

# Rules and Procedures of the Churchill Middle Common Room

## Sections 100-103

*Enactments to Standing Rules and Procedures, codification interpretation and resolutions*

### 100: Enactments to Standing Rules and Procedures

All modifications to the Standing Rules and Procedures require a two-thirds majority vote of the Churchill College Middle Common Room (hereinafter referred to as the "MCR") Members (hereinafter referred to as "Members") at a properly convened Termly General Meeting (hereinafter referred to as a "TGM") or Extraordinary General Meeting (hereinafter referred to as a "EGM") as laid down in the Constitution.

This change must then be ratified by a simple majority at the next TGM.

### 101: Voting Rules

1. Terms such as "three-quarters majority vote", "two-thirds majority vote", etc. shall be construed to mean that, of those Members voting for or against, the number in favour shall at least equal the specified fraction.
2. The term "a simple majority" or "majority" shall be construed to mean that votes cast in favour of a motion shall be at least one greater than the votes cast against it.

### 102: Resolutions

A resolution states the policy of the MCR.

- (a) A resolution shall be worded in the following manner:
  1. Reasons shall be preceded by the word "Whereas".
  2. The conclusion shall read "It is therefore resolved that the Churchill College Middle Common Room" (supports, is against, etc.).
- (b) Resolutions shall require a two-thirds majority vote in order to pass.
- (c) Resolutions shall be kept in a separate file and:
  1. Shall be numbered by calendar year followed by the chronological number of the resolution within that year. For example, "Resolution 80/1" means that the resolution was the first to be passed in 1980.
  2. Shall be filed by year and chronological number.
  3. The President or **their** delegate shall make a table of contents each year by subject matter. This Table shall be completed before the TGM held in the Michaelmas Term.
- (d) The General Secretary shall have custody of the resolution file.

### 103: Other Motions

All other motions unless otherwise stated in the Constitution or Standing Rules and Procedures shall require a simple majority in order to pass.

## **Sections 200-217**

### *The MCR Committee*

#### **200: The MCR Committee**

There shall be a MCR Committee (hereinafter referred to as the "Committee"). As laid down in the Constitution the Committee shall consist of executive and non-executive positions and as laid down in the Constitution the Executive shall consist of:

*President*

*General Secretary*

*Treasurer*

The Non-Executive shall consist of:

*Academic Officer*

*Ale and Quail Officer*

*Bar Secretary*

*Bar Treasurer*

*Computing Officer*

*Green Officer*

*Equipment Officer*

*External Social Secretary*

*Families' Representative*

*First Year Representative*

*Internal Social Secretary*

*Men's Welfare Officer*

*Women's Welfare Officer*

*LGBT+ Officer*

*Equality and Diversity Officer*

*Disability Access Officer*

In addition to these positions all joint JCR-MCR positions listed in the "Churchill Student Federation" shall be non-executive officers of the Committee.

At the decision of the Executive, positions listed in the "Churchill Student Federation" may be suspended until both common rooms can meet to modify the Constitution of the "Churchill Student Federation".

All executive positions may only be held by one person, but up to two people may jointly hold any non-executive position if they stand for election together.

#### **201: The President**

In addition to the responsibilities outlined in the Constitution the President shall have the following duties:

- (a) They shall call and convene the Committee at least once per University Term.
- (b) They shall chair the Committee Meetings, TGMs and EGMs.

- (c) They shall attend CUSU council meetings or appoint a representative from among the Committee to attend in **their** place.
- (d) They shall organise the production of a term card for publication at the beginning of each term.
- (e) They shall have the responsibility to recall MCR representatives from College committees, subject to a majority vote by the Committee, if in the president's opinion the representative in question is not performing his/her duties satisfactorily.
- (f) They shall appoint, subject to a majority vote by the Committee, an Ale and Quail Officer upon taking office.
- (g) They shall appoint Members to College committees, subject to a majority Committee vote.
- (h) They shall, upon election to the position of President, review all College committee positions currently filled by Members.

