

Extended Governance Green Paper

Brief for Governance Review

Trustee Board

Membership

5 Full time Union Officers

4 External Trustees (1 to be honorary treasurer, 1 to be chair of trustee board)

Council

To meet in weeks 2 and 12 of each semester.

48 Voting Members,

To comprise of 8 Councillors of Scrutiny, to be elected without portfolio, cross campus.

8 Councillors Elected by faculties (1 from each being the senate rep, with the 2 biggest in terms of FTE getting a second place to be filled by the runner up in the senate election)

8 members of the Scarborough Executive Committee

The 24 Named Positions within the 4 policy Zones

5 Full time officers

President

Vice President Community

Vice President Education

Vice President Sport

Vice President Welfare

Part-Time Officers

Chair Scarborough Executive Committee (only P/t officer on the Exec)

Campaigns and Democracy Officer

Chair ISA

Media Officer

Societies Officer

UEC

To meet in semester time in weeks 1, 4, 6, 8, 10, to discuss union wide issue's, to manage the union, to provide a report on the progress in each zone, to implement strategy

Zones

The zones will meet in weeks 3, 5, 7, 9, 11 of each semester, with remit for fulfilling policy as defined in the strategic plan and by referendum. They are to scrutinise the performance of their officer and to elect a chair who is to report back to the council meeting of week 12 on the performance within their area. The President and General Manager to sit ex-officio on all zone committees.

Community Zone

5 Community Volunteering Reps, to be elected at HUSSO AGM.

Chair of Raising and Giving

2 Scarborough Community Officers

2 Councillors (faculty proportionate)

2 Councillors elected for scrutiny without portfolio

Ex-Officio Member Community Volunteering Co-ordinator

Education Zone

Part time Students Officer

Mature Students Officer

Post Grad Officer

Training Team Officer

2 Members Elected from Academic Council

2 Scarborough Education Officers

2 Councillors (faculty proportionate)

2 Councillors Elected for Scrutiny without portfolio

Education Advisor to sit ex-officio

Sport Zone

2 members elected by A.U. council

A.U. Secretary

A.U. Treasurer

A.U. BUSA rep

A.U. Communications Officer

2 Scarborough Sports Officers

2 Councillors (faculty proportionate)

2 Councillors Elected for scrutiny without portfolio

Sports Manager to sit ex-officio

Welfare Zone

1 Black Students Officer

1 Disabled Students Officer

1 LGBT Students Officer

1 Women's Officer

1 Director of Nightline

1 Chair Links

2 Scarborough Welfare Officers

- 2 Councillors (faculty proportionate)
- 2 Councillors elected for scrutiny without portfolio
- Advice Centre Co-ordinator to sit ex-officio

Other Committees

Scarborough Executive Committee

The Chair of the Scarborough Executive Committee

- 2 Community Officers
- 2 Education Officers
- 2 Sport Officers
- 2 Welfare Officers

Policy Process

Open Policy Forum to meet in week 2 and 7 with referendum questions being asked in week 4 and 9.

Each Forum to provide 1 question in each charitable object,

Plus 1 additional optional question, which falls outside of the charitable objects accepted at the discretion of the chair.

Governance Review Detailed Paper

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Trustee Board

Membership of the Board

The members of the board shall be Trustees as defined by the Charities Act. The voting membership of the Committee shall be:

- The President
- The Vice President Community
- The Vice President Education
- The Vice President Sport
- The Vice President Welfare
- 4 Selected External Trustees (one of which shall be elected as chair by the membership of the board, one of which shall be selected specifically to be honorary treasurer)

At the meeting of the Board, the Chairperson shall have a casting vote only. Members are to be elected or selected in accordance with the relevant clauses in the regulations governing election and selection of Trustees.

Powers and Duties

The Board will be responsible for the following areas:

- Ensuring there is an appropriate mission, vision and values for the Charity
- Deciding and ultimately approving strategy
- Meeting financial requirements of the Charity Acts
- Ensuring long term financial stability of the Students Union
- Ensuring resources are available to suitably staff the Students Union to meet the strategy
- reviewing regularly the performance of the Union Executive Committee and act upon recommendations of Union Council and Zone Committees
- Deciding upon motions of no confidence which may be brought by UEC, or Union Council to the trustee's. In addition the Trustee Board may bring a motion of no confidence against an officer which will be referred to council

Chair and Treasurer

The Chair of the Trustee's shall be an External Trustee, who shall be elected for 1 year in the chair.

The Honorary Treasurer shall be appointed specifically to the role, and shall have responsibility for ensuring there are no financial irregularities and reporting on the unions financial position to each trustee meeting.

The Board members will make themselves available at the Annual General Meeting for questioning and discussion with the membership.

