

MONSU CAULFIELD INC
STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021
MEETING SCSE 20/21.6

Held on 21st January 2021 at 2:00pm
Zoom Meeting

MINUTES

1. PREAMBLE

Meeting Opens: 2:03PM

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present: Daniel Stonehouse, Alyssa Wheaton, Anna Purtill (Left 2:24, Returned 2:34), Maxi Hunt, Hannah Cohen, Julia Jia

Apologies: Caitlyn Dunne (Proxy and delegates chair to Daniel Stonehouse)

Absent:

Others: Lyn Nye

2. BUSINESS ARISING

3. MINUTES OF THE PREVIOUS MEETING

3.1 SCSE20/21.5 Minutes

MOTION SCSE 20/21.6-1

MONSU SCSE moves to approve the minutes of SCSE 20/21.5

MOVED: Hannah Cohen SECONDED: Maxi Hunt

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS

4.1 Recognition of advice received

MOTION SCSE 20/21.6-2

MONSU Caulfield has received the attached advice from Monash University in relation to motions from SCSE 20/21.2. MONSU Caulfield recognises that these motions were not passed with compliance to the Constitution and Procurement Policy.

Additionally, it is noted that the appointment of Holding Redlich as legal counsel may not be tabled until such a time that the accrual of their services are made in line with the Procurement Policy.

MONSU Caulfield shall deliberate and discuss items 6.1 and 6.3 from SCSE 20/21.2 in line with the constitutional requirements and in light of advice received and tabled regarding terms of office and from the General Manager.

MOVED: Daniel Stonehouse SECONDED: Alyssa Wheaton

CARRIED UNANIMOUSLY

4.2 Amendments to SCSE 20/21.2

MOTION SCSE 20/21.6-3

MONSU Caulfield recognises the following, and instructs Daniel Stonehouse (Vice President/General Secretary) to amend minutes of SCSE 20/21.2, as attached, to recognise that motions have failed or are invalid.

MOVED: Daniel Stonehouse SECONDED: Alyssa Wheaton

CARRIED UNANIMOUSLY

4.3 Terms of Presidency

It is noted that incoming president Anna Purtill may not be present during discussion of this item, nor vote on this item due to conflict of interest. In addition, MONSU Caulfield has previously received advice from lawyer

Richard Thompson stating that the incoming council, in line with the constitution, do not begin their term until the second week of February.

MOTION SCSE 20/21.6-4

This motion will hereby determine that the incoming President Anna Purtil:

Will chair all meetings of the summer executive;

And will be the spokesperson for MONSU;

MOVED: Hannah Cohen SECONDED: Maxi Hunt

AGAINST: Daniel Stonehouse, Alyssa Wheaton

FAILED 3-3 (Casting Vote Against)

Daniel Stonehouse made the comment that they believe this item is unconscionable to be passed in the absence of direction from the Student Body such as by AGM. They attributed this to the Constitution being formed by the students due to MONSU Caulfield's position of having students as members and as such playing a larger part in the governance of the union than a number of other campuses, and as such passing this motion would override the direction of the students in their part in forming the Constitution we are governed by as the student body has voted for this constitution to be adopted.

6.1 Minutes and Meeting Policy

MONSU Caulfield will discuss the Minutes and Meeting Policy as drafted by Daniel Stonehouse, and determine any further processes required before it is passed at the next meeting.

It was determined that the progress of this item would be delayed by a week to ensure it can be properly developed and considered.

6.2 Arrangements for online learning in 2021

MONSU Caulfield will discuss and determine a position regarding reported arrangements for Online Learning in 2021.

MONSU Caulfield has been notified by a student currently living in Australia that they have been informed that they would not be able to access online learning at Monash University in 2021, as "it's expected that all students in Australia will be in Melbourne and attending on-campus activities from the commencement of semester one" and that "in the event your home country or Federal Government COVID-19 restrictions means you're unable to commence study on-campus in semester one 2021, you will be fully supported to study online"

Anna Purtil made comment that students that are regional or interstate are in a challenging position, and that as a student from the regional area this hit home. Anna made note that Hannah Cohen was in NSW and required an exemption to return, which some students may not have been able to obtain. The circumstances students find themselves in are subject to change and to change rapidly and severely, and learning conditions such as these are not considerate of these challenges.

