Introduction
The All Student meeting is governed by two main sources:
- The Byelaws: Which outlines how the Guild's decision making procedure works
- The Meeting Procedure: Approved by the Guild Officer Group each year

Byelaws:
The Guild of Students' Byelaws outline the terms within which the All Student Meeting Operates:

Purpose of the All Student Meeting
The purpose of the All Student Meeting is:
- To provide a forum for debate and discussion of Guild Policy and Ideas
- To consider, approve or reject Guild Policy (as defined in Bye-law 1) and Ideas, or to forward to an All Student Vote where appropriate
- To develop policy that supports the Guild in the advancement of its values and charitable objects

Main duties of the All Student Meeting
The main duties of the All Student Meeting are:
The All Student Meeting will discuss Ideas and Policies which are passed to it by the Allocations Procedure or the Decision Making Committees. Following discussion, Ideas or Policy may be:
- Approved by a two thirds majority
- Rejected by a two thirds majority
- Forwarded to All Student Vote
- Where a division into two thirds involves a fraction of a number, that fraction shall be taken as whole.

The Meeting shall be chaired by the elected Chair of All Student Meetings

Conduct and Procedure of the All Student Meeting
Conduct and procedure shall be governed by the "All Student Meeting Procedure" which shall:
- Encourage fair and accessible discussions
- Empower student members to hold to account and direct their elected Guild Officers
- Be approved by the Guild Officer Group and reviewed at least once an academic year.

Attendance at the All Student Meeting
Attendance at the All Student Meeting shall be governed be the following:
- All Full Members of the Guild shall have the right to attend, comment and vote at the All Student Meeting.
- The quorum for the All Student Meeting shall be 1% of the Full Members of the Guild, calculated at the start of the Academic Year.
- If a quorum cannot be found the Meeting shall not have the power to approve or reject Ideas or Policy. Such proposals will be put to an All Student Vote.
- Any Full Member of the Guild may speak in favour of or against a Policy or Idea at All Student Meetings at the discretion of the Chair
- The Ideas or Policy being discussed at All Student Meeting shall be published at least 5 working days in advance to allow Full Members to attend and discuss the proposed Idea/ Policy
- A record of the All Student Meetings and decisions taken at them will be kept and made accessible online to the Full Members of the Guild

Voting During the All Student Vote
- Every Full Member is entitled to ONE vote only. Voting will ordinarily take place online.
- Every Full Member shall be entitled to comment on Ideas and Policy submitted to an All Student Vote online.
- A Full Member may comment anonymously on the basis of Liberation concerns. If they wish to do this, they should contact the relevant Liberation Officer who will put comments forward on their behalf
- The quorum for the All Student Vote shall be 1% of the current Full Members of the Guild, calculated at the start of the Academic Year. In order for an Idea/Guild Policy to pass, it must be quorate and receive at least 50% + 1 of votes cast

Officer Accountability during the All Student Meeting
- Guild Officers will be held to account in part through All Student Meetings, alongside the Scrutiny Panel.
- Officers will give a brief summary of their activity and progress on any Ideas/Guild Policies that were assigned to them.
- The Scrutiny Panel shall provide a brief summary of their reports at the All Student Meeting.
- Any Full Member can attend and ask questions
- If a Full Member is unable to attend the meeting in person, questions can be submitted online via the Guild of Students website
- Questions for the Liberation Officers can be submitted anonymously in advance if the Full Member does not wish to disclose their liberation status
- If a Full Member is unhappy with the conduct or performance of a member of the Guild Officer Group, they may submit a reprimand, censure or Vote of No Confidence in line with the Guild Officer Discipline & Appeal Policy

Meeting Procedure

1. **Control and Steering of the meeting**
   a. The Chair shall be, in the first instances, the Chair of the All Student Meeting
      i. In their absence the Guild President or another Guild Officer, selected by Guild Officer Group, shall take their place
   b. The Student Voice Department shall be responsible for the recording of minutes, counting votes and providing the Chair with support and advice
   c. Decisions of the Chair can be overruled by a two thirds majority of the All Student Meeting (ASM).
   d. A meeting that is quorate at the start, shall be considered quorate for its duration, unless attendance falls below 50% of quorum.
   e. If a meeting is not quorate, it shall proceed as this procedure outlines – but shall not hold the final vote to approve or reject the submission. Instead, the submission (including any improvements agreed by the meeting), shall be put to the All Student Vote.