## **202: General Secretary**

In addition to the responsibilities outlined in the Constitution the General Secretary shall have the following duties:

- (a) They shall give reasonable notice to the membership of TGMs and EGMs.
- (b) They shall give reasonable notice of Committee Meetings to the Committee.
- (c) They shall be responsible for taking accurate minutes of the TGMs, EGMs and Committee Meetings and for keeping such minutes.
- (d) They shall be responsible for distributing copies of the minutes of TGMs and EGMs to all the Full Members and the relevant College bodies.
- (e) They shall be responsible for liaising with the graduate students' committees from other colleges, and shall send a copy of the current MCR Committee to the graduate students secretary at all Cambridge Colleges and also CUSU and the GU.

## **203: Treasurer**

In addition to the responsibilities outlined in the Constitution the Treasurer shall have the following duties:

- (a) They shall report the state of the accounts to TGMs or EGMs at the request of the President or Chair.
- (b) They shall be an ex-officio member of the Combined Common Rooms Finance Committee.
- (c) They shall submit the accounts to the Senior Treasurer of the MCR for an annual audit and upon completion, in conjunction with the Senior Treasurer, certify that to the best of **their** knowledge the accounts are correct.
- (d) They shall declare, within 2 weeks of having received them from the previous Treasurer, whether they are satisfied with the MCR accounts.
- (e) They shall report on the financial status of the MCR at a TGM or EGM, at the request of any Full Member.

## **204: Academic Officer**

The Academic Officer will have the following duties:

- (a) They shall organise the MCR academic seminars.

- (b) They shall publicise such events.
- (c) They shall organise the annual Conference on Everything.

#### **205: Ale and Quail Officer**

The Ale and Quail Officer shall organise socials of an Ale and Quail nature.

#### **206: Bar Secretary**

The Bar Secretary will have the following duties:

- (a) They shall be responsible, in conjunction with the Bar Treasurer, for the general running of the bar.
- (b) They shall ensure that the bar is open at least three times per week, and email the MCR details of when the bar is open.
- (c) They shall draw up a rota for staffing the bar.
- (d) They shall train bar staff.
- (e) They shall organise rents in the bar.

#### **207: Bar Treasurer**

The Bar Treasurer will have the following duties:

- (a) They shall be responsible, in conjunction with the Bar Secretary, for the general running of the bar.
- (b) They shall keep accounts for the bar.
- (c) They shall make these accounts available to be audited once per term by the MCR Treasurer and once per annum by the MCR Senior Treasurer.
- (d) They shall, in consultation with the Bar Secretary, order stock for the bar.

#### **208: Communications and Publicity Officer**

The Communications and Publicity Officer will have the following duties:

- (a) They shall be responsible for promoting the events of the MCR through the MCR's social media outlets.
- (b) They shall work with directly the Churchill College Communications Manager to ensure that a graduate voice is provided in all Churchill promotions to alumni, current students and prospective students
- (c) They shall be responsible for the organisation and leadership of a Communications subcommittee.

#### **209: Computer Officer**

The Computing Officer will have the following duties:

- (a) They shall maintain the MCR mailing lists.
- (b) They shall maintain the MCR web pages.
- (c) They shall run the MCR website.
- (d) They shall administer MCR software systems, for example the parenting scheme and the rooms ballot.

## **210: Green Officer**

The Green Officer shall be responsible for promoting environmental issues within the MCR, and looking after the MCR gardens behind 70 Storey's Way and the Greenhouse, and running the College recycling scheme along with the Green Officer in the Junior Common Room. They shall liaise with the CUSU Environment Officer.

They shall have the following duties:

- (a) Promote environmental, ethical and sustainable issues within the MCR.
- (b) Manage the Churchill Garden Society and the student-run gardens behind 70 Storey's Way by involving new (especially in Fresher's Week) and existing members in gardening activities. Communications will be made via channels like the chu-veggie-growers mailing list and/or dedicated Facebook group page. Gardening activities must include meetings amongst the society members to discuss what to plant/sow in spring, watering rota for summer and planting-bed preparation for winter.
- (c) Liaise with the College Head Gardener for every issue related with the Churchill Garden Society.
- (d) Run the College recycling and food wasting collection scheme together with the Green Officer from the Junior Common Room.
- (e) Liaise with the Green Officer from the Junior Common Room and the CUSU Environment Officer

## **211: Equipment Officer**

The Equipment Officer will have the following duties:

- (a) They shall be responsible for the equipment belonging to the MCR.
- (b) They shall, in conjunction with the rest of the Committee, organise an annual audit of all of the equipment that is the property of the MCR.

