

Constitution & Standing Orders



Merton College Middle Common Room

A. Name and Object

1. There is a Merton College Middle Common Room (the “MCR”), created by Article VIII of the Merton College Junior Common Room Constitution.
2. The object of the MCR is to promote the welfare of its members, principally by representing their interests in College and University matters, and providing a focus for their social activities.
3. Under the provisions of the *Education Act, 1994*, the Governing Body is required to review this Constitution at intervals of not more than five years. This Constitution was last reviewed in Hilary Term 2008.

B. Definitions

1. In this Constitution, the “College” shall mean Merton College, Oxford; the “Governing Body” shall mean the Governing Body of the College; the “SCR” shall mean the Senior Common Room of the College; the “JCR” shall mean the Junior Common Room of the College; and a “member” shall mean a member of the MCR (as defined in Article C.1).
2. Official notice. Any notice posted on the noticeboard in the antechamber of the MCR room, or any email sent to the MCR mailing list, shall be official notice for the purposes of this Constitution.
3. Proxy voting. A “proxy” is a written authority given by a member to the Vice-President or another specified member of the Executive Committee, to represent the proxy giver at a meeting. According to their terms, proxies may be used for the purpose of quorum requirements or voting or both, and a grant of voting authority may be as wide as the proxy specifies.

C. Membership

1. Eligibility of membership. Membership of the MCR shall automatically be granted to:
 - i. All junior members of the College in residence with a degree from any University or who are of equivalent academic standing;
 - ii. Undergraduates over 25 years old or who matriculated three or more years ago;
 - iii. Associate members, as defined in the College by-laws, attached as Appendix A;
 - iv. The President of the JCR and former Presidents of the JCR who are remain *in statu pupillari* at the College; and other members of the JCR Executive Committee, as defined by the JCR Constitution, during their period in office.

MCR members (excluding members under Article C.1.iv) will pay a subscription to the MCR, which will be levied on their Hilary Term battels each year.

2. Rights of membership. Membership of the MCR shall confer upon an individual, the right to attend, speak, and vote at all General and Extraordinary Meetings of the MCR; the right to vote in elections of the MCR Committee; the right of candidature for any MCR Committee office subject to satisfying the conditions of eligibility; and the right to enjoy the facilities and events provided by the MCR and to entertain *bona fide* guests who shall be allowed to use those facilities and attend those events. MCR members shall be responsible for their guests.
3. Right to opt out. Any member may opt out of MCR membership by written notice to the Treasurer of the MCR, copied to the President of the MCR, by Sunday of 4th Week in Michaelmas Term. Opting out will entitle the optee to no financial reimbursement. Rejoining the MCR may be achieved by written petition to the President or Treasurer of the MCR, who have no right to refuse membership to those falling into any of the eligibility categories detailed in Article C.1 of this Constitution. Persons who opt out of membership may, subject to reasonable limits, use MCR facilities and resources, but may not participate in MCR events.

D. Interpretation and Review of the Constitution

1. Interpretation of the Constitution. The President of the MCR shall be the interpreter of the Constitution. Any member of the MCR may challenge a ruling of the President by requesting that the MCR Executive Committee vote upon the interpretation of the Constitution, or upon obtaining the support of a two-thirds majority vote at a quorate General Meeting. Any question about the interpretation of this Constitution may be submitted to the Dean of Graduates for a final ruling.
2. Review of the Constitution. This Constitution may be amended by a motion passed by a two-thirds majority vote by those present in person or by proxy at a General Meeting where at least thirty votes are cast. All constitutional amendments are ineffective until approved by the Dean of Graduates.

E. The MCR Committee

1. MCR Committee. There shall be an MCR Committee responsible for managing the affairs and pursuing the objectives of the MCR. Subject to the direction and overriding authority of the MCR, and to this Constitution, the MCR Committee shall exercise all powers of the MCR necessary to discharge its responsibilities.
2. MCR Executive Committee. The MCR Committee shall be composed of Executive and non-Executive members. The Executive members shall form the MCR Executive Committee, which shall be composed of the annually elected offices of President, Vice-President, Treasurer, three Social Secretaries, two Welfare Officers, and Environmental Representative. Additionally, there shall be the non-Executive Committee offices of Arts and Culture Representative, and MCR Punts Representative.
3. Duties of the MCR Committee. All Committee members shall assist with MCR social events where required. All Committee members shall make a good-faith effort to attend all Ordinary and Extraordinary General Meetings, at which they shall be required to give a brief summary of their activities. All

Committee members shall assist the Social Secretaries in maintaining the MCR, Holywell Summerhouse, and Holywell Music Room. The individual duties of the MCR Committee members shall include, but shall not be limited to, those defined in Articles E.4 to E.11 of this Constitution.

4. President

- i. Shall be responsible for the upholding and interpretation of this Constitution (see Article D)
- ii. Shall be responsible for the overall supervision of the MCR's affairs
- iii. Shall be a member of the Executive Committee and shall convene and chair meetings of the Executive Committee as required
- iv. Shall convene and chair two Ordinary General Meetings per term, and Extraordinary General Meetings as required (see Article H)
- v. Shall represent the MCR on the Joint Committee, the Domestic Committee, the Library Committee, the Gardens Committee, the Development Committee, and the Governing Body of the College, and other College committees as appropriate
- vi. Shall represent the MCR to the Merton Society and report to the Merton Society Council
- vii. Shall represent the MCR to the University, for example by attending the MCR Presidents' Committee, the Oxford University Students' Union (OUSU) Council, the termly meetings of Common Room Presidents with the Proctors and Assessor, and other University committees as appropriate
- viii. Shall represent the MCR to external organisations
- ix. Shall be a member of the College Welfare team, shall complete peer support training, and shall attend termly College Welfare Lunches; if the President feels unable to commit to this responsibility, the Vice-President may undertake the training and be a member of the Peer Support Team
- x. Shall receive applications, and nominate people as appropriate, for Associate Membership of the MCR (see Article C.1 and Appendix A)
- xi. Shall liaise with the President of the JCR on matters affecting all Junior Members of College, and shall encourage integration between the two Common Rooms
- xii. Shall act as Returning Officer by organising and chairing hustings, and arranging elections for MCR Committee offices (see Article F)
- xiii. Shall be an authorised signatory of the MCR bank account (see Article J.1)
- xiv. Shall organise at least one MCR formal dinner per term
- xv. Shall organise at least one MCR/SCR talk per term and one MCR/SCR dinner in each of Hilary and Trinity terms
- xvi. Shall send email announcements of events and other notices to MCR members via the MCR mailing list, and shall maintain and display posters on the noticeboards in the MCR antechamber
- xvii. Shall, along with the Social Secretaries, authorise bookings for the MCR room in College, the Holywell Summerhouse, and the Holywell Music Room
- xviii. Shall assist the Social Secretaries in the production of the termcard of MCR events for each term, and the Graduate Freshers' Week timetable

