



# ***The ISSU Assemblies Procedure***

Proposed for An Chomhdháil Bhliantúil 2023

## **Contents:**

**Article 1: Definitions and Constitutional Outline**

**Article 2: ISSU Assembly Timelines**

**Article 3: The Right to Attend, Speak and Vote at an ISSU Assembly**

**Article 4: Election of Chairperson(s), Minute Taker and Ballot Committee**

**Article 5: Proposing and Voting**

**Article 6: Expiring ISSU Policy**

**Article 7: Voting Procedures for Elections of Persons**

**Article 8: Urgent Motions & Resolutions**

**Article 9: Accessibility**

**Article 10: Standing Items**

## **Article 1: Definitions and Constitutional Outlines:**

1.1 This procedure outlines the structure of any given ISSU Assembly including An Chomhdáil Bhliantiúil, or as translated Annual Assembly, and an Extraordinary Assembly.

1.2 As outlined in Article 7 of the ISSU Constitution:

1.2.1 An Chomhdáil Bhliantiúil is the highest governing body within the Irish Second-Level Students' Union, having the power to amend the ISSU Constitution, ISSU policy book, ISSU Directive Mandates and ISSU Documentation. It also holds the general elections of the Coiste Gnó na nDaltaí and Monitoring and Advisory Committee (MAC).

1.2.2 An Extraordinary Assembly may be convened on the authority of the Coiste Gnó, or the written request of a simple majority of the Regional Officer Body, or the request of 10% of member schools. An Extraordinary Assembly may only be convened for the purpose of which it is called for.

1.3 For the purpose of this procedural document, the term '*ISSU Assembly*' will be used to refer to both An Chomhdáil Bhliantiúil and an Extraordinary Assembly. Where there is a relevant difference between the procedure for An Chomhdáil Bhliantiúil and an Extraordinary Assembly, this document shall specify such differences.

1.4 This document outlines the procedure for preparing and conveying an ISSU Assembly, including, but not limited to the timelines of an ISSU Assembly, which on the authority of the Coiste Gnó in consultation with relevant internal ISSU bodies may amend for the sole purposes of an Extraordinary Assembly.

## **Article 2: ISSU Assembly Timelines**

2.1 The date for An Chomhdáil Bhliantiúil (Annual Assembly) should be announced at least 60 days in advance of the assembly.

2.1.1 For an Extraordinary Assembly, the announcement must be made at least 21 days in advance of the assembly. The following timelines may be altered on the authority of the Coiste Gnó for the purpose of an Extraordinary Assembly.

2.2 The call for an ISSU Assembly shall include the procedure for submission of motions, including but not limited to Constitutional Amendments, Directive Mandates, and Policies, as well as the proposed procedure for elections, including the ISSU Election Handbook.

2.3 A Returning Officer must be selected by the Coiste Gnó na nDaltaí and Monitoring and Advisory Committee, to oversee the submission of motions and election procedure.

2.3.1 Submissions, including but not limited to new Constitutional Amendments, Directive Mandates and Policy Proposals, must be submitted to the Returning Officer at least 30 days prior to the ISSU Assembly. Submissions must be shared with all delegates at least 27 days prior to an ISSU Assembly.

2.3.2 Amendments to received proposals must be sent to the Returning Officer at least 14 days prior to the ISSU Assembly.

2.3.3 Nominations for election to the Coiste Gnó and MAC must be received by the Returning Officer at least 14 days in advance of an ISSU Assembly.

2.4 Amendments to received proposals, along with all final reports of the Coiste Gnó and MAC must be made available at least 10 days prior to an ISSU Assembly.

2.5 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 of an ISSU Assembly.

2.6 Where an election was uncontested the deadline to run for this position only shall also be extended to 10 days before an ISSU Assembly.

2.7 Campaigning for elections may only begin 7 days in advance of an ISSU Assembly.

2.8 Final registration of delegates to an ISSU Assembly must be completed 3 days in advance. Extensions for this may only be granted by the Coiste Gnó.

### **Article 3: The Right to Attend, Speak and Vote at an ISSU Assembly**

3.1 The Coiste Gnó na nDaltaí, Monitoring and Advisory Committee, Regional Officer Body, ISSU Secretariat and Board of Directors shall all have the right to attend an ISSU Assembly, as well as delegates from ISSU Member Schools.

3.2 Delegates to an ISSU Assembly should be nominated by their student council to attend on its behalf.

3.2.1 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.

3.3 Each ISSU member school shall have two voting Official Delegates.

3.3.1 The number of Observer Delegates (non-voting/extra delegates) allowable can be seen below:

| Size of School | Number of Extra Delegates |
|----------------|---------------------------|
| <200           | 2                         |
| 201 - 400      | 2                         |
| 401 - 600      | 3                         |
| 601 - 800      | 4                         |
| 801 +          | 5                         |

3.3.2 Only the number of Observer Delegates allowed at an ISSU Assembly may be altered by the Coiste Gnó on the advice of the ISSU Secretariat and Board of Directors for reasons such as, but not limited to, venue capacity and financial constraints.