## **212: External Social Secretary**

The External Social Secretary shall be responsible for organising social and cultural events for the MCR outside Churchill College, and organising exchange dinners with graduate students from other colleges.

## **213: Families' Representative**

The Families' Representative shall represent the views of Members with families. In the absence of an equivalent officer on the GU, they shall liaise with the GU Mature Students' Representative.

## **214: First Year Representative**

The First Year Representative shall represent the views of those in their first year of membership of the MCR. They shall also organise the Christmas party at the end of the Michaelmas Term and the Summer BBQ at the end of Easter Term.

### **215: Internal Social Secretary**

The Internal Social Secretary will have the following duties:

- (a) They shall be responsible for organising social functions for the MCR within Churchill College.
- (b) They shall, at the behest of the Committee, be responsible for organising an “MCR Guest Night”.

### **216: Men's Welfare Officer**

The role of Men's Welfare Officer must be filled by a man and will have the following duties:

- (a) He shall be responsible for promoting the welfare of male MCR Members.
- (b) He shall promote and represent the views of male Members.
- (c) He in partnership with the Women's Welfare Officer shall organise the parenting scheme for new Members of the MCR.
- (d) He in partnership with the Women's Welfare Officer shall organise the language mentoring scheme.

### **217: Women's Welfare Officer**

The role of Women's Welfare Officer must be filled by a woman and will have the following duties:

- (a) She shall be responsible for promoting the welfare of women MCR Members.
- (b) She shall promote and represent the views of female Members.
- (c) She in partnership with the Men's Welfare Officer shall organise the parenting scheme for new Members of the MCR.
- (d) She in partnership with the Men's Welfare Officer shall organise the language mentoring scheme.

### **218: LGBT+ Officer**

The role of LGBT+ Officer will have the following duties:

- (a) They shall be responsible for promoting the welfare of LGBT+ MCR Members.
- (b) They shall promote and represent the views of LGBT+ members, as well as raising awareness for LGBT+ matters.
- (c) They shall organise events for the Churchill MCR Members during LGBT+ History Month (February) and throughout the term
- (d) They shall attend the CUSU LGBT+ Council Meetings and report on university LGBT+ events to the MCR Committee

### **219: Equality and Diversity Officer**

The role of Equality and Diversity Officer will have the following duties:

- (a) They shall be responsible for promoting the diversity and equality of all MCR Members.
- (b) They shall promote and represent the views of minority groups within the MCR .
- (c) They in partnership with the Men's Welfare Officer, Women's Welfare Officer and Computing Officer shall organise the parenting scheme for new Members of the MCR.
- (d) They will work with College Officers in order to ensure that they are promoting access/diversity within college

#### **220: Disability Access Officer**

The role of Disability Access Officer will have the following duties:

- (a) They shall be responsible for promoting the welfare of disabled/handicapped MCR Members.
- (b) They shall promote and represent the views of disabled students within the MCR
- (c) They shall ensure that all MCR Events are properly considerate of the needs of any students with disabilities
- (d) They will work with College Officers in order to ensure that they are promoting disabled access within the MCR

#### **221: Joint JCR-MCR Positions**

The individuals who hold positions laid out in the “Churchill Student Federation” will be MCR Committee Members, all details of their responsibilities will be laid out within this document.

## Sections 300-309

### *Procedures governing TGMs, EGMs and Committee Meetings*

#### **300: Notice of Meetings**

Written notice of all TGMs and EGMs shall be circulated amongst the Full Members at least one week before the date of the meeting. Notice of all Committee Meetings shall be circulated amongst the Committee at least two days. This notice shall include:

- (a) The time, date and place of the meeting.
- (b) A provisional agenda for the meeting.
  - 1. For Committee Meetings an agenda need not be provided until the meeting.

