

This version approved by Council at its meeting in Glasgow, 5 September 2014.

Standing orders for ECPR Council

1. Preparations for Council meetings

- 1.1. Three months in advance of the Council meeting the Director of the ECPR shall notify ORs of the date and time of the meeting, and provide a provisional agenda that has been agreed with the Speaker and the Executive Committee. ORs will be invited to propose any additional items for the agenda.
- 1.2. Except in exceptional circumstances, items proposed for the agenda by ORs will be provided one month in advance of the meeting. Exceptional/urgent matters for the agenda must be notified to the Speaker 24 hours in advance for the Speaker to determine whether they should be included.
- 1.3. The standard agenda items for Council shall consist of the following matters: Apologies; Minutes of Previous Meeting; Matters Arising; Speaker's Report; Report by the Chair of the Executive Committee; Report by the Director; Treasurer's Report, Report by other Executive Committee officers (as necessary); motions for debate and discussion.
- 1.4. Formal motions tabled in advance of the Council meeting should have a proposer, a seconder and five other supporters. This can be done by email but in that event the supporters of the motion must be included in the email CC list.
- 1.5. The final agenda and accompanying paperwork shall normally be circulated or made available to members of Council no later than two weeks in advance of the meeting.

2. Membership, and Attendees of the Council

- 2.1. Membership of the Council consists of the ORs representing each full member institution of the ECPR.
- 2.2. 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.
- 2.3. 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, members of Central Services as appropriate (for registration, minuting, vote telling etc.).
- 2.4. Where ORs cannot attend a Council, they can propose an alternate (a full time affiliate) of the same member institution by informing ECPR Central Services two weeks in advance either in writing (on university letter head) or from their University email account.

3. Management of Council meetings

- 3.1. The Speaker is responsible for maintaining good order at Council meetings. In the event of disputes, the Speaker shall have final authority.
- 3.2. The Speaker shall have authority to limit speaking time by members, and where necessary to prioritise which members get to speak.
- 3.3. Amendments to items for decision proposed from the floor will require a seconder.

- 3.4. 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.
- 3.5. Amendments on proposed Constitutional amendments will only be considered where they are deemed to lessen the impact of the original proposal.

4. Voting and Voting Rights

- 4.1. Those with voting rights are the ORs (or their approved alternates) 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 one year in arrears with its subscription ceases to be eligible to be represented on the Council.
- 4.2. Voting shall be of four forms:
 - 4.2.1. In the first instance, the Speaker shall ask members present to indicate their assent or disagreement verbally.
 - 4.2.2. In the event that it is not possible to determine the balance of views on a matter, the Speaker shall ask for a show of hands.
 - 4.2.3. Where it is not possible to determine easily the balance of views via this route, the members shall vote, with a majority of those present being sufficient to determine the position of the Council. Two tellers shall be appointed by the Speaker to oversee the voting process
 - 4.2.4. Where at least 10 members request it, a vote can be made by secret ballot, again with a simple majority of votes determining the outcome, and with two tellers appointed by the Speaker to oversee the vote. In the event of a tied vote, the Speaker – whose status as Speaker is due to their election by the Council membership – shall have a casting vote.

5. Absence of Speaker

- 5.1. 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.
- 5.2. In the event that the Speaker is absent from a meeting of the Council, the Chair of the EC will act as the Speaker in their place.

6. Election of Speaker

- 6.1. 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.

7. Allegations of misconduct of EC members

- 7.1. In the event of allegations of misconduct relating to a member or members of the EC the following procedures shall apply:
 - 7.1.1. As per article 20 of the Constitution, the allegation shall be addressed to the Speaker by a minimum of three members of the EC or by a petition of ORs representing 25 percent of the full members of the ECPR.

7.1.2. The veracity of the allegation shall be investigated following procedures to be laid down by the Speaker that are consistent with ACAS guidelines. These procedures shall allow for three main stages as follows: a preliminary investigation, (if required) a disciplinary hearing, and (if required) an appeal. Outcomes shall in any event be reported to the Council.

8. Changes to Standing Orders

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