

# A Guide to St John's JCR Meetings

What is the Junior Common Room? Our small student union and charity that exists to promote and further the well-being and academic, sporting and cultural interests of St John's undergraduates. The JCR elects people to sit on college committees and have duties to put on events in order to fulfil these objectives.

What are JCR Meetings? They are the main organ and policy making body of the JCR where student come together at least three times a term to discuss written motions or urgent questions. Often these relate to matters that directly affect students and how your JCR Officers and Reps respond to or seek to create change within college. **E.g. To improve how the vacation residence system works.**

How can I attend? Ordinary Meetings will be advertised on the term cards and by a Facebook event a few days beforehand. Extraordinary Meetings will always be advertised by email. **You can turn up late and leave whenever you like, but there needs to be at least 35 members present for there to be a quorum.** The agenda will be circulated by email at least 30 hours before the meeting begins.

How do I submit a motion? Every member is entitled to submit a motion and the JCR Secretary can help you do this using the motion template. All motions need a proposer and seconder. These should be **submitted by email 48 hours before the meeting** to the JCR Secretary so it can feature on the agenda.

## JCR Meeting Timeline

**Minutes from the previous meetings** – asked whether there is any objection to the previous minutes

**Matters arising from the previous meeting(s)** – statements or questions relating to past discussions

**Reports from Officers, Reps and Committees** – question time for your elected officials/committees

**Ratifications** – JCR Rep candidates are voted on and any second readings of motions which require a change in the JCR Constitution (our rules, procedures, role functions etc.) are discussed again.

**Items for Discussion** – chosen by the JCR President to canvass opinions on a topic for up to 30 minutes.

**Passing of Motions of Censure, No Confidence Motions** – fairly self-explanatory. Please read the **and Emergency Charities Motions** Constitution before submitting one of these!

**Passing of Charities Motions Nem Con** – Ask for up to £300 for a charity (2<sup>nd</sup> meeting each term only)

**Motions as submitted** – Please see next page for more information

**Any Other Business** – generally used for any final reminders and advertisements before the meeting ends

## How are Motions Discussed?

The Chair will read out the title and invite the proposer or seconder to introduce it

A short proposition speech to make clear what the motion is about, why it relevant to the JCR's charitable objectives and what it asks to be done.

The Chair invites members to ask questions to the proposer/seconder about the motion at hand.

The Chair invites members to give a short speech to discuss the motion be that in favour, against or neutral.

The Chair or a member in the room can ask that the meeting "move to vote". If there is an objection, the room is asked whether they are in favour or against voting on the motion.

If the room agrees to "move to vote" then there shall then be a concluding speech in proposition and in opposition.

The Chair finally asks for a vote on the motion itself: in favour, against or abstain

If the votes in favour exceed the votes against, the motion passes (and vice versa) In the event of a tied vote, the Chair has the casting vote.

At any point before a motion has been moved to a vote, a procedural motion can be requested by asking the Chair verbally or in writing via a piece of paper.

Please refer to the JCR Constitution Standing Order Table One for full descriptions and information.

## Your Rights at JCR Meetings

To be listened to and take part in discussions, whilst respecting these rights for others.

To come and go freely from a JCR Meeting, even if it would make the meeting below the quorum of 35 JCR members.

To give a "Point of Information" as a factual clarification – just ask the Chair.

To give a "Point of Order" to highlight a procedural error or breach of the rules. The Chair must make a ruling on these.

### Procedural Motion Guide

To hold a secret paper ballot on a motion.

To "move to vote" on the current business

To challenge the Chair of the meeting for either a lack of neutrality or not following procedure after a Point of Order has been raised.

"To not put" a motion – to ask that the JCR does not express an opinion on a motion and to not discuss it further.

To vote on the motion "by parts". Specify which sections you would like to be voted on separately by the meeting

To place a limit on speech lengths.

To ask the Secretary to tell a joke.

To ask to adjourn for up to five minutes.

To eject a member from the meeting.

To vote move the meeting to a new location

To close the meeting.