3.3: Ballot Committee

- a) The Ballot Committee shall be made up of a Secretariat Member, The Returning Officer, a member of the Board of Directors, and a non-voting delegate(s) from the Annual Assembly who has been nominated and agreed upon by the Annual Assembly. The number of non-voting delegates on the Ballot Committee should be no more than 3.
- b) The Ballot Committee shall monitor the number of official delegates in the room and raise awareness to the Chairperson(s) if the meeting no longer becomes quorate.
- c) The Ballot Committee will assist the Chairperson(s) in counting the votes.
- d) In case of a call for a secret ballot, the committee will distribute and collect the ballot papers and count the votes cast. The result of the vote will be laid down in writing on a vote-result paper and will be handed over to the Chairperson(s) of the General Assembly immediately after the counting. The minute taker of the meeting will collect all ballot papers after the counting and will ensure that they are preserved until the closing of the Annual Assembly.

Article 4: Proposing and Voting on Policy

- a) On any given motion, the Chairperson(s) shall present the motion to the Annual Assembly. The proposer will then be given a platform to present the rationale behind their motion. The Chairperson(s) will determine the allocated amount of speaking time per speaker before the proposer begins.
- b) All member schools may submit a maximum of five motions to the Annual Assembly. All members of the NSE may submit at most three motions. All ROB members may submit 1 motion.
- c) Where an amendment to a proposal has been submitted, the amendment shall be taken first. If the initial proposer accepts, then it can be accepted without debate.
- d) Where 2 or more amendments or proposals are related to the same area of text, and therefore could both not be accepted, a debate and vote on which proposal to carry forward must take place.

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- e) After the proposer has presented their rationale, the Chairperson(s) shall open the floor for input on the proposed motion from the Annual Assembly. A speaking list shall be compiled by the Chairperson(s), and speakers shall be taken in that order.
- f) The following procedural motions shall apply to Annual Assembly
 - A. That the question now be put.
 - B. That the question may not be put.
 - C. That the question be taken in specific parts.
 - D. That the matter be referred to a specified later time or other body of the ISSU.
 - E. A challenge to the Chairperson(s)'s ruling.
 - F. A motion of no confidence in the Chairperson(s).
 - G. That the question be taken together
- g) Procedural motions require a seconder and may not be proposed during a point of order, during the act of voting or during a speech.
- h) The proposer of a procedural motion may speak on it for one minute, followed by one speaker against the motion for one minute. Except in the case of procedural motions E and F, where the Chairperson(s) will have priority. The motion shall then be put to a vote without discussion.
- i) When procedural motions (E) and (F) are called, the Chairperson(s) shall immediately leave the chair until a vote is taken. If procedural motion (E) is carried, the Chairperson(s) shall rule in accordance with the procedural motion. If the procedural motion (F) is carried, the Chairperson(s) to whom it relates will not take the chair for the remainder of the session.
- j) The Chairperson(s) of AA may refuse to put any procedural motion if one of similar effect and related to the same manner has been defeated within the previous fifteen minutes. k) If procedural motion (A) is carried, the Chairperson(s) shall allow the proposer the right of reply, before proceeding to vote.
- l) Only one procedural motion may be proposed at any one time, amendments may not be made to procedural motions.
- m) A point of order may be raised by any member provided they raise the point immediately and states that they are rising "on a point of order" and specifies the matter to which the point of order relates. A point of order shall relate only to the procedure adopted or to the conduct of the meeting. A point of order shall take precedence over all other business except the act of voting, unless it relates to the conduct of the vote.
- n) Points of information may be raised by any delegate who states that they are rising on such a point, and such delegate may be heard if the speaker gives consent. Points of information shall be limited to 15 seconds, such time to be taken from the time allowed to the speaker at the microphone.
- o) The method of voting shall be by show of delegates' cards, with each delegate having

one vote. If a delegate is temporarily absent they may deputise their vote to a registered delegate from the same member school.

Irish Second-Level Students' Union

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- p) If the Chairperson(s) sees fit, and there is no opposition from the Annual Assembly, a vote may take place by acclamation
- q) A closed vote will be held if at least one member school present requests it. r) Where time does not allow for all proposals and amendments to be proposed and discussed, these proposals and amendments may be brought forward to the next Annual Assembly or Extraordinary Assembly. These proposals may not be re-opened for extra amendments at this later date.

Article 5: Voting Procedures for Elections of Persons

- a) The elections of Officers to the NSE and MAC shall be overseen by the Returning Officer.
- b) NSE & MAC candidates must be nominated by an ISSU member student council, or the outgoing NSE.
- c) Each election shall also include the option to “Re-Open Nominations” (RON). d) In the event that no nominations are received for a position by the deadlines outlined in Article 1, nominations for elections may be submitted to the Returning Officer by an agreed deadline on the day(s) of Annual Assembly.
- e) The Returning Officer will publish an election handbook **60 days** in advance of Annual Assembly citing the rules of campaigning. Any violations to these rules may result in sanctions (e.g. pausing of campaigning) and these violations will be disclosed by the Returning Officer to the Annual Assembly.
- f) Candidates for election will be given the opportunity to make a speech to the Annual Assembly. A video may also be produced by a candidate for this. The Returning Officer will outline the time limit for the speech / video.
- g) The Presidential election will also include a space for conversation and debate, chaired by the Chairperson(s) of the Annual Assembly. Questions should be submitted to the candidates via the Chairperson(s).
- h) Voting for candidates shall be carried out using Proportional Representation Single Transferable Vote (PR-STV). Voting delegates will be instructed to fill out their ballot by noting the candidates in order of preference.
- i) Candidates must receive 50%+1 of all votes to be elected, or be the final candidate on the ballot after all other lower placed candidates are eliminated.
- j) As the President and Deputy President are elected in the same election, the candidate who reaches 50% +1 of all votes first is elected President. Any surplus must then be distributed to other candidates, and lower-placed candidates eliminated and their votes distributed, before the final remaining name on the ballot is elected as Deputy President.
- k) The MAC elections shall be carried out as a multi-seater “constituency”, with the quota related to standard PR-STV practice.

l) The ballots cast in elections shall be stored in a secure place for 1 year after the election.

m) The numerical results of elections shall only be shared by request only. Page 6

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Article 6: Urgent Motions & Resolutions

- a) The Annual Assembly will decide on a deadline for urgent motions and resolutions to the Annual Assembly.
- b) The urgent motions and resolutions must be presented to the Chairperson(s) in writing and the Annual Assembly will decide whether the motion or resolution in question will be put to a vote.

Article 7: Accessibility

- a) This document should be interpreted as allowing the Annual Assembly to take place in-person, online or as a hybrid event.
- b) The ISSU will endeavour to make the Annual Assembly as accessible as possible to member student councils. Any accessibility concerns should be addressed to the ISSU Secretariat.
- c) A Code of Conduct will be shared in advance of the Annual Assembly to delegates. This must be abided by throughout the event.

Article 8: Standing Items

- a) The Annual Assembly must contain the below agenda points as standing items.

Introduction

Election of Chairperson(s)

Election of Minute Taker(s)

Election of Ballot Committee

NSE Report

MAC Report

Policy Proposals & Amendments

Elections

Urgent Motions & Resolutions

AOB

Closing

b) An Extraordinary Assembly should cover only the issues for which it was called for, and so therefore may exclude irrelevant points of the Standing Items above.

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