Hannah Cohen made comment that before this announcement came out, she thought study in 2021 would be okay, and the expectation of online access had kept her less anxious regarding evolving circumstances. In reality the circumstances that students may face are terrifying, making note that the cost of Hotel Quarantine is burdensome to students and the enforcement of locating to be able to study on campus is a huge difficulty. Nothing can be promised regarding the circumstances students and the world finds itself in, and the University should be able to provide a safety net to protect students during these times, and ensure it remains as accessible as possible.

Maxi Hunt made comment that for Immunocompromised persons, a return to campus can be very concerning and the demand/expectation that all students study on campus is unfair to them in these conditions.

Daniel Stonehouse made comment that the messaging and intent of this from the University is questionable. They suggested that it sends the message that Online Study is a considerably inferior alternative provided to Overseas Students to retain their enrolment, to the extent students located in Australia must be on campus to obtain a 'proper' education. The expectation should be that these modes are comparable, additionally noting that Monash has offered online classes even before COVID.

Alyssa Wheaton made comments that COVID has forced students to move home, and left many without accommodation in Melbourne. The sudden announcement of this by the University is troubling in that it demands a quick turn around and change to the life of students, in a manner that may not be stable or safe in consideration of their welfare and the associated costs with doing so, especially on short notice.

It was determined that MONSU Caulfield would seek to collaborate with other MSO's to take action on behalf of students, after clarifying matters with members of the Monash Education Portfolio.

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

6.1 NDIS Rally

Anna Purtill spoke to this. An email was received from Lachlan from 'A Fairer NDIS For All', a campaign opposing independent assessment introduction into the NDIS. The introduction of Independent Assessment has been rejected by advocacy organisations, and it is expected that it will result in cut payments for recipients of NDIS.

They are seeking support and promotion of their rally, which will take place 2pm Saturday 20th February.

It was determined that this item would be further considered after due diligence, but that MONSU Caulfield is open to the idea of supporting.

It was raised that, despite this not being routed within Politics but more so being a humanitarian issue, MONSU ought consider it's position in regards to political matters. It was discussed that as a Student Union there is a need to act as progressive role models for students.

Daniel Stonehouse made the comment that involvement in campaigns and with external groups can be great, and that student unions ought to be opinionated and socially progressive. However consideration and caution needs to be had when working with organisations - in particular noting that MONSU Caulfield has previously faced issues and threat to our autonomy due to involvement from factions within the National Union of Students upon our campus.

6.2 Return to Office

Officers are able to return to the office from next week via swipe access.

There are currently density limits, which will be enacted and relevant upon the return of the remaining council. There would be 9 in the office with current arrangements. Likely to timetable in a considered manner to manage safely, with further discussion to be had.

MONSU is currently expecting further advice from the university regarding the exact density quota.

It is recommend that Office Bearers practice mask wearing if working together

Each person that enters a building must swipe in individually, not collectively.

7. PAPERS PROVIDED FOR INFORMATION

7.1 SCSE20/21.5 Minutes

7.2 Advice from Monash University

7.3 Advice from General Manager

7.4 Advice from Lawyer

7.5 SCSE 20/21.2 Minutes (Current)

7.6 SCSE 20/21.2 Minutes (Revised)

7.7 Minutes and Meeting Policy

8. DATE OF THE NEXT MEETING:

9. MEETING CLOSURES: 3:03PM

To Caitlyn Dunne,
President on MONSU-CaulfieldDear Caitlyn,

Dear Caitlyn,

I write in relation to a number of matters which have come to the University's attention regarding the MONSU Caulfield Student Council Summer Executive (henceforth "Summer Executive") meeting held on 27 November 2020.

Please share this correspondence with members of the Summer Executive.

The University considers that MONSU Caulfield's constitution and policies were not properly complied with in respect of that meeting in the following respects:

1) Non-compliance with C46.1 (Conflict of Interest) - purported approval of Item 6.1 and Item 6.3 invalid

- o Permitting the incoming president of MONSU Caulfield to be present at the time of consideration and voting (and to vote whether personally or as a proxy) in connection with item 6.1 and item 6.3 is inconsistent with C46.1 of the MONSU Caulfield Constitution. This is because these both Item 6.1 and Item 6.3 confer broad rights and responsibilities on the incoming President and therefore are of material personal interest to her.
- o Given the above, Ms Purtill's vote should be considered as ineffective with the result that each of Item 6.1 and Item 6.3 was not approved by the required number of votes to be carried; noting that we understand half of the remaining members of the Summer Executive abstained from voting on either item (those members being Ms Dunne, Mr Stonehouse, and Ms Wheaton).