3.4 Special guests and organisations may be invited to attend an ISSU Assembly at the discretion of the Coiste Gnó na nDaltaí.

3.5 The Coiste Gnó na nDaltaí, Monitoring and Advisory Committee, Regional Officer Body, ISSU Secretariat and Board of Directors shall all have the right to speak at an ISSU Assembly, as well as official delegates from ISSU Member Schools.

3.5.1 An ISSU Assembly can also give the right to speak to anyone else, during a specific item on the agenda, with a simple majority.

3.6 The right to vote lies with each individual member of the Coiste Gnó na nDaltaí, Regional Officer Body, and every Official Delegate.

3.6.1 If a member school only nominates one Official Delegate, then they will only receive one vote.

**Irish Second-Level Students' Union**

ISSU 9th Floor, Liberty Hall, Dublin 1, D01 F9K2, Rep. of Ireland

**Tel:** + 353 1 443 4461 | **Fax:** + 353 1 686 5567 | [info@issu.ie](mailto:info@issu.ie) | [www.issu.ie](http://www.issu.ie)

**Facebook:** [issu4u](#) | **Twitter:** [issu4u](#) | **Instagram:** [issu4u](#) | **Snapchat:** [issu4u](#) | **TikTok:** [issu4u](#)

## **Article 4: Election of Chairperson(s), Minute Taker(s) and Ballot Committee**

4.1 The Coiste Gnó na nDaltaí can propose a candidate(s) to be the Chairperson(s) of the upcoming ISSU Assembly.

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

4.1.2 An ISSU Assembly will elect the Chairperson(s) with a simple majority vote.

4.2 At least one person will be elected as minute taker for an ISSU Assembly .

4.2.1 The Coiste Gnó or any delegate can propose a minute taker(s) for an ISSU Assembly.

4.2.2 A minute taker cannot hold or run for any elected position within ISSU

4.2.3 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.

4.3 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 given ISSU Assembly who has been nominated and agreed upon by the given ISSU Assembly.

4.3.1 The number of non-voting delegates on the Ballot Committee should be no more than 3.

4.3.2 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.

4.3.3 The Ballot Committee will assist the Chairperson(s) in counting the votes.

4.4 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 given ISSU Assembly immediately after the counting.

4.4.1 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 5: Proposing and Voting**

5.1 On any given motion, the Chairperson(s) shall present the motion to the ISSU Assembly.

5.1.2 The proposer will then be given a platform to present the rationale behind their motion.

5.1.3 The Chairperson(s) will determine the allocated amount of speaking time per speaker before the proposer begins.

5.2 Specific bodies within the ISSU are entitled to make motions at an ISSU Assembly. The following outlines the maximum motions a given body is entitled to:

5.2.1 All member schools are entitled to submit a maximum of 5 motions at an ISSU Assembly.

5.2.2 All members of the Coiste Gnó may submit a maximum of three motions provided they have been approved by the majority of the Coiste Gnó first. Members of the Coiste Gnó may present motions on behalf of their fellow officers, on the majority vote of Coiste Gnó members in advance of an ISSU Assembly, provided the overall number of motions does not exceed 3 motions per member of the Coiste Gnó.

5.2.3 All members of the Regional Officer body are entitled to submit one motion at an ISSU Assembly provided it has been approved by their given region, which consists of a simple majority of regional officers and student council representatives in said region. In the event a regional officer cannot speak on their proposed motion, another regional officer present, from their given region, may speak on their behalf.

5.3 Where an amendment to a proposal has been submitted, the amendment shall be taken first.

5.3.1 If the initial proposer accepts, then it can be accepted without debate.

5.3.2 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.

5.4 After the proposer has presented their rationale, the Chairperson(s) shall open the floor for input on the proposed motion from the given ISSU Assembly.

5.4.1 A speaking list shall be compiled by the Chairperson(s), and speakers shall be taken in that order.

5.4.2 The speaking order should, where possible, switch between favouring and opposing speakers, unless there is no speaker for both or either side of the argument.

5.5 The following procedural motions shall apply to an ISSU 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 later time or relevant 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

5.5.1 Procedural motions require a seconder and may not be proposed during a point of order, during the act of voting or during a speech.

5.5.2 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.

5.5.3 When procedural motions (E) and (F) are called, the Chairperson(s) shall immediately leave the chair until a vote is taken, and in their place the ISSU Assembly shall be chaired by the ISSU Uachtarán and a member of the ISSU Secretariat until the procedural motions are no longer being discussed. 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.

5.5.4 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.

5.5.5 If procedural motion (A) is carried, the Chairperson(s) shall allow the proposer the right of reply, before proceeding to vote.