Indemnity

Every Trustee or officer of the Students' Union shall be entitled to be indemnified out of the assets of the Students' Union against all losses or liability which he/she may sustain or incur in or about the execution of his/her office or otherwise in relation thereto, and no officer or appointee shall be liable for any loss, damage or misfortune which may happen to be incurred by the Students' Union in the execution of the duties of his/her office or in relation thereto, provided that nothing in this clause shall affect their liability for the consequences of any negligent or fraudulent act on their part.

Union Council

Membership

Membership shall consist of twenty four named officers of the Union, plus eight members each from faculties and the Scarborough Executive Committee, plus eight members for scrutiny who shall be elected without a specific portfolio. The Union Executive Committee shall also be members, but shall have no voting rights. The twenty-four named members are:

Community Zone

- Five community volunteering reps, elected at the HUSSO (Hull University Social Services Organisation) AGM to organise projects in charge of the areas of: Adults, Older People, Rehabilitation & Re-education, Kids, and Kids with Special Needs.
- Chair of RAG (Raising and Giving)
- 2 officers of Scarborough Community (From Scarborough Executive Committee)

Education Zone

- 1 part-time students officer
- 1 mature students officer
- 1 post-graduate officer
- 1 training team officer
- 2 members elected from Academic Council
- 2 Scarborough Education Officers (From Scarborough Executive Committee)

Sport Zone

- 2 members elected by AU (Athletic Union) council
- The current elected AU Secretary
- The current elected AU Treasurer
- The current elected AU BUSA (British Universities Sports Association) representative
- The current elected AU Communications Officer
- 2 Scarborough Sports officers (From Scarborough Executive Committee)

Welfare Zone

- The current elected Black Students Officer
- The current elected Disabled Students Officer
- The current elected LGBT (Lesbian, Gay, Bisexual, Transgender) Officer
- The current elected Women's officer
- The current elected Director of Nightline
- The current elected Chair of LINKS First Aid
- 2 Scarborough Welfare Officers (From Scarborough Executive Committee)

In addition to these named position, each zone will have an additional four councillors: two elected for scrutiny, and two elected from faculties. The members elected from faculties and for scrutiny will be randomly allocated to zones, so that each zone also has two members for scrutiny and two members representing faculties.

Elections

Elections shall be held for council during week five of Semester Two. Members elected to hold officer titles will automatically be elected to council, provided their title is included as a member of a Zone Committee.

Scrutiny Councillors

Those standing as scrutiny councillors will face a system of PR, under the BAM website voting system, where the candidate with the least number of first preference votes will be eliminated in the first round, and the second preferences of that candidate reallocated. The candidate with the lowest number of votes in the second round will then be eliminated, and the votes again reallocated. This process will be continued until only eight candidates remain, and they shall be deemed to have won. They shall be selected to scrutinise a zone during the first full council meeting at which they are a voting member, and shall be allocated to that zone at random. The process will be random selection of names from a box, with the first two candidates being removed from the box scrutinising community, the second two scrutinising education, the third two scrutinising sport and the remaining two scrutinising Welfare. In the event of a by-election the councillor elected will be allocated to replace the one which was deemed to have resigned.

Councillors from Faculties

The six Senate representatives, elected from the student body to represent their faculties to the University Senate, shall also be granted a seat on Union Council. The two largest faculties, whichever they may be at the time of election by students, shall be given an additional seat, which shall be allocated to the second place candidate for the position of senate representative for the two departments in question. They shall be selected to scrutinise a zone during the first full council meeting at which they are a voting member, and shall be allocated to that zone at random. The process will be random selection of names from a box, with the first two candidates being removed from the box scrutinising community, the second two scrutinising education, the third two scrutinising sport and the remaining two scrutinising Welfare. In the event of a by-election the councillor elected will be allocated to replace the one which was deemed to have resigned.

Meeting Times

Council shall meet twice per Semester, in weeks two and twelve of each Semester. The council meeting will be advertised for at least five whole working days prior to the date of council, in the Union, Halls of Residence and on www.hullstudent.com. Meeting times must be outside of University hours, which are 9.05am-6.15pm. Meetings may not be held at weekends, or on Wednesdays.

Emergency Meetings

If an urgent event occurs which requires an immediate meeting of council then council may be called in two fashions. The President may call a meeting of Union Council by the following procedure: The President shall contact the Chair of Council and request that they notify the members of Council that a meeting shall be called. This notification must be given at least three full working days before the meeting is called. Alternatively, if a Councillor wishes to call an emergency council then they must contact the Chair of Council and formally make a request in writing (including email). The Chair of Council will then issue an email notification to all councillors containing the request. Councillors will then be required to respond either 'Yes' or 'No' to this notification within three working days. If more than one third of council (17) respond favourably to the request then a meeting shall be called no less than five working days, and no more than ten working days following the reaching of quoracy.

Chair of Council

The position of Chair of Council shall be elected by Council in Week 2 during the first council meeting of each year. The position shall be held by the successful candidate for one

academic year following election. The position will be one of authority, and will be the highest power in the council chamber. For this reason, the Chair shall