#### **301: The Chair**

The Chair shall preside over all TGMs and EGMs (hereinafter referred to as "Meetings"). They shall have the following powers and limitations:

- (a) They may advise that a motion be put, but they may not propose the motion.
- (b) They may cast a vote only when there is a tie.
- (c) They shall rule on all questions of a procedural nature and **their** decision may only be overruled by a two-thirds majority vote.
  - 1. Such a motion requires a seconder.
- (d) They shall leave the Chair if either they, or a two-thirds majority of those Members present feel that they is not acting impartially. The Meeting shall appoint someone to take over the chair from amongst the Full Members present.
- (e) They shall call the votes in the following order:
  - 1. Those in favour.
  - 2. Those against.
  - 3. Those abstaining.

#### **302: Order of Debate**

- (a) The agenda for the Meeting shall be as follows:
  - 1. Apologies.
  - 2. Confirmation of minutes from the previous Meeting.
  - 3. Matters arising from the minutes.
  - 4. Questions to the Committee.
  - 5. Election procedures, or hustings for other elections.
  - 6. Matters for discussion.
  - 7. Any other business.
- (b) The following shall be the order of precedence of matters for discussion (a low number indicates high precedence):
  - 1. A call for the end of debate.
  - 2. Questions of a procedural nature.
  - 3. A call for a motion to be deferred.
  - 4. A motion that "the Chair be passed to another Full Member".
  - 5. A call for the debate to be limited.
  - 6. An amendment to a motion.

7. A motion.

(c) Only a matter of higher precedence than that currently being discussed may be raised during debate.

1. This matter of higher precedence must be discussed before returning to the previous business.

### **303: Motions**

All motions must be proposed by a Member and seconded by another Member.

- (a) A motion will be considered to be out of order when there is another motion or amendment pending.
- (b) A motion may be proposed or seconded by an absent Member so long as it has been submitted to the President or Chair prior to the Meeting.
- (c) A motion must be read before voting.
- (d) A motion will pass by simple majority unless stated otherwise in the Standing Rules and Procedures.

### **304: Amending Motions**

All motions may be amended. The amendment must be proposed by a Member and seconded by another Member unless the proposer and seconder of the motion agree to incorporate the amendment in the original motion, this shall then be treated as an original motion.

- (a) The amendment must be read before voting.
- (b) A motion may not be amended more than two times without leave from the Chair.
- (c) When a motion fails any amendment to the motion also fails.
- (d) An amendment must arise directly out of the motion.

### **305: Calling for the End of Debate**

A Member who has the floor may call for the end of debate on any motion or amendment pending. The calling for the end of debate must be seconded by another Member.

- (a) There shall be at most one speech in favour and one against this proposal, each of less than a minute.
- (b) This proposal may not be amended.
- (c) To pass, this proposal must have a two-thirds majority vote.

### **306: Limiting Debate**

The Chair, on **their** own initiative, or a Member may propose that debate on any matter be limited. If a Member proposes, a seconder is required. To pass, the proposal must have a two-thirds majority vote. The Chair shall ensure that the time available for speaking in favour of the motion is equal to that against the motion.

- (a) There shall be at most one speech in favour and one against this proposal, each of less than a minute.
- (b) This proposal shall not be amended.

### **307: Deferral of Motions**

An ordinary motion may be deferred for any reason. If the Chair decides that a controversial or particularly important motion has not received sufficient publicity they may call for the motion to be deferred. Otherwise the deferral must be proposed by a Member and seconded by another Member either at the meeting or to the Chair before the meeting. A simple majority vote is required for the deferral to succeed.

- (a) Absentee voting on a deferral will be permitted.
  - 1. Such votes must be submitted to the Chair before the Meeting.
- (b) The deferral proposal may specify that the motion be put to a written ballot of the Full Members.
- (c) A deferred motion may not be considered during the meeting in which it was deferred.
- (d) Unless a written ballot is required, the motion may be revived at another Meeting without the need for a seconder. The motion will then be treated as an ordinary motion.

### **308: Point of Clarification or Information**

- (a) Any Member who is unclear of the business on the floor may interrupt the speaking Member and ask the Chair for clarification.
- (b) Any Member may correct the veracity of another Member's statement by interrupting the Member speaking and addressing the Chair.