5.5.6 Only one procedural motion may be proposed at any one time, amendments may not be made to procedural motions.



5.6 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.

5.7 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 30 seconds, such time to be taken from the time allowed to the speaker at the microphone.

5.7.1 Only Voting Delegates (Including the Coiste Gnó & Regional Officer Body) are entitled to raise Points of Information.

5.7.2 Points of Information are strictly limited to 30 seconds, except from Points of Information provided by the Board of Directors (Or a Member of the ISSU Secretariat on their behalf) on matters of financial or logistical concern, whereby they will be granted 60 seconds to speak.

5.8 The method of voting shall be by show of delegates' cards, with each delegate having one vote, or by other means as adopted by a simple majority of the Coiste Gno in advance of an ISSU Assembly.

5.8.1 If the Chairperson(s) sees fit, and there is no opposition from an ISSU Assembly, a vote may take place by acclamation

5.8.2 A closed vote will be held if at least one member school present requests it.

5.8.3 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 6: Expiring ISSU Policy**

6.1 As per article 14 of the ISSU Constitution, policies adopted by an ISSU Assembly expire 2 years after their adoption; The date on which these policies passed must be noted by the minutes taker and included in the ISSU policy book.

6.2 Policy which is expiring or has expired recently must be presented to the next ISSU Assembly.

6.2.1 Expiring policy (including recently expired policy) must be presented by the Coiste Gnó to the ISSU Assembly to ratify the expiration of the policy or to allow the policy to remain an active policy of the ISSU until its new expiration date.

6.3 The Coiste Gnó will be given the opportunity to advise the ISSU Assembly on their opinion of whether the policy should remain an active ISSU policy or expire.

6.3.1 The expiring policy will be presented as a regular motion, which will operate outside of the motions proposed by the Coiste Gnó, under which the voting and debating processes will follow the guidance outlined throughout this document.

## **Article 7: Voting Procedures for Elections of Persons**

7.1 The elections of Officers to the Coiste Gnó and MAC shall be overseen by the Returning Officer.

7.1.1 Coiste Gnó & MAC candidates must receive a valid nomination to contest an election at an ISSU Assembly; Valid forms for nominations for the respective positions can be found in the relevant article of the ISSU Constitution.

7.1.2 Each election shall also include the option to “Re-Open Nominations” (RON).

7.1.3 In the event that no nominations are received for a position by the provided deadlines, nominations for elections may be submitted to the Returning Officer by an agreed deadline on the day(s) of Annual Assembly.

7.2 The Returning Officer will publish an election handbook 60 days in advance of an Chomdháil Bhliaintúil citing the rules and guidelines of campaigning. In the event of an Extraordinary Assembly being called, the election handbook must be published at least 21 days in advance of the Assembly.

7.2.1 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.

7.3 Candidates for election will be given the opportunity to make a speech to the Annual Assembly.

7.3.1 A video may also be produced by a candidate in place of their speech.

7.3.2 The Returning Officer will outline the time limit for the speech or video.

7.4. The Uachtarán election will also include a space for conversation and debate, chaired by the Chairperson(s) of the ISSU Assembly. Questions should be submitted to the candidates via the Chairperson(s) in advance of the Assembly.

7.5 Voting for candidates shall be carried out using Proportional Representation Single Transferable Vote (PR-STV).

7.5.1 Voting delegates will be instructed to fill out their ballot by noting the candidates in order of preference.

7.5.2 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.

7.5.3 The MAC elections shall be carried out as a multi-seater “constituency”, with the quota related to standard PR-STV practice in Ireland.

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

7.5.4 The numerical results of elections shall only be shared by request only.

## **Article 8: Urgent Motions & Resolutions**

8.1 The Annual Assembly will decide on a deadline for urgent motions and resolutions to the Annual Assembly.

8.1.2 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 9: Accessibility**

9.1 This document should be interpreted as allowing an ISSU Assembly to take place in-person, online or as a hybrid event.

9.2 The ISSU will endeavour to make the Annual Assembly as accessible as possible to member student councils.

9.2.1 Any accessibility concerns should be addressed to the ISSU Secretariat.

9.3 Candidates seeking election should endeavour to ensure all campaigning materials are as accessible as possible, under the ISSU Accessibility guidelines and Campaigning Accessibility Guidelines.

9.4 A Code of Conduct will be circulated in advance of an ISSU Assembly to all delegates. This must be abided by throughout the event.

## **Article 10: Standing Items**

10.1 An Chomhdháil Bhliantúil must contain the below agenda points as standing items:

Introduction  
Election of Chairperson(s)  
Election of Minute Taker(s)  
Election of Ballot Committee  
Adoption of Assembly Procedure.  
Coiste Gnó Report  
MAC Report  
Proposals & Constitutional Amendments  
Expiring ISSU Policy  
Elections  
Urgent Motions & Resolutions  
AOB  
Closing

10.1.2 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.