**St Anne’s College**

**MCR Motions – General Meeting**

**Week 7, Hilary Term, 29th February 2024**

**Motion: To make alterations to the MCR Constitution regarding MCR bookings and elections**

**Proposed by: Katja Michlbauer**

**Seconded by: Maddalena Spadone**

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| ***This MCR notes that:*** |
| The current constitution should be altered to reflect:1. The need to conduct two elections, one in Trinity Term and one in Michaelmas Term for practical reasons.
2. Criteria imposed by the college regarding MCR room bookings.
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| **This MCR believes that:** |
| These alterations are necessary to ensure efficiency in the MCR and conformation with college rules.  |
| **This MCR therefore resolves to:** |
| Try to change the following parts in the Constitution by bringing them to governing Body:**4. Meetings of the MCR**1. Annual General Meeting
	1. The Annual General Meeting (AGM) shall be held during the 3rd ~~6th~~ week of Michaelmas Term.
	2. Notice of the AGM shall be given one week in advance.
	3. The quorum for the AGM shall be ten per cent of the current membership rounded up to the nearest full member or at least 30 MCR members. Should the AGM be inquorate, the MCR President shall, in consultation with the MCR Committee, call for a second meeting for the purposes of making decisions concerning MCR finances or the MCR Committee. Quorum for this second meeting shall be at least five members of the MCR Committee, or at least ten full MCR members.
	4. Each officer of the MCR Committee shall submit a report on his/her official responsibilities at the AGM. The MCR Treasurer shall also propose a budget.
2. Elections:
	1. The MCR Committee shall be elected in two separate elections. The MCR President and Treasurer shall be elected at a specifically designated meeting during the 6th week of Trinity Term of which no less than one week’s notice must be given. All other officers of the new MCR Committee shall be elected as the last order of business at the AGM. ~~The last order of business at the AGM shall be the hustings and elections of the officers of the new MCR Committee.~~
	2. Elections of the new MCR Committee shall be held via online voting, usually using the system provided by the Oxford University Student Union. There will always be the option to Re-Open Nominations (RON). If RON wins the majority vote, elections for the post will be re-run.
	3. The Returning Officer for ~~the~~ both elections shall be the MCR President, the outgoing President for the Trinity Term elections and the newly elected President for the AGM elections. If the President is him/herself a candidate for election in the Trinity Term elections, another member of the MCR Committee who is not a candidate for election shall be appointed Returning Officer. This appointment will be made by the MCR Committee and communicated via MCR mailing list.
	4. The Returning Officer shall: ensure that the hustings are carried out in an orderly and timely fashion; manage the online voting system collect and count the votes; and communicate the results to the MCR secretary within two hours of the close of voting.
	5. All MCR members and associate members are eligible to stand for any MCR post, except that:
		1. Only female members of the MCR may stand for the post of Women’s Officer.
		2. No member of the MCR may hold multiple positions on the Board of Executives, except if necessitated in line with section [4.2.I].
		3. Associate members of the MCR may not hold positions on the Board of Executives.
	6. Nominations for posts shall open one week prior to the ~~AGM~~ election day and close one day prior ~~for~~ to the ~~AGM~~ election day. Candidates for posts should submit their nomination to the Returning Officer. Nominations must be seconded by another member or associate member of the MCR. After the close of nominations, the Returning Officer shall provide the MCR with a list of all candidates via the MCR mailing list.
	7. No election materials, other than a manifesto, may be shared with the MCR (neither online nor offline) by any candidate.
	8. The Returning Officer will provide to the MCR the manifestos of all candidates properly nominated and seconded (according to section [4.2.F])**.** Manifestos should be no more than one A4 side in length and may contain photographs or illustrations.
	9. If no candidate presents him/herself for a particular post, nominations shall be taken verbally at the elections. For both elections, if more than one candidate presents him/herself at this time, then elections will proceed for said post as usual. For the Trinity Term elections, if no candidate comes forward at this time for the posts of President or Treasurer, elections for those two posts shall be re-run. For the Michelmas Term elections, if no candidate comes forward at this time ~~for any other posts~~, the incoming MCR Committee shall, at its discretion, either co-opt another official to hold the post jointly or fill the vacancy with a volunteer at a later time. The latter decision is to be ratified at a general meeting.