- xix. Shall ensure that the MCR Alternative Prospectus is reviewed annually and made available to freshers
 - xx. Shall supervise MCR Committee members in the conduct of their duties
5. Vice-President
- i. Shall be a member of the Executive Committee
 - ii. Shall assist or deputise for the MCR President whenever necessary, including completing the peer support training course, if the MCR President feels unable to do so
 - iii. Shall receive motions and proxies, compile and distribute agendas, take minutes, and count votes for Executive Committee meetings, and Ordinary and Extraordinary General meetings
 - iv. Shall represent the MCR on the Joint Committee of the College
 - v. Shall be an authorised signatory of the MCR bank account (see Article J.1)
 - vi. Shall organise the annual MCR room ballot (see Article I)
 - vii. Shall organise the annual MCR newspaper ballot
 - viii. Shall be the second mandated representative to the Oxford University Students' Union (OUSU) Council
6. Treasurer
- i. Shall be a member of the Executive Committee
 - ii. Shall deputise for the MCR Vice-President whenever necessary
 - iii. Shall be responsible for the management of all MCR finances, including the administration of the MCR bank account (see Article J.1)
 - iv. Shall be responsible for compiling a list of MCR members who wish to opt out of paying the MCR levy (see Articles C.1 and C.3), and to pass this to the Bursary by Sunday of 5th Week in Michaelmas Term
 - v. Shall present financial reports and budgets to the MCR at the second Ordinary General Meeting of each term
 - vi. Shall be responsible for purchasing on behalf of the MCR: newspapers, magazines, periodicals, and journals to which the MCR has voted to subscribe; supplies for the use and maintenance of the MCR coffee machine; crockery and glassware for use in the MCR kitchen and at MCR events; and items required for the upkeep and maintenance of the MCR
7. Social Secretaries
- i. Shall each be members of the Executive Committee
 - ii. Shall create the termcard of MCR events in advance of each term, and shall create the Graduate Freshers' Week timetable of events, to include a MCR Committee Reception
 - iii. Shall organise and promote events for the entertainment of the MCR
 - iv. Shall maintain a system for signing up to High Table dining and MCR exchange dinners
 - v. Shall oversee bookings for, and be responsible for the maintenance and upkeep of, the MCR room in College, the Holywell Summerhouse, and the Holywell Music Room
 - vi. Shall oversee the maintenance of the MCR Website (calling upon the skills of other members of the Committee or the MCR, as necessary)
8. Welfare Officers
- i. Shall each be members of the Executive Committee

- ii. Shall complete peer support training and supervisions (in consultation with the College Welfare Team)
 - iii. Shall provide a confidential listening service to all members
 - iv. Shall liaise with the other members of the College Welfare Team, including attending termly Welfare lunches
 - v. Shall promote and up-hold equal opportunity in the MCR
 - vi. Shall organise a Welfare Tea for MCR members each week during full term
 - vii. Shall organise other welfare-oriented events at their discretion
 - viii. Shall make condoms, pregnancy tests, attack alarms, and other welfare-related items and literature available to MCR members
 - ix. Shall be responsible for organising the MCR Parenting Scheme for graduate freshers
9. Environmental Representative
- i. Shall be a member of the Executive Committee
 - ii. Shall be responsible for MCR recycling both in the MCR (including emptying the recycling bins located in the MCR) and at the Holywell Street Annexe, and shall encourage, promote, and implement environmentally-friendly practices within the MCR
 - iii. Shall liaise with College and the University concerning environmental issues
10. Arts and Culture Representative
- i. Shall be a non-executive member of the MCR Committee
 - ii. Shall be responsible for organising three or more artistic and / or cultural events each term for the benefit of the MCR; the MCR may subsidise these events by up to £450 per term
11. MCR Punts Representative
- i. Shall be a non-executive member of the MCR Committee
 - ii. Shall be responsible for the upkeep of the punts from 9th Week of Trinity Term and for the removal of the punts from the river at the end of the punting season
 - iii. Shall work with the JCR Punts Representative to ensure the general upkeep and maintenance of the Merton fleet
 - iv. Shall be accountable both to the MCR, and to the JCR via the JCR President
12. Executive Committee decisions. Executive Committee decisions shall be made by a simple majority. The quorum for a Committee decision shall be four. The MCR President shall have the deciding vote. No Committee member has the power to bind the MCR to any commitment without the prior authority of the Committee. The Committee shall notify MCR members of significant Committee decisions.

F. Elections

1. Returning Officer. The President of the MCR shall act as Returning Officer and shall organise hustings and elections. His deputy, or replacement as necessary, shall be the Vice-President, the Treasurer, a Social Secretary, a Welfare Officer, the Environmental Representative, or a non-Executive member of the Committee, in that order. No candidate shall take any part in the administration of the election procedure.
2. Eligibility for Candidature. Any person holding membership of the MCR as defined in Article C.1 of the Constitution shall be eligible to stand for

election to any post on the MCR Committee. Candidates must be expecting to remain a member of the MCR for the full duration of the term of office for which they are standing.

