

## **Standing orders for ECPR Council**

### **1. Types of Council meetings**

- 1.1. As per the Constitution there shall be an annual Council meeting, which must be held at intervals of not more than 15 months.
- 1.2. Other Council meetings may be held at any time, as set out in Clause 12.2 of the Constitution.

### **2. Preparations for Council meetings**

- 2.1. Two months in advance of a Council meeting the Executive Committee of the ECPR shall notify ORs of the time, date and address of the meeting, and provide a provisional agenda. ORs will be invited to propose any additional items for the agenda.
- 2.2. In the case of annual Council meetings the notice shall include the annual statement of accounts, the trustees' annual report, a report of the work of the ECPR during the year, a report of the ECPR's financial position and a statement by the ECPR Chair indicating plans for the succeeding year. Alternatively details of where this information can be found on the ECPR website shall be provided.
- 2.3. The notice shall include an invitation to ORs to submit further items for the agenda by a specified time (generally one month in advance of the Council meeting).
- 2.4. The final agenda shall be notified to ORs at least two weeks in advance of the Council meeting.

### **3. Membership, and Attendees of the Council**

- 3.1. Membership of the Council consists of the ORs representing each full member institution of the ECPR.
- 3.2. ORs of associate member institutions may attend and participate in Council meetings but without voting rights. When Council votes on an item, associate member ORs should sit in a different part of the meeting venue to make clear which ORs in attendance have the right to vote.
- 3.3. Also in attendance (where they are not already ORs): the Chair of the Executive Committee; the other members of the Executive Committee; the Director of the ECPR; the Speaker of the Council; the Deputy Director and members of Central Services as appropriate (for registration, minuting, vote telling etc.).
- 3.4. Where ORs cannot attend a Council, they can appoint a proxy to attend, speak and vote at the Council. The proxy may be either an affiliate of the member institution or the OR of another member institution. Proxies must be appointed in writing as per clause 12.8 of the Constitution.

### **4. Management of Council meetings**

- 4.1. The Speaker is responsible for maintaining good order at Council meetings. In the event of disputes, the Speaker shall have final authority.

- 4.2. The Speaker shall have authority to limit speaking time by members, and where necessary to prioritise which members get to speak.
- 4.3. Amendments to items for decision proposed from the floor will require a seconder.
- 4.4. Amendments will normally be taken in the order in which they are proposed. Where there is any doubt on the appropriate order for taking votes, it will be for the Speaker to decide.
- 4.5. Amendments on proposed Constitutional amendments will only be considered where they are deemed to lessen the impact of the original proposal.
- 4.6. The Speaker may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting (as per 12.9 of the Constitution).

## **5. Voting and Voting Rights**

- 5.1. Those with voting rights are the ORs (or their approved proxies) of full member institutions of the ECPR whose membership dues are paid up to date. As per the Constitution, any member institution that is more than six months in arrears with its subscription ceases to be eligible to be represented on the Council.
- 5.2. Subject to clause 11.2 of the Constitution any decisions by members of the ECPR may be taken either by vote at the Council or by electronic vote.
- 5.3. Any decisions other than those falling within Clause 11.4 shall be taken by a simple majority of votes cast (including proxy votes).
- 5.4. Voting at the Council shall be by a show of hands unless (before or after the declaration of the result) a poll (which can be by written ballot or roll call) is demanded by the Chair of the meeting or by at least 10% of the members present.

## **6. Quorum at Council meetings**

- 6.1. No decision may be taken at a Council meeting unless a quorum (15% of the members) is present.
- 6.2. If a Council meeting has been called by or at the request of the Members and a quorum is not present within 30 minutes of the starting time the meeting is closed.
- 6.3. If a Council meeting has been called in any other way and there is no quorum within 30 minutes of the starting time the chair of the Council meeting must either declare the meeting closed or adjourn it.
  - 6.3.1. If adjourned, the date, time and place at which the meeting will be resumed must either be announced by the chair or be notified to the members at least seven clear days before the date it will resume.
  - 6.3.2. If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the meeting shall be closed.
- 6.4. If at any time during a Council meeting a quorum ceases to be present, the meeting may discuss issues and make non-binding recommendations to the Executive Committee but may not make decisions. Any decisions that are required shall either be referred to the next Council meeting or to an electronic vote.

## **7. Absence of Speaker**

- 7.1. In the event that the Speaker position becomes vacant mid-term, the Chair of the EC will act as the interim Speaker until such time as the position is filled.
- 7.2. In the event that the Speaker is absent from a meeting of the Council, the Chair of the EC will act as the Speaker pro tempore. If neither the Speaker nor the ECPR Chair are present, the ORs who are present at the Council shall elect a chair to preside at the meeting.

## **8. Election and removal of the Speaker**

- 8.1. The procedure regarding the election of the Speaker is dealt with in the Constitution. In the event that an incumbent Speaker is a candidate, the EC shall appoint a senior returning officer to oversee the process.
- 8.2. The procedure regarding the removal of a Speaker is set out under Clauses 13.5.5 and 13.6 of the Constitution.

## **9. Changes to Standing Orders**

- 9.1. Changes to these Standing Orders may only be carried out by a majority of the Council in attendance at a meeting of the Council.