	10. Hustings for all contested positions will take place at the elections ~~AGM~~ only. Any candidate who cannot be present at the elections ~~AGM~~ must notify the Returning Officer in writing before the elections ~~AGM~~ stating the reason for his/her absence. This reason shall be communicated to those attending the elections ~~AGM~~. Each candidate shall be allowed 5 minutes to speak. Questions, which must be directed to both candidates, shall then be asked.
	11. After the hustings, the returning officer shall be responsible for setting up the online voting system.  The online voting should be open the next day after the elections ~~AGM~~ from 8 am to 8 pm.
	12. Only the Returning Officer and the Secretary shall be permitted to view the number of votes. They are unable to view the number of votes for each candidate through the counting period and can only do so once the voting period is over.
	13. If, after the votes have been counted, section [2.5.B] of the Constitution has been violated (that is, there are too many associate members elected to Committee posts), the Returning Officer shall seek guidance from the Tutor for Graduates. In the meantime, the Returning Officer shall declare the results of the elections to be “in holding” and the old MCR Committee shall continue in office.
	14. The Dean shall satisfy him/herself that there has been compliance with the above rules.
	15. The outgoing MCR secretary shall communicate to the MCR the detailed results of the elections within two hours of the close of voting.
	16. The MCR secretary shall include the results of the Michaelmas election in the minutes of the respective election meeting ~~AGM~~, which shall be distributed via email amongst the members of the new MCR Committee not more than one week following the close of the election meeting ~~AGM~~.
	17. The current Committee members and their successors shall negotiate a formal handover process during the Christmas vacation period. The handover for the Michaelmas election shall happen no later than the start of Week -1 of the upcoming Hilary Term. The handover for the Trinity Term election shall happen no later than the start of Week 9 of the respective Trinity Term.
	18. The outgoing MCR President shall inform College officers and staff, including members of the JCR, of the outcome of the Trinity Term election by Week 9 of the respective Trinity Term. The newly elected MCR President shall inform College officers and staff, including members of the JCR, of the composition of the new MCR Committee by Week -1 of the upcoming Hilary Term.
	19. A member of the MCR wishing to raise a complaint about the conduct of an election shall submit his/her complaint in writing to the Returning Officer within 24 hours of the results being officially published. The Returning Officer shall examine the validity of the claim and, if necessary, declare the election void. In this case, an emergency ballot shall take place one week after the election meeting ~~AGM~~, following the same procedure as outlined above.

And:**6. Facilities**1. Ordinary usage
	1. The MCR Common Room(s) shall be open for all beneficiaries at all times when College is open. Magazines and newspapers should be kept in the MCR as decided.
	2. ~~The MCR Common Room(s) may be booked at a set charge decided by the MCR Committee. Each member may book a room only once a term and he/she is responsible for informing the President well in advance so that members may be notified that the room will be occupied. The member is responsible for any damage caused by him/herself or his/her guests and for cleaning and tidying up the room afterwards. Bookings may not be taken on “Guest Nights”. The MCR Committee may refuse a booking.~~ The MCR Common Room(s) may be booked by each member only once a term at no charge and he/she is responsible for informing the President 2 weeks in advance so that members may be notified that the room will be occupied. The room must remain available for other MCR members to use during the booked time. The member is responsible for any damage caused by him/herself or his/her guests and for cleaning and tidying up the room afterwards. Alcohol may be consumed in the MCR if guests bring some for themselves, but alcohol cannot be bought in bulk and sold to guests. The MCR cannot be booked for more than 50 guests. The MCR cannot be booked during college quiet hours, strictly from midnight to 8.00 am. Bookings may not be taken if they coincide with MCR events. The MCR Committee may refuse a booking.
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