3. Election of non-Executive Officers. An election for the non-Executive office of Arts & Culture Representative shall be held in the second Ordinary General Meeting of each term. The successful candidate will assume office on Sunday of 9th Week of that term, and shall hold office until Sunday of 9th Week of the following term. An election for the non-Executive office of MCR Punts Representative shall be held in the second Ordinary General Meeting of Trinity Term and the successful candidate shall hold office until the second Ordinary General Meeting in the Trinity Term of the following academic year. No candidacy that would result in a member holding more than one Committee position shall be allowed. Candidates should submit a manifesto to the MCR Vice-President no fewer than three days before the relevant Ordinary General Meeting. The MCR Vice-President shall include the manifestoes of all candidates in the agenda for the Ordinary General Meeting. At the Ordinary General Meeting, the Chair shall invite each candidate to give a short speech outlining his or her policies and pledges, after which there will be an opportunity for members to ask the candidates questions from the floor. At the Chair's discretion any question may be disallowed on the grounds of irrelevance, malice, or partiality. All questions must be put to all candidates. Following this, the Chair shall invite the candidates to give short speeches of summation, after which the candidates will leave the meeting. A vote shall be held by a show of hands; proxies given as described in Article B.3 of this Constitution may be used in this election process. A secret ballot may be requested, through the Procedural Motion "Secret Ballot." The candidate with the most votes shall be elected.
4. Election of Executive Officers. An election shall be held for the MCR Presidency in 6th Week of Hilary Term. Elections for all other Executive Committee offices shall be held in 8th Week of Hilary Term. The Returning Officer shall give at least two weeks' notice of any election.
5. Nominations. Any member of the MCR may nominate him- or herself to stand in an election for any Executive Committee office by emailing the Returning Officer, unless (a) that nomination might result in the member holding more than one Committee office (including non-Executive Committee offices), or (b) the member does not expect to be a student at the College for the entire term of the office for which he or she is standing. No candidate is permitted to stand for more than one Executive Committee post in the same election. The Presidential Election and Executive Committee Elections shall be deemed to be separate elections.
6. Close of nominations. Nominations for any Executive Committee election shall close five days before voting begins. If at the close of nominations for the 6th Week Presidential election there is none or only one candidate, nominations shall reopen and close one day before the election. If there are still no nominations for the Presidency, the procedure described in Article F.14 for re-opening nominations shall be followed and the Presidential election shall be held in 7th Week.
7. Manifestos. Manifestos shall be required from the candidates standing for Executive Committee positions and should be emailed to the Returning Officer before the close of nominations. Each manifesto should be in A4 format and must not contain any defamatory material, or reference to, or

symbol of, any political organization. The Returning Officer shall distribute the manifestos of all candidates at one time within 24 hours of the closure of nominations.

8. Hustings. Hustings shall be arranged by the Returning Officer at an appropriate time between the closure of nominations and the beginning of polling, and advertised no fewer than 72 hours before they are to take place. Hustings shall be a forum for the questioning and examination of candidates on issues pertaining to the position for which they are standing, for the purpose of judging fairly the merits of all candidates. All candidates must attend and take part in hustings except under exceptional circumstances at the discretion of the Returning Officer.
9. Procedure for hustings. The Returning Officer shall act as Chair of Hustings and maintain an atmosphere of order and fairness. The Chair shall invite each candidate in turn to present an opening speech outlining his or her policies and pledges. There will then be an opportunity for members to ask the candidates questions from the floor. At the Chair's discretion, any question may be disallowed on the grounds of irrelevance, malice, or partiality. All questions must be addressed to all candidates. Following these questions, the Chair will invite each candidate to give a short speech of summation.
10. Voting. All members of the MCR may vote in all elections. Proxy votes may be emailed to the Returning Officer or another member of the Executive Committee nominated by the Returning Officer, only if a member is unable to vote in person. All Executive Committee elections shall include the option to re-open nominations (RON). No member shall be obliged to use any or all of the votes at their disposal. A candidate may withdraw from the election at any time up until the beginning of polling. For all Executive Committee elections, the Returning Officer shall publicise the date and venue of polling no fewer than five days before it is to take place. Elections shall be by secret ballot and shall remain open for a period of not fewer than 24 hours.
11. Procedure for voting. The procedure for all Executive Committee elections shall be by the system of a Single Alternative Vote.
 - i. Votes should be cast in order of preference, expressed numerically with "1" expressing the first preference, "2" the second preference, and so on for as many preferences as the voter wishes to express or until there are no other candidates.
 - ii. Where a paper ballot is being held, any indication of a vote for a candidate expressed, where it is the only indication so expressed, shall be deemed as a first preference vote for the aforementioned candidate. Any deliberate mark written outside a box counts as a spoiled paper and hence invalidates that paper. Voters shall be entitled to exchange an accidentally invalidated ballot paper for a new ballot paper, prior to putting any ballot paper in the ballot box.
 - iii. Detailed instructions of the procedure for counting the votes are given in Appendix C.
12. Counting of votes. The Returning Officer and at least two other members of the Executive Committee shall count the votes. Other members of the MCR Committee may act as their deputies.
13. Announcing results. The results and the votes cast for each candidate in an Executive Committee Election shall be announced immediately.
14. Re-opening nominations. If RON wins in an Executive Committee election, nominations shall re-open for a period of three days, hustings shall occur on

the fourth day, and polling will be held seven days after the original election. All rules concerning nominations, and the conduct of hustings and of polling shall be adhered to.

15. By-Elections. Should an Executive Committee position become vacant, the Returning Officer shall supervise the holding of a by-election at the earliest opportunity during Full Term. The regulations pertaining to the annual Executive Committee elections shall apply to any by-elections. The successful candidate in a by-election shall assume office immediately, and shall serve until the scheduled annual elections in Hilary Term.
16. Complaints about elections. Any member of the MCR wishing to raise a complaint about the conduct of any election shall submit their complaint in writing to the Returning Officer not later than 48 hours after the declaration of the result, citing the clauses of the Constitution on which the complaint is based. If the Returning Officer upholds the complaint, then an Extraordinary General Meeting shall be convened at the earliest possible notice. The Extraordinary General Meeting shall have the power to declare a result invalid, to call a new election for the post(s) concerned, and to disqualify an offending candidate from standing in future elections, but it shall have no power to declare a new result. A new election, if necessary, shall be held following the procedure for a by-election (see Article F.15).
17. Tenure of office. Tenure of office for the Executive Committee is for one academic year from the beginning of Sunday of 9th Week in Hilary Term. Tenure of office for the Arts and Culture Representative is with effect from Sunday of 9th Week of the term in which they are elected, until Sunday of 9th Week of the following term. Tenure of office for the MCR Punts Representative is with immediate effect from the Ordinary General Meeting in which they are elected, until the second Ordinary General Meeting in the Trinity Term of the next academic year.
18. Vacant offices. If a MCR Committee office has not been filled following the election process, then the out-going Committee member shall continue to hold office until a by-election can be held as described in Article F.15. If the out-going Committee member is unavailable or unwilling to continue in office, the President of the MCR, or an appropriate member of the MCR Committee, as appointed by the President, will fill the responsibilities of the vacant position.

G. Resignation and Dismissal

1. Resignation. Any member of the MCR Committee may resign by written notice to the President of the MCR at any time. The President of the MCR shall announce the resignation of a member of the MCR Committee at the next Ordinary General Meeting.
2. Dismissal. Any member of the MCR Committee may be dismissed for dereliction of duty or for having acted in a manner that discredits the MCR. A member of the MCR Committee may be dismissed by a motion of No Confidence that is passed by a two-thirds majority vote at a quorate Ordinary or Extraordinary General Meeting.
3. Vacation of office. Resignation or dismissal of a member of the MCR Committee requires the President of the MCR to initiate a by-election to be held at the earliest possible opportunity within Full Term, as set down in Article F.15. In the meantime, the President of the MCR, or an appropriate

member of the MCR Committee, as appointed by the President, will fill the responsibilities of the vacant position.