2) Non-compliance with MONSU Caulfield Procurement Policy – purported approval of Item 6.2

- o Item 6.2 moved to appoint Holding Redlich to provide legal advice to MONSU Caulfield on a retainer to the value of \$11,000.
- o As you would be aware, MONSU Caulfield's Procurement Policy (passed at the Student Council 2017 Meeting SC17.03) provides that, for a procurement valued at \$11,000, there must be a competitive tender process used to seek bids from potential suppliers. If Holding Redlich is a non-Approved Supplier for purposes of the Procurement Policy, a formal tender process must be conducted by a properly constituted Tender Evaluation Panel.
- o We understand that there was not a competitive tender process conducted by a properly constituted Tender Evaluation Panel in this case. As such, the appointment of Holding Redlich would not comply with the requirements of the Procurement Policy.
- o The Procurement Policy forms a formally approved part of the governance framework applicable to the affairs of MONSU Caulfield. As such we consider that the approval of Item 6.2 by the Summer Executive should not be considered to be an effective approval of that retainer. In our view best governance practice would be to properly comply with the Procurement Policy before appointing Holding Redlich or any other non-Approved Supplier of

services.

3) Non-compliance with C40 – notice requirements

- o C40 (Notice) of the MONSU Constitution requires that notice of a meeting must be given at least seven days prior to the meeting, and must include the business to be considered (C40.4 (Notice)). The minutes of SCSE 20/21.2 indicate that the intention to propose the Items were not set out in any notice convening the meeting.
- o Material items to be considered at a meeting cannot be captured under the umbrella of "Other Business". The inclusion of an item under 'other business' in a notice enables only items of a routine or minor nature to be brought forward. We consider that the Items should be considered as significant. Items 6.1 and 6.3 impact the governance structure of MONSU Caulfield. Item 6.2 requires that any approval having complied with the applicable requirements of the Procurement Policy.

We further note the potential relevance of clause 27.1 of the MONSU Constitution in the present situation, which requires Officers of MONSU Caulfield to exercise their powers and discharge their duties : (a) *in good faith and in the best interests of MONSU Caulfield*; (b) *with the degree of care and diligence that a reasonable person in the same position would exercise*; and (c) *for a proper purpose*."

Next steps:

To overcome the above non-compliances we suggest that the Summer Executive convene another meeting to consider the relevant Items and ensure any resolutions approved at that meeting are validly passed including by ensuring:

- (a) notice is given in accordance with the requirements of the Constitution for these items of business;
- (b) the incoming President abstain from being present for consideration of Items 6.1 and 6.3 and abstain from voting on these resolutions; and
- (c) the appointment of Holding Redlich or any other non-Approved Supplier should be made in compliance with the requirements of the Procurement Policy.

Please confirm that you will be proceeding in the above manner.

We reiterate the obligations of all MONSU Caulfield officers to act in good faith and in the best interests of MONSU Caulfield, noting that it is our understanding that the meeting on December 1st did not proceed because of the non-attendance of four members of the Summer Executive and that this resulted in MONSU-Caulfield honorariums for the month of November being unable to be released.

It is our view that no future scheduled meetings of the Summer Executive should be cancelled due to the large scale non-attendance of members of the Summer Executive.

Because I will be on annual leave until the end of January, can you please direct your correspondence on this matter to Janet White, Senior Advisor, Office of the Pro Vice-Chancellor, Major Campuses and Student Engagement, with a copy to myself.

Kind regards,

David Copolov

11 Nov
2020, 08:49

Richard Thompson

to Lynette

Hi Lyn,

Those elected last week hold the positions from week 3 in February 21 to 31 October 21. (c.36.1). T

he Summer Executive is in place until the end of week 2 February 21. (c. 31.1), consisting of no more than seven of the following:

1. the outgoing President;
2. the outgoing Vice President,
3. the incoming President;
4. incoming Vice President; and
5. not less than four (4) members of the incoming Student Council other than the incoming president. (C.31.2)

Does this answer your question?