### **309: Committee Meetings**

These shall follow the guidelines in Sections 301 to 308 above. They are open to MCR Committee Members, and other people may be invited to attend but not vote. Each position is entitled to one vote, in the case of disagreement amongst officers holding the same position, it will be assumed that they have abstained from the vote. Their primary function is to allow discussion and exchange of information between those in attendance. They will therefore in general run less formally than TGMs and EGMs, and need not adhere to the structure set out in Section 302. Committee Meetings shall be called by the President, save that they shall have leave not to call a Committee Meeting if no Committee Member has submitted any business. Notwithstanding this, there shall be at least one Committee meeting per University Term.

## Sections 400-408

### *Elections and special elections*

#### **400: Procedures for all Elections**

- (a) All candidates must be Full Members or Honorary Members, unless otherwise specified in the Constitution or Standing Rules and Procedures.
- (b) The Committee shall appoint two returning officers for any election.
  - 1. It is the responsibility of the returning officers to conduct the election in accordance with the Constitution and the Standing Rules and Procedures and to ensure that it is a democratic and transparent process.
  - 2. No returning officer may be a candidate.
- (c) At least fourteen days prior to the first date of polling the returning officers shall announce the election and set a date for hustings to occur in the intervening period.
- (d) All prospective candidates must inform the returning officers of their intention to run 24 hours in advance of hustings. In the case of there being no candidate for a position 24 hours prior to hustings anyone eligible to stand may inform the returning officers of their intention to run at any point before hustings has commenced.
- (e) Where a person seeking an office is unopposed then,
  - 1. For executive officers, a ballot including the option of Re-Open Nominations will be required.
  - 2. For all other offices that person will be declared to have won the office and there shall be no need to place that person's name on the ballot.
- (f) The voting shall be by a single transferable vote system conducted as follows:
  - 1. The returning officers shall sort and count the votes according to first preferences.
  - 2. If no candidate achieves an overall majority, the candidate with the lowest number of first preference votes shall be eliminated from the ballot. If more than one candidate has the lowest number of votes then the procedure in 5 below shall be used to resolve the issue.
  - 3. The votes on which the eliminated candidate received first preference shall now be recounted as if the second preference were the first preference.
  - 4. The preceding two stages shall be repeated until one candidate receives an overall majority, or two candidates with an equal vote remain.
  - 5. In the event of a tie the candidate who in stage 1 above received the greater number of first (or failing that second, etc.) preference votes shall go forward. If there is still a tie then both will be eliminated, or if there are only two candidates remaining the returning officers will have to determine the winner by a method of coin toss.
    - i. The coin toss will be performed at the discretion the returning officers.
- (f) The returning officers shall declare the results of the election.
- (g) Spoiled ballot papers shall not be counted.

- (h) In the case of a written ballot absentee voting will be permitted.
1. Such votes must be submitted to the returning officers before the close of the ballot.
  2. The returning officers shall individually acknowledge the receipt of such votes.
  3. The returning officers shall ensure that such votes are cast before the close of the ballot.
- (i) A Member may stand for up to two non-executive posts. A Member may only stand for one post if they are standing for an executive post.

#### **401: Timings of Elections**

As stated in the Constitution there will be elections at the start of the Michaelmas and the Lent Terms, and the Executive will be elected at the start of the Lent Term.

- (a) The following non-executive positions will be elected at the start of the Michaelmas Term:

*Academic Officer*  
*Bar Secretary*  
*Computing Officer*  
*Green Officer*  
*Equipment Officer*  
*First Year Representative*  
*Communications and Publicity Officer*

- (b) The following non-executive positions will be elected at the start of the Lent Term:

*Bar Treasurer*  
*Internal Social Secretary*  
*External Social Secretary*  
*Families' Representative*  
*Men's Welfare Officer*  
*Women's Welfare Officer*  
*LGBT+ Welfare Officer*  
*Equality and Diversity Officer*  
*Disability Access Officer*

- (c) The Joint JCR-MCR positions will be elected in accordance with the “Churchill Student Federation”.

#### **402: Voting Rights for Certain Positions**

- (a) Only male Full Members shall be eligible to vote for the position of Men's Welfare Officer.
- (b) Only female Full Members shall be eligible to vote for the position of Women's Welfare Officer.
- (c) Only Full Members in their first year of postgraduate study at Churchill College shall be

eligible to vote for the position of First Year Representative.