H. Meetings

1. Ordinary General Meetings. The President of the MCR shall convene and chair two Ordinary General Meetings each term, to be held in the MCR room unless otherwise notified.
2. Extraordinary General Meetings. An Extraordinary General Meeting must be convened in response to the written request of at least fifteen members submitted to the President of the MCR. An Extraordinary General Meeting shall be held at such time as the convening request specifies, but no sooner than five days from the date of request. If the request does not specify a time then it shall be held at such reasonable time as the MCR Committee notifies, but no sooner than five days from the date of request.
3. Attendance. Only members of the MCR have the right to attend, speak, and vote at General Meetings. At the discretion of the Chair, Strangers may be permitted to observe. Strangers may never vote.
4. Quorum. The quorum for a General Meeting is fifteen members, present in person or by proxy, unless otherwise specified in this Constitution. The General Meeting shall be assumed to be quorate unless a quorum count is requested.
5. Order of Business: Ordinary General Meeting
 - i. Minutes of the Previous Meeting
 - ii. Matters arising from the Minutes
 - iii. Oral Reports from the MCR Officers
 - iv. Questions to the MCR Officers
 - v. Hustings and Elections
 - vi. First Reading of the Motions
 - vii. Motions
 - viii. Any Other Business
6. Order of Business: Extraordinary General Meeting
 - i. First Reading of the Motion
 - ii. Debate on the Motion
 - iii. Final Reading of the Motion
 - iv. Vote
7. Agenda: Ordinary General Meetings. Motions must reach the Vice-President in writing not fewer than three days before the Meeting. The Vice-President shall decide the order of the motions and distribute the agenda via the MCR mailing list not fewer than two days before the Meeting. The Chair of the Meeting may change the order of motions on the agenda. The Vice-President may refuse a motion on the grounds that it contains defamatory material or would contravene the regulations set down in this Constitution. The Vice President must report to the Ordinary General Meeting the reasons for refusing a motion if challenged on the issue in "Questions to the MCR Officers." At the discretion of the Chair a vote may be held to decide whether the motion shall be placed on the agenda; resolution is by simple majority vote and the Chair shall have the casting vote.
8. Agenda: Extraordinary General Meetings. Each Extraordinary General Meeting may consider only one issue. The motion before an Extraordinary General Meeting shall be publicized at least three days in advance of the Meeting.

9. The Chair. The President of the MCR shall be Chair of Ordinary and Extraordinary General Meeting. In the absence of the President, the Vice-President or the Treasurer, in that order, shall take the Chair. The Chair shall be responsible for the smooth running of the General Meeting, maintaining order, preserving an atmosphere of consideration, and ensuring that the Constitution is respected. Anyone wishing to speak must indicate their desire by raising their hand. The Chair shall decide the order of priority in speaking. The Chair may disallow questions on the grounds of irrelevancy or unfairness. The Chair may interrupt debate on the floor in order to play an inquisitorial role in the debate. The Chair shall have the right to caution any person at the General Meeting for disruptive conduct. The Chair shall have the casting vote in all eventualities. The Chair shall be sole interpreter of the Constitution, subject to the Procedural Motions. Should the Chair be placed in a position of conflict of interest in debate, they must relinquish the Chair. The Vice-President, the Treasurer, a Social Secretary, a Welfare Officer, the Environmental Representative, a non-Executive Committee member, or a competent member of the floor, in that order, shall then take the Chair.
10. The Secretary. The Vice-President shall act as Secretary to Ordinary and Extraordinary General Meeting. The Vice-President shall be responsible for reading the minutes, keeping a true and fair record of the business of the Meeting, reading motions, compiling amendments, and counting and recording votes. Should the Vice-President be placed in a position of conflict of interest in debate, they must relinquish secretarial duties. In this eventuality, or in the absence of the Vice-President, or if the Vice-President is in the Chair, the Treasurer, a Social Secretary, a Welfare Officer, the Environmental Representative, a non-Executive member of the Committee, or a competent member of the floor, in that order, shall take over secretarial duties.
11. Motions. All motions require a named Proposer and named Seconder who are members of the MCR, and are present at the meeting. In their absence, the Chair may appoint a Proposer and/or Seconder. Motions may be both proposed and seconded by the MCR Executive Committee as a body. The MCR Vice-President may act as spokesperson for the Executive Committee and must be replaced as Secretary for the duration of the debate.
12. Procedure of the First Reading. There will be a First Reading of all the motions before the General Meeting to establish if there is any opposition to them. Short factual questions may be accepted at the discretion of the Chair. If there is no opposition to a motion, it shall be passed immediately *nemine contradicente* (*nem con*). In the event of opposition to a motion, the Chair shall require an Opposer and a Seconder to the Opposition from the floor.
13. Procedure for the Debate of a Motion.
 - i. The Proposer of the Motion or Amendment shall have the right to begin the debate with a speech, followed by the Opposer, the Seconder to the Proposition, and the Seconder to the Opposition. The Chair shall have the right to curtail speeches longer than five minutes in duration.
 - ii. The debate shall then pass to the floor where, when recognized by the Chair, members may make observations, propose questions to one or more of the Speakers, or propose an amendment. The Chair shall decide the order of speaking and whether any questions may be disallowed on the grounds of irrelevance or unfairness.

- iii. Any member speaking may, at their discretion, accept points of information.
- iv. Once the Chair is satisfied that no new or useful information remains to be offered to debate, the Chair shall invite the Opposer and then the Proposer to present a speech of summation immediately before the vote is taken.

14. Amendments.

- i. An amendment may be proposed at any point either during the First Reading of the Motion or its debate up until the point of speeches of summation.
- ii. Debate upon the motion is suspended immediately an amendment to the motion is proposed.
- iii. Amendments require both a Proposer and a Seconder, both of whom must be members of the MCR.
- iv. Amendments may not change the issue with which the motion is concerned. The specific wording of the amendment must be immediately decided upon and will be read by the Vice-President.
- v. The Proposer and Seconder of the motion to be amended may accept the amendment as friendly; in this eventuality the normal course of debate is resumed immediately.
- vi. If the amendment is not accepted as friendly, the Proposer and Seconder of the Motion shall be recognized by the Chair as Opposer, and Seconder to the Opposition, to the Amendment, and the Amendment shall be debated and voted upon accordingly.
- vii. Further amendments to the motion cannot be proposed until a vote has taken place on the current amendment.
- viii. The Proposer of the Amendment may change the wording of the amendment, at any point prior to voting on the amendment.
- ix. All amendments supported by a majority vote of those present shall become part of the motion. Only proxies that have been explicitly instructed about amendments shall be included in the vote.
- x. The Proposer and/or Seconder of the Motion shall have the right to withdraw their support from the motion as amended. The Chair may appeal to the floor for another Proposer and Seconder who then assume control of the amended motion.