Kind regards,

Richard Thompson
Principal

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Dear Caitlyn and Anna,

I write this email, as in my role as MONSU GM, I support, assist and provide advice to the MONSU Council. It is to this end that I provide the following;

I believe that the Summer Executive breached the constitution and a current MONSU policy at meeting SCSE 21.2

The Constitution clause C 36 Terms of Office clearly states that the annually elected Council Officers hold their positions "from week 3 in February "

I think the Executive has made a mistake and unintentionally breached the constitution by passing a motion giving the incoming President the Presidential powers.

Clause 31.2 and C31.3 also refers to the positions of Summer Executive as incoming positions. I believe this further supports the fact that positions on Summer Executive are considered incoming from November 1 through to the end of week 2 in February the following year.

With Regards to the motion regarding the GM. The constitution states that the GM position is responsible to the Executive. The Executive through the President can give the GM directives.

With regards to appointing a law firm, it is the Councils' responsibility to make this decision. However MONSU has a long standing relationship with a law firm who have served the organisation well. The negotiated costs with this firm are very reasonable.

It is the process that I am concerned about, mainly the fact that the budget was not considered when this appointment was made and no approach from the executive regarding whether there was an existing arrangement with a law firm.

The other issue with the process is the unintentional breach of the MONSU Procurement Policy and Procedure which states that you must get 3 tenders for any expense over \$5000. I don't believe this has been done.

I provide this information to be tabled for the Executive to consider at their next meeting.

Kind Regards

Lyn

MONSU CAULFIELD INC
STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021
MEETING SCSE 20/21.2

Held on 27th November 2020 at 9:00am
Zoom Meeting

MINUTES

1. PREAMBLE

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present: Daniel Stonehouse, Caitlyn Dunne, Anna Purtill, Hannah Cohen, Alyssa Wheaton, Maxi Hunt

Apologies: Julia Jia (Proxy Anna Purtill)

Absent:

Others:

At the time that participants had assembled and Quorum was achieved, incoming President Anna Purtill asked President Caitlyn Dunne if she, Anna, may chair the meeting, to which Caitlyn Dunne agreed.

At the time, items 3.1-3.3, and 4.1 and 4.2 had been provided as items for discussion in circulation of the agenda. Three additional items were provided by incoming Women's Officer Hannah Cohen after the passing of Minutes of the Previous Meeting, and were immediately chaired in succession by Anna Purtill.

These items are listed in Section 6 Other Business and an item was discussed in confidential business. Item 6.2 was initially chaired following 6.1, but was redacted following advice from Daniel Stonehouse that it, like other items, be given space for review and consideration prior to casting a vote; however this item was re-chaired and put to a vote by Anna Purtill following discussions in confidential. Debate was had regarding the appropriateness of these items being voted on due to this.

Daniel Stonehouse had proposed that these items be delayed in being voted upon until reasonable time was given for consideration, as well as legal and policy based consultation. However, the vote was expedited by Anna Purtill acting as chair.

These minutes have been amended following motion **MOTION SCSE 20/21.4-5** to move an item into confidential, whilst **MOTION SCSE20/21.6-3** in line with the Constitution and in recognition that the Procurement Policy was not followed, which recognises that these motions are invalid, have failed, and hold no standing.

2. BUSINESS ARISING

3. MINUTES OF THE PREVIOUS MEETING

3.1 SCSE20/21.1 Minutes

MOTION SCSE20/21.2-1

MONSU Student Council Summer Executive moves to pass the 2020/2021 Student Council Summer Executive Minutes SCSE20/21.1

MOVED: Anna Purtill

SECONDED: Maxi Hunt

CARRIED

3.2 Circular Resolution #6

MOTION SCSE20/21.2-2

MONSU Student Council Summer Executive moves to accept Circular Resolution #6

MOVED: Anna Purtill

SECONDED: Hannah Cohen

CARRIED

3.3 Circular Resolution #7

MOTION SCSE20/21.2-3

MONSU Student Council Summer Executive moves to accept Circular Resolution #7

MOVED: Anna Purtill

SECONDED: Maxi Hunt

CARRIED

4. GENERAL BUSINESS

4.1 Crisis Management Team

Caitlyn Dunne spoke to this. The Crisis Management Team is a group established by MONSU Caulfield in response to the pandemic to manage its impacts upon operations and ensure accurate and relevant information is made available to staff and representatives. As incoming President, Anna Purtill is to be added to this group.