#### **403: Hustings**

- (a) All candidates for election are eligible to make a speech at hustings.
- (b) Candidates present at hustings shall be allowed to speak for a maximum of five minutes.
- (c) Candidates absent from hustings shall be allowed to provide a speech not exceeding 500 words, to be read out at hustings.
- (d) Candidates present at hustings shall be allowed to answer questions from the floor.

#### **406: Publicity for Elections**

- (a) Candidates may:
  - 1. Request that one copy of their manifesto be sent to the MCR mailing list
  - 2. Post one printed version (on A4 paper) of the manifesto on the MCR noticeboard.
  - 3. Request that a copy of the manifesto be present next to the ballot box, when a written ballot is being conducted.
- (b) Candidates may not:
  - 1. Send any additional emails the MCR mailing lists.
  - 2. Put any additional posters on the MCR noticeboard.
  - 3. Put up posters in the room in which hustings are to be held prior to hustings.

#### **407: Special Elections**

A special election occurs when there is no President; when the President wishes to fill a vacant position by ballot; or when the Committee disproves of the President's choice of replacement to a vacant position. The President or acting President shall call an election which will follow the guidelines of Section 400.

#### **408: Removal of a Committee Member**

- (a) As stated in the Constitution, a Committee Member may be removed from **their** position subject to a two-thirds majority ballot.
- (b) To instigate such a ballot a petition should be sent to the Senior Treasurer and the Committee containing the written support of any of the following groups:
  - 1. All three members of the Executive.
  - 2. At least half of the Committee.
  - 3. At least 20 Full Members.
- (c) The returning officers for such a ballot shall be appointed by the Senior Treasurer.

## **Sections 500-501**

### *Ballots*

#### **500: Issues Requiring a Written Ballot**

Any motion may be put to a ballot if so required by a TGM or EGM.

#### **501: Procedures for a Ballot**

- (a) The Committee will appoint a returning officer for the ballot.
  - 1. In the case of the ballot relating to the removal of a Member of the Committee, that Member may not participate in the selection of the returning officer, or be selected as the returning officer.
  - 2. Any Member, if they doubts the ability of the Committee to impartially appoint a returning officer, may request that the Senior Treasurer appoint a returning officer.
  
- (b) Notice of the ballot shall be circulated amongst the Full Members at least one week before the date of the ballot. This notice shall state the time, date and place of the ballot and the exact wording of the issue to be voted upon.
  
- (c) An equal chance shall, wherever possible, be made available to any Members wishing to express their views on the issue.
  
- (d) Either or both of the following ballot mechanisms may be used:
  - 1. Written ballot with ballot boxes open for a minimum of eight hours over two days;
  - 2. Online ballot open for a minimum of two days.
  
- (e) In the case of a written ballot absentee voting will be permitted.
  - 1. Such votes must be submitted to the returning officers before the close of the ballot.
  - 2. The returning officers shall individually acknowledge the receipt of such votes.
  - 3. The returning officers shall ensure that such votes are cast before the close of the ballot.

## **Sections 600-601**

### *Freedom of information*

#### **600: TGMs and EGMs**

The minutes from each TGM and EGM shall be posted on the Churchill College MCR web page.

#### **601: Other Meetings and Information**

All other MCR information in the possession of the President or **their** delegate, the General Secretary, the Treasurer or other officer is available upon request by any Member. The request may be refused if the dissemination of such information is contrary to the Churchill College Statutes, Ordinances and Regulations or has been deemed to be confidential by the College Council or has been deemed to be confidential by a two-thirds majority of the Committee.

- (a) A Member shall make **their** request orally or in writing to the officer charged with keeping such information.
- (b) Personal matters shall not be disclosed without the consent of the party concerned.
- (c) Emails between Committee Members are not subject to this section.
- (d) The MCR Committee may, by a two-thirds majority, deem any discussion confidential and thus record it as a confidential minute. The details of such a minute would not be posted to the MCR. Instead the publicly available minutes would only record the existence of the confidential minute, and the confidential minute would be kept in a separate file held by the General Secretary.
- (e) All TGM and EGM minutes shall be sent to the Churchill College Archives.