15. Voting. Immediately prior to the vote, the Vice-President shall read in full the motion or amendment or explain fully the issue on which the vote is to be held. Voting shall by default be by show of hands. Counting shall be by the Vice-President. Unless otherwise prescribed by the Constitution, a simple majority vote of those present at the General Meeting shall be sufficient to pass all motions.

16. Procedural Motions. Unless stated to the contrary below, the following Procedural Motions may be put at any General Meeting at any point within the meeting by any member except the Chair:

- i. *Quorum Count:* the Quorum Count shall proceed automatically if allowed by the Chair; the Quorum of the General Meeting is fifteen Members; the General Meeting shall be assumed to be quorate unless a Quorum Count is requested; if found to be inquorate, the General Meeting shall adjourn for five minutes; if quoracy is still lacking after reconvening then this shall be recorded in the minutes and the meeting shall proceed in an advisory capacity only; further motions

- passed shall not become policy until the minutes of the inquorate meeting are passed at the next Ordinary General Meeting.
- ii. *Challenge to the Ruling of the Chair*: the Proposer of this motion must state what they think that the ruling should be; resolution is by simple majority vote of those present.
 - iii. *Secret Ballot*: requiring a simple majority vote to pass, this Procedural Motion shall force any vote in the process of being held, but having not yet begun, to be held by Secret Ballot. The conduct of the Secret Ballot shall be fair under the charge of the Vice-President (voting must be done through use of ballot papers). If possible, the General Meeting should continue whilst the result of the vote is determined.
 - iv. *No Confidence in the Chair*: this requires the support of two-thirds of those present to be passed; if passed, the Chairperson shall vacate the Chair for the remainder of the meeting; the Chair shall pass to the Vice-President, the Treasurer, a Social Secretary, a Welfare Officer, the Environmental Representative, a non-Executive member of the Committee, or a competent member of the floor, in that order.
 - v. *Expulsion of Strangers*: requiring a simple majority vote to pass, Expulsion of Strangers shall result in all non-members of the MCR being asked to leave the Meeting.
 - vi. *Expulsion of a Member*: any member may be expelled from the meeting for disruptive conduct with the support of two-thirds of those present
 - vii. *Removal of Silent Observation*: any member may propose this Procedural Motion in favour of any Stranger present at the Meeting; requiring the support of a majority of those present. If passed, the Stranger in question shall be allowed to contribute to the debate, but not to vote.
 - viii. *Adjournment*: A member may move that the meeting be adjourned until a specific time; Adjournment requires the support of two-thirds of those present and a decision on when the meeting shall be reconvened.
 - ix. *Deferral*: by simple majority vote, a motion on the agenda of an Ordinary General Meeting may be deferred to the subsequent Ordinary General Meeting or an Extraordinary General Meeting, as decided by the vote; motions before Extraordinary General Meetings may not be Deferred.
 - x. *Voting in Parts*: requiring a simple majority vote to pass, this Procedural Motion shall force the meeting to debate and vote upon the motion under consideration in the parts in which it was submitted; Voting in Parts does not force the meeting to Move to a Vote.
 - xi. *Vote by Physical Division*: requiring a simple majority vote to pass, this Procedural Motion shall force any vote in the process of being held, but having not yet begun, to be held by Physical Division.
 - xii. *Move to a Vote*: requiring a simple majority vote to pass, Move to a Vote will force debate to be curtailed and the Meeting to proceed directly to speeches of summation and then to a vote.
17. Format of Procedural Motions. Procedural Motions shall be taken in the order of precedence as they appear above. The Chair shall be obliged to hear any Procedural Motion put and the Proposer's reasons for proposition. All debate shall be suspended immediately that a Procedural Motion is proposed.

When a Procedural Motion is put, the Chair shall repeat the Procedural Motion, which shall then take precedence over all other business except a Procedural Motion higher in the order of precedence. After the Proposer has stated their reasons, the Chair may appoint an Opposer to the motion at their discretion except in the case of "Move to a Vote" where there shall be no opposition. Proxies shall not be allowed when voting for Procedural Motions.

I. Room Ballot

1. Definitions. Places in Merton College single graduate accommodation shall be allocated to continuing graduates through the MCR Room Ballot. Throughout this section of the MCR Constitution, the MCR Room Ballot shall be referred to as "the room ballot"; Merton College single graduate accommodation shall be referred to as "College accommodation"; and Merton graduate students shall be referred to as "graduates".
2. Responsibility. The MCR Vice-President, in consultation with the College Accommodation Manager, shall be responsible for all processes concerned with the room ballot.
3. Opting-in. All returning graduates at Merton College who would like to get a place in College accommodation shall need to join the room ballot, no matter whether they have lived in College accommodation previously, or are currently living in College accommodation. This especially includes the following groups:
 - i. Current graduates who will continue their course in the academic year for which they seek accommodation (*e.g.*, a second year DPhil student who will continue in the third year of the DPhil course);
 - ii. Current graduates who will continue as a graduate in a different course in the academic year for which they seek accommodation (*e.g.*, a final year MPhil student who will continue in the first year of a DPhil course);
 - iii. Current graduates who will continue their course in the academic year for which they seek accommodation, after not being in Oxford for whatever reason (*e.g.*, a second year DPhil student who spent the second year on fieldwork abroad and will continue in the third year of the DPhil course; also, a second year DPhil student who suspended the course for a year and will continue in the third year of the DPhil course);
 - iv. Students who will be in the first year of a graduate course in the year for which they seek accommodation, and who have been graduates at Merton before. This shall include students who have been away from Merton between their previous graduate studies and their new course (*e.g.*, a student who finished an MPhil course five years ago at Merton and now plans to return for a DPhil).
4. Students who are in the second or subsequent year of a second BA.
 - i. Automatic room allocation. The following groups shall be allocated accommodation by Merton College's Accommodation Manager on request and do not need to participate in the room ballot:
 - ii. Undergraduates at Merton College, no matter whether in their third or fourth year, who plan to continue as a graduate (*e.g.*, a finalist undergraduate, who will continue in the first year of graduate study).
 - iii. Undergraduates reading for a second BA integrated course (Medics) at Merton College, who will enter their first year of graduate studies

in the year for which they seek accommodation (*e.g.*, third year medics, who will enter their fourth year).