2. **General Conduct**
   a. Members wishing to speak shall indicate their wish to the Chair, who shall decide priority of speaking
   b. In the Main Meeting no member shall exceed two minutes – unless expressly granted permission

    c. All statements of an offensive and defamatory nature shall not be tolerated and the Chair will request an immediate apology in such instances.
        i. Failure to withdraw or apologise may result in withdrawal of speaking privileges or removal from the meeting

3. **Meeting Agenda**
   a. The All Student Meeting shall ordinarily be conducted in the following order:
      i. Meeting Introduction
      ii. Elected Officer Update
      iii. Update from the Scrutiny Panel
      iv. Questions from Students
      v. Discussion of Policy Submissions
   b. The Chair may add items or re-arrange the agenda from time to time as required.
   c. The Chair may pre- allocate time for each item on the agenda.
   d. The Chair may allow access breaks at their discussion.

4. **Officer Reports and Scrutiny**
   a. The Guild President shall provide a summary of no more than five minutes on behalf of the Guild Officers
   b. This summary shall contain a summary of progress of actions from previous meetings and progress on key projects
   c. A representative of the Scrutiny Panel will provide a brief update on their reports
   d. After both the Guild President and Scrutiny Panel have provided their updates, members shall be allotted time to ask questions of their Guild Officers or for points of clarification from the Scrutiny Panel.
      i. These questions must be in line with the rules of general conduct, and the Chair retains the right to rule a question out of order and halt discussion

5. **Full Meetings and Breakout Discussions**
   a. There are two main formats of this ASM, the Main Meeting and Breakout Discussions:
      i. **Full Meeting**
         1. The Full Meeting is the term for when the ASM is not in Breakout Discussions.
         2. While in the Full Meeting, the Chair retains control of all business.
      ii. **Breakout Discussions**
         1. Breakout Discussions may be used to facilitate a higher quality discussion on important issues.
         2. The Chair may designate any Policy Submission or Discussion item as requiring Breakout Discussions.
         3. When Breakout Discussions are held, the meeting shall be divided into a number of groups in order to discuss the issue on the agenda in depth.
         4. Each Breakout Discussion shall be facilitated by a Guild Officer, in instances where this is not possible a staff member or student may do so at the discretion of the Chair.

5. The Chair shall give prior warning of the length of Breakout Discussions, facilitators shall ensure a full discussion is held within that time.
6. Each Breakout Discussion shall decide from among them on a spokesperson, who shall take notes of what was discussed to feed back to the Full meeting.
7. In feeding back from Breakout Discussions, the spokesperson should highlight:
    a. The general view of their group on the item being discussed
    b. Any suggestions for improvements they might want to suggest
    c. Whether they feel they would benefit from more time to discuss the proposal

6. **Decision Making Procedure**
    a. For each Policy Submission, the Chair will introduce the proposer or a member of the relevant Decision Making Committee to introduce the idea, with a summary of no more than two minutes.
        i. At this stage any general clarification questions can be asked regarding the facts or implications of the submission.
    b. Once the submission has been introduced and any points of clarification have been asked, the meeting will go into Breakout Discussions.
    c. Once a round of breakout discussions have been had, a spokesperson from each Breakout Discussion will feed back to the Full Meeting.
    d. Whenever possible, decisions should be made through consensus.
    e. In instances where improvements to proposals are suggested, the Chair shall first decide whether it would constitute a major change to the original proposal.
        i. Improvements that are not a major change to the original proposal shall be adopted, so long as they have the approval of the original proposer – should they be present.
        ii. Improvements that the Chair identifies as major changes shall require majority support of the ASM.
    f. Once all groups have fed back, the Chair shall decide whether another round of discussions are required.
    g. If no other discussion is required then a vote shall be held, requiring a two thirds majority to approve or reject as per the Guild Bylaws.
    h. If the meeting does not meet a two thirds majority for or against, then that submission shall be put to an All Student Vote.