4.2 APC Hearings

Discussion was had regarding the persons responsible for overseeing APC Hearings and ensuring that handover of knowledge can be achieved. It was decided that incoming Education Officer Riley Fenn would work with Vice President Daniel Stonehouse, who has been responsible for much of the work in regards to APC's over the past 12 months, to ensure that incoming council members are prepared for hearings and are positioned to provide representation in any hearings that may arise over the Summer and into the future.

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

6.1 Terms of Presidency

MOTION SCSE 20/21.2-4

This motion will hereby determine that the incoming President Anna Purtil:

Will chair all meetings of the summer executive;

Will be the spokesperson for MONSU;

and

Be responsible for giving directions to, and receiving advice from the General Manager on behalf of the Summer Executive

MOVED: Hannah Cohen SECONDED: Maxi Hunt

Abstained: Daniel Stonehouse and Caitlyn Dunne and Alyssa Wheaton

CARRIED- FAILED

Following MOTION SCSE20/21.6-3 MONSU Caulfield recognises that this motion has failed.

Upon this item's presentation, a number of questions arose.

Caitlyn Dunne asked if this would be better termed as simply stating that we recognise Anna Purtill as acting president.

Daniel Stonehouse and Caitlyn Dunne jointly raised the point that this was contrary to legal advice received regarding constitutional interpretations. The advice provided to MONSU Caulfield states that during the period of the Summer Executive, the duties of the President are held by Caitlyn Dunne as current President.

Anna Purtill stated that this motion was intended to recognise her as president and entitle her to enact powers immediately, as opposed to after the second week of February.

It is noted that Anna Purtill was present and active in discussion of this item, and her vote would have been vital to the passing of this item.

6.3 General Manager

MOTION SCSE 20/21.2-6

Meeting hereby directs the general manager to take instructions from the incoming president and provide advice to the incoming president on all matters pertaining to the operations of MONSU

MOVED: Anna Purtill

SECONDED: Hannah Cohen

ABSTAINED: Daniel Stonehouse, Alyssa Wheaton, Caitlyn Dunne

CARRIED FAILED

Following MOTION SCSE20/21.6-3 MONSU Caulfield recognises that this motion has failed.

7. PAPERS PROVIDED FOR INFORMATION

7.1 Minutes of SCSE 20/21.1

7.2 Circular Resolution #6

7.3 Circular Resolution #7

7.4 Crisis Management Team Terms of Reference

8. DATE OF THE NEXT MEETING: 2pm, Tuesday 1st of December

9. MEETING CLOSES: 9:46AM

MEETINGS AND MINUTES POLICY

Policy number	001	Version	0.1/December 2020
Drafted by	Daniel Stonehouse	Approved by Board on	
Responsible person	General Manager and Vice President	Scheduled review date	

Policies can be established or altered only by the Student Council, however the GM must approve the changes before they are presented at the Council meeting: **Procedures** may be altered by the GM.

Purpose

To ensure that meetings of MONSU Caulfield and records thereof are honest, transparent, accurate, and indicative of Office Bearers actively leading and participating in robust debate and the decision-making process at MONSU Student Council and committee meetings ensuring student issues are addressed, whilst ensuring that students represented have ample access to records and meetings of MONSU Caulfield.

Scope

All meetings or acts of MONSU Caulfield wherein a resolution may be passed including but not limited to:

- Student Council Meetings
- Student Council Executive Meetings
- Student Council Summer Executive Meetings
- Annual General Meetings/Special General Meetings
- Emergency Meetings
- Circular Resolutions

The MONSU Caulfield Constitution, under C54.2 allows for members to inspect and copy all records of MONSU at any reasonable time, to the prohibition of confidential personal, employment, contractual and legal matters. In addition, they are able to attend meetings.

CORE

POLICY

To ensure transparency, MONSU Caulfield will maintain records that are indicative of the conversation had at meetings. The access to meetings, and records thereof, must equally be guaranteed in a reasonable fashion.

Members are able to attend meetings by contacting the Vice President or General Secretary in writing, providing their Student ID Number, and stating that they wish to attend MONSU Caulfield Meetings.

In response, the Vice President shall confirm the membership of the person, and add them to a registry kept of current members, outside of the Student Council, that are to be notified of meetings where resolutions may be passed, when they are called.

Members that attend in this manner are considered as observers, and are to be provided with all documentation including but not limited to the agenda and its attachments, excluding confidential items. In the meeting, observers may ask questions regarding MONSU Caulfield and Student Council to the Chair.

Minutes of Previous Meetings are to be faithful summisations of the conversation had by Student Council, and attribute comments and arguments of relevance to respective members, who will in each instance be referred to by their first name to ensure clarity.

Members will have the opportunity afforded to them to clarify comments made upon the circulation of the minutes of the previous meeting.

Minutes of the Previous meeting will be made available to all members of MONSU Caulfield in a timely manner, however, a member may request to access the minutes of any confirmed meeting in line with C54.2.

Definitions

Members: Caulfield Campus enrolled Undergraduate students, inclusive of the Student Council.

C54.2: Members entitlement to access and copy records of MONSU Caulfield

Minutes: The official written record, held by the Vice President or General Secretary, of a meeting wherein a motion may be passed, or the passing of a resolution without a meeting.

Student ID Number: The identification number provided by Monash used in conjunction with the confirmation of one's membership of MONSU Caulfield.

Student Council: The body at any time that may pass motions, including but not limited to the Student Council, Student Council Executive, and Student Council Summer Executive.

Resolution: A motion that gives effect to the resources, direction, or powers of MONSU Caulfield

Observers: A member external to MONSU Caulfield's staff and Student Council that has requested to attend a meeting.

Authorisation

President signature

General Manager signature.....

<Council approval date.....

MONSU Caulfield Inc..



Procedures number	001	Version	1/December 2020
Drafted by	Daniel Stonehouse	Approved by GM on	
Responsible person	General Manager and Vice President	Scheduled review date	

RESPONSIBILITIES

It is the responsibility of the Vice President or General Secretary to ensure that:

Policies can be established or altered only by the Student Council, however the GM must approve the changes before they are presented at the Council meeting: **Procedures** may be altered by the GM

- This policy governs the conduct of meetings and the recording of minutes
- the General Manager is copied into all communications affective to this policy and procedure
- provide the General Manager with documents in a reasonable time

It is the responsibility of the General Manager to ensure that:

- They are provided with all communications and documents in a reasonable time
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and student representatives to ensure that they conform to this policy.

PROCEDURES

Any apparent breach of this policy may be reported to the executive committee of the elected student council.

Members that request to attend a meeting by contacting the Vice President in writing stating as such shall be notified of the convening of future meetings wherein a motion may be passed, by way of being copied into the email of notice.

Members that attend in this manner shall be considered observers, and will be provided with all documents of the meeting in the same manner as other members, except for confidential items which may be only received by the Student Council.

All meetings wherein a motion may be passed will be audio recorded. The Vice President will be responsible for retaining these records and providing them to the General Manager for retention by MONSU Caulfield.

In meetings the Vice President will provide a verbal confirmation of the ways in which members have voted preceding the declaration of a motion being carried or failing. Members will be provided the opportunity to object if their vote has been incorrectly attributed.

The areas of the agenda under which items are contained shall be verbally noted.

The Vice President shall utilise the recording of a meeting as a reference point to clarify and confirm comments made in the writing of MONSU Caulfield Minutes, in addition to any other items that may be of note including but not limited to notes taken in the meeting.

Minutes shall act as a summary of the conversation, considerations, and debate had in regards to items of the Agenda.

Comments and arguments made shall be attributed to the persons making them or echoing support for them as appropriate, and by name.

The Vice President shall circulate the minutes of the previous meeting no less than 2 days before the meeting at which they are to be confirmed.

Members may request to provide clarification or for a review of the minutes if they have reason to believe that they fail to accurately reflect the meeting. In these circumstances, the Vice President shall provide all members with the audio record of the meeting, or relevant sections of the meeting, to consider in lieu of clarifications made or reasons made to request a review.

Upon the confirmation of the minutes, the Vice President shall take action for the minutes to be published on the MONSU website in no less than two weeks.

A member may access minutes under C54.2 prior to this if they are confirmed, by writing to the Vice President declaring as such and specifying the items to which they are requesting access.

AUTHORISATION

General Manager

Date.....