- iv. Students on certain scholarships as published by College will be provided with accommodation and do not need to participate in the room ballot.
2. Special requirements. Entrants to the room ballot who would like to have special housing needs (*e.g.*, deriving from any health issues, disabilities, or religious reasons) taken into account shall be asked to contact the Senior Tutor or the Chaplain before the ballot is drawn. Nevertheless, they must still enter the room ballot.
3. Assessment of special requirements. The Senior Tutor and the Chaplain shall confidentially assess requests for special consideration, and the Vice-President shall be advised on the further procedure if special consideration is granted. The Vice-President shall treat all matters concerning special housing needs with strict confidentiality.
4. Preparations for the room ballot. The Vice-President shall organize the drawing of the room ballot for Hilary Term, after the Committee Elections. The Vice-President shall liaise with College in order to compile a list of all graduates who might be subject to the room ballot; special care should be taken to identify graduates who are not currently at Merton, but who will be subject to the room ballot due to Article I.3. The Vice-President shall inform everyone on this list at least one month in advance of the drawing of the room ballot about the conditions of the room ballot, as described in Article I of this Constitution, and ask them if they require accommodation for the following academic year. This shall be done by email and in writing via the students' pigeonholes. If no pigeonhole is available, information by email is sufficient, though the Vice-President should liaise with College to find other means of contacting these particular students if required. The Vice-President shall confirm in writing each entry to, or withdrawal from, the room ballot. The Vice-President shall distribute a list of all entrants to the room ballot well in advance of the room ballot, so that all graduates can check their entry.
5. Drawing of the room ballot. The Vice-President and the Vice-President-Elect shall conduct the drawing of the room ballot under scrutiny of at least one more senior member of College (*e.g.*, the Welfare Dean, the Deputy Principal of the Postmasters, or the Chaplain). The drawing of the room ballot shall take place in the MCR, be advertised on the termcard in advance, and be open to members of the MCR.
6. Structure of the room ballot. The entrants to the room ballot shall be divided into groups according to their year of graduate study at Merton (*e.g.*, a second year DPhil student for whom this is the first graduate degree at Merton, who is seeking accommodation for the third year will be entered into the third year group). Graduates who started their course later than 8th Week of Hilary Term shall be separate groups according to their year of graduate study with the addition 'after Hilary'. Graduates who are 're-admits' (*i.e.*, were at Merton as undergraduates), shall be in separate groups according to their year of graduate study with the addition 're-admit', unless they started their course later than 8th Week of Hilary Term in which case they will be entered in the 'after Hilary' group. The Executive Officers of the Committee-Elect who were elected in the Hilary Term of the drawing of the ballot (*i.e.*, the President-Elect, Vice-President-Elect, Treasurer-Elect, Social Secretaries-Elect, Welfare Officers-Elect and Environmental Representative-Elect) shall

form a separate group regardless of their year of graduate study at Merton. Within these groups, the entrants shall be ordered according to their position in the ballot drawn in Article I.8. The Committee-Elect may agree amongst themselves the order in which they choose rooms, or may use the order in which they were drawn in the room ballot.

7. Final order of the room ballot. The final room ballot ranking list will be formed by joining the different groups in the following order: first the Committee-Elect, followed by the groups in rising order of their years of graduate study at Merton. Groups with the same number of years of graduate study shall be started with the 'after Hilary' group, followed by the main group, and finally the corresponding 're-admit' group (*i.e.*, Committee-Elect, 2nd years 'after Hilary', 2nd years, 2nd years 're-admit', 3rd years 'after Hilary', 3rd years, 3rd years 're-admit', *etc.*).
8. Results of the room ballot. The Vice-President shall make the room ballot ranking list known to all entrants of the room ballot no later than 24 hours after the drawing of the room ballot. The Vice-President shall also display a copy of the room ballot list on the notice board in the antechamber of the MCR room in College.
9. Availability of rooms. The Vice-President shall liaise with College to determine how many rooms and where these rooms will be available to graduates.
10. Cut-off for guaranteed accommodation. If there are more entrants to the room ballot than rooms available in the College's projected allocation, the Vice-President shall mark on each room ballot ranking list where the cut-off for guaranteed accommodation is. The part of the room ballot ranking list that does not guarantee accommodation shall be referred to as "the waiting list".
11. Date of room choosing. The Vice-President shall organize room choosing to take place in Trinity Term, and no later than the end of 7th Week.
12. Updating the room ballot ranking list. Until the date of room choosing, the Vice-President shall regularly inform the entrants of the room ballot of their position on the room ballot ranking list, which may change due to drop-outs. Especially, the Vice-President shall immediately inform entrants of the room ballot if they advance from the waiting list to a position on the room ballot ranking list that guarantees them accommodation.
13. Database of accommodation details. The Vice-President shall gather information on the rooms available from current occupants in order to update the existing room information database. The Vice-President shall make copies of the floor plans and the information of the room database available to the entrants of the room ballot at least three weeks before room choosing. The floor plans shall be placed in the antechamber of the MCR room in College.
14. Process of room choosing. The Vice-President shall define the procedures for room choosing and make them available to the entrants of the room ballot at least three weeks before room choosing. These procedures shall be guided by the principle of enabling a fair choosing of the rooms, while providing means for groups to choose a house together. Graduates who are not able to attend room choosing shall be allowed to submit their choice by proxy. This proxy can be either another member of the MCR or instructions on which room to choose. All proxies must be declared in writing.

15. Results of room choosing. After room choosing, the Vice-President shall make a list of the rooms chosen available to the entrants of the room ballot, not later than a week after room choosing. The Vice-President shall inform everyone who is still on the waiting list of progress up the list on a regular basis.
16. Subsequent availability of rooms. When accommodation becomes available after room choosing, either due to entrants dropping-off the ballot or more accommodation becoming available from College, this shall be offered to entrants according to their position on the ballot, until the 1st Week of Michaelmas Term. After this date, the College Accommodation Manager shall be responsible for allocating remaining rooms.

J. Finances

1. Bank account. The MCR shall have a bank account, which shall be operated by the Treasurer or such person or persons as the MCR Executive Committee shall empower. The MCR Treasurer, President, and Vice-President shall be authorised signatories of the MCR bank account, and all cheques shall be co-signed by the MCR Treasurer and either the MCR President or Vice-President.
2. Financial reports. The Treasurer shall prepare a balance sheet and a profit and loss account, representing a true and accurate account of the financial position of the MCR, to be presented at the second Ordinary General Meeting of each term.
3. MCR expenditure. All expenses of a capital nature exceeding two percent of the MCR's annual budget shall be approved at a General Meeting.
4. JCR expenditure. A summary of the relationship of JCR Expenditure on the MCR is presented in Appendix B.

K. Donations to Registered Charities

1. Motions. Recipients of charitable donations from the MCR must be registered charities. Motions to donate MCR money to a registered charity may be proposed and seconded as defined by this Constitution only at the second Ordinary General Meeting of each academic term.
2. Expectations. It is usually expected that the Proposer and / or Secunder shall have a connection or affiliation with the registered charity, although this is not a prerequisite. It is usually expected that the money requested for donation will go in full to further the work of the registered charity, rather than to specifically fund an individual's participation with that registered charity. It is usually expected that the Proposer and / or Secunder of the motion shall provide a summary to a subsequent Ordinary General Meeting detailing how any donated money has been spent.
3. Donations. Any one donation to any one registered charity shall not exceed £200, and there shall not be more than one donation to any one registered charity within any one academic year. The total amount of money donated to registered charities shall not exceed £400 in any one academic term, and shall not exceed £1000 in any one academic year. No member shall propose or second more than one motion to donate money to a registered charity in any one academic term.

L. Affiliations

1. Motions. The MCR may only affiliate or disaffiliate with an external organization by a two-thirds vote at a quorate General Meeting.
2. Published notice. If the MCR affiliates with an external organization, it shall publish notice of this forthwith stating the name of the organization and details of any subscription or similar fees or donations paid or proposed to be paid to the organization. Any such notice shall be submitted to the Governing Body.
3. Annual report. A report listing all current affiliations shall be presented annually at the last meeting of Michaelmas term. The report shall detail all subscriptions or similar fees paid, or donations made, to such organizations since the report was last presented.

M. Complaints

1. Complaints to the President of the MCR. In the first instance, complaints shall be addressed to the President of the MCR, who shall take all steps possible to see that the complaint is fairly dealt with as soon as possible.
2. Complaints to the Dean of Graduates. Any junior member of the College may complain in writing to the Dean of Graduates about any matter relating to the MCR. The Dean of Graduates shall investigate and rule on all complaints. The Dean of Graduates shall have the power to require the MCR to provide effective redress.
3. Complaints to the Governing Body. If the complainant is dissatisfied with the ruling of the Dean of Graduates, he or she may appeal in writing to the Governing Body, which may respond, as it deems appropriate, consistent with the *Education Act, 1994*.

N. Liability

1. Liability. No member shall be liable to the MCR in respect of any loss or damage caused while carrying out MCR business, unless the member was grossly negligent or intended the loss to occur.

O. Effect

1. Effect. All previous constitutions of the MCR are hereby and forthwith expressly revoked and this Constitution has effect as of 07.xii.2007.

Gregory Lim
President of the MCR

Professor David Paterson
Dean of Graduates

Hilary 2008

Appendix A: Associate Membership of the MCR

1. Merton College Bylaw 82(d) – June 2002

(d) Associate Members shall be of two categories:

*Members in **Category A** shall normally only be entitled to take four meals, including no more than two dinners, per week in Hall; to make use of the Middle Common Room and the College bar in the same manner as full members; and to make use of the sporting facilities. They are not entitled to College accommodation or to use College computing facilities or libraries. The subscription shall be £26 per term.*

*Members in **Category B** shall normally only be entitled to make use of the Middle Common Room facilities and of sporting facilities, but not of other Junior Common Room facilities, and to attend formal Middle Common Room functions. They are not entitled to College accommodation or to use College computing facilities or libraries. The subscription shall be £13 per term.*

(e) Associate Members must be nominated for re-election at the beginning of each academic year if they wish to continue Associate Membership, and none shall continue for more than five years. There shall be a limit of ten Category A members at any one time.

Associate Membership may also be revoked at any time by the Committee responsible for election.

2. Expectations of Associate Members.

- i. Category A membership shall be reserved for academic affiliates of Merton. Qualification for this category of membership requires that the candidate be actively collaborating with a Fellow at Merton and/or be judged by a Fellow in the candidate's field to have the potential to make an important contribution to the academic community at Merton. Both post-doctoral researchers and pre-doctoral visiting scholars will be considered for Category A membership; however an endorsement of a Fellow is required. Per the college by-laws, the MCR is restricted to ten Category A members at any one time. Both the Dean of Graduates and the President of the MCR are assuming that the Academic Affairs office is monitoring this cap.
- ii. Category B membership shall consist of social affiliates of the MCR. This group includes, but is not limited to, spouses of MCR members, former MCR members who are still based in Oxford, and unattached researchers who can make a contribution to the academic life at Merton but who do not meet the standards of Category A membership. The Dean of Graduates expects the MCR President to rigorously examine Category B membership applications to confirm that the candidates have broad ties to the MCR. The MCR will self-impose a maximum cap on Category B members of 10% of the population of the MCR, but will strive to keep the number of actual Category B members closer to 5%.

Appendix B: JCR Expenditure on the MCR

1. All MCR members are JCR members.
2. Approximately 25% of the JCR capitation is given by the College for expenditure on MCR members of the JCR.
3. Spending. The College stipulates that the JCR has to pay for MCR affiliation to OUSU. Additionally, some other JCR spending benefits its MCR members. The amount by which MCR members benefit from this JCR spending is estimated below. In some cases all the money benefits MCR members, whilst in others, a proportion of the money benefits MCR members (based on the ratio of MCR:JCR members, or the number of MCR members that attend certain events):
 - i. Insurance (MCR:JCR members)
 - ii. Peer support training (3 of the 10 people trained are MCR members)
 - iii. Sports Day (MCR:JCR members)
 - iv. Bops (typically MCR members constitute 20% of bop attendees)
 - v. Music, Arts, and Neave societies (typically MCR members constitute 20% of attendees)
4. The JCR currently makes a net gain because the income received for MCR expenditure is greater than the JCR spending on its MCR members.
5. All things remaining the same, this net gain will remain proportionally the same in future years since capitation rises in proportion to numbers of JCR and MCR members.
6. The MCR does not retain exclusive interest in this net gain; it remains at the disposal of the entirety of the JCR.
7. In any year, if there is JCR expenditure not accounted for herein, whose benefit to the MCR exceeds this net gain, the JCR shall approach the MCR for remuneration of the difference.

For the academic year 2006-7, these figures were as follows:

The JCR received £24.93 per graduate from the College.

The JCR received £24.93 per 4th year undergraduate from the College.

The JCR received £62.33 for each 1st-3rd year undergraduate from the College.

The JCR received a total of £5384.88 for expenditure on its MCR members.

Spending

MCR affiliation to OUSU - £6.16 per head

- i. Insurance: £233.40
- ii. Peer support training: £405.00
- iii. Sports Day: £212.18
- iv. Bops: £770.00
- v. Music, Arts, and Neave societies: £288.00

The JCR therefore spent £3239.14 on its MCR members.

The JCR makes a net gain of £9.93 per MCR member per year.

Gregory Lim (President of the MCR)
Joe Noss (Treasurer of the MCR)

Laura Davies (President of the JCR)
Andrew Rose (Treasurer of the JCR)

Appendix C: Detailed Instructions for Counting Votes in Executive Elections

The First Count

1. Count all the voting papers to determine the total number of votes cast.
2. Sort the voting papers into first preferences, setting aside any invalid papers. Count the number of invalid papers, and subtract this from the total vote to get the total valid vote.
3. Check the sorting, and count the papers for each candidate and record the total number of first preference votes. Check that the total number of first preference votes counted is the same as the total valid vote.
4. Calculate the quota by dividing the total valid vote by one more than the number of places to be filled. Round the quota up to the nearest integer value.
5. In all elections there shall be the option to re-open nominations (RON). Throughout the vote counting process, RON shall be considered as another candidate. If, at any point, votes for RON equal or exceed the quota, the counting process shall cease and the procedure for re-opening nominations shall be applied for any remaining unfilled places (see Article F.14).
6. Considering each candidate in turn in descending order of their votes, deem elected any candidate whose vote equals or exceeds the quota, up to the number of places to be filled.
7. If, when candidates should be deemed elected, two or more have the same number of votes, and there are not sufficient places left for them all, then the one or more to be deemed elected shall be selected in descending order of votes at the first stage or at the earliest point in the count, after the transfer of a batch of papers, where they had unequal votes. If, however, their votes have been equal at all such points, then none of them shall be deemed elected at that stage.
8. If not all places have been filled, each subsequent stage in the count will involve either the distribution of a surplus (*i.e.*, the amount by which an elected candidate's vote exceeds the quota), or, if there is no surplus to distribute, the exclusion of a candidate.

Distribution of Surpluses

9. If one or more candidates that have been deemed elected have surpluses, the largest of these should now be transferred. However the transfer of a surplus or surpluses is deferred and reconsidered at the next stage if that transfer would not affect the subsequent candidate to be excluded. This occurs when the total of such surpluses does not exceed the difference between the votes of the two candidates who have the fewest votes.
10. If one or more candidates have surpluses that have not been deferred, transfer the largest surplus. If the surpluses of two or more candidates are equal, and they have the largest surplus, transfer the surplus of the candidate who had the greatest vote at the first stage or at the earliest point in the count, after the transfer of a batch of papers, where they had unequal votes. If the votes of such candidates have been equal at all such points, the Returning Officer shall decide which surplus to transfer by lot.
11. If a surplus arises at the first stage, select for examination all the papers that the candidate has received. If a surplus arises at a later stage, because of the transfer of another surplus or the exclusion of a candidate, select only the last received batch of papers, which gave rise to the surplus.

12. Examine the selected voting papers and sort them into their next available preferences for continuing candidates. Set aside as non-transferable papers any on which no next available preference is expressed.
13. Check the sorting, count and bundle the papers now being transferred to each candidate, also any non-transferable papers.
14. Calculate the total value of the transferable papers. If this exceeds the surplus, determine the transfer value of each paper by dividing the surplus by the number of transferable papers, to two decimal places, ignoring any remainder. If the total value does not exceed the surplus, the transfer value of each paper is its present value. Mark each ballot paper with its transfer value.
15. Calculate the value to be credited to each candidate by multiplying the transfer value by the number of papers. Add these values to the previous votes for each candidate, and add the non-transferable difference to the previous total of non-transferable votes.
16. Considering each continuing candidate in turn in descending order of their votes, deem elected any candidate whose vote now equals or exceeds the quota up to the number of places remaining to be filled, subject to 6.
17. If, after completing the transfer, there are still any untransferred surpluses, and not all the places have been filled, proceed as in 9.
18. If, after all surpluses have been transferred or deferred, one or more places remain to be filled, the candidate with the fewest votes must be excluded. If the votes of two or more candidates are equal, and those candidates have the fewest votes, exclude the candidate who had the fewest votes at the first stage or at the earliest point in the count, after the transfer of a batch of papers, where they had unequal votes. If the votes of such candidates have been equal at all such points the Returning Officer shall decide which candidate to exclude by lot.

Exclusion of Candidates

19. Take together all the bundles of papers that are currently credited to the candidate to be excluded, and arrange them in batches in descending order of transfer value.
20. First, take the batch of papers with the highest transfer value. Sort them according to the next available preferences for continuing candidates, and set aside as non-transferable papers any on which no next available preference is expressed.
21. Check the sorting, count and bundle the papers for each candidate and any non-transferable papers. Mark the transfer value on each paper.
22. Determine the total value of the papers for each candidate and that of the non-transferable papers and check the total.
23. Place the bundles of voting papers for each candidate with those previously received.
24. If any papers have become non-transferable before any candidate has been deemed elected, recalculate the quota, ignoring the non-transferable vote.
25. Considering each continuing candidate in turn in descending order of their votes, deem elected any candidate whose vote now equals or exceeds the quota up to the number of places remaining to be filled, subject to 6.
26. Ensure that no further papers are given to candidates who are no longer continuing candidates because they have been deemed to be elected after transferring a batch of papers.

27. As in 19 and subsequently, sort and transfer each batch of papers in turn in descending order of transfer value and deem candidates to be elected as appropriate.
28. If, after exclusion of a candidate, there are any surpluses to transfer, and not all the places have been filled, proceed as in 9. Otherwise proceed to exclude further candidates as in 19.
29. If a proposed exclusion of a candidate would leave only the same number of continuing candidates as there are places remaining unfilled, all such continuing candidates shall be deemed to be elected.
30. If, at any point in the count, the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfers of papers are made, and the remaining continuing candidate(s) are formally excluded.

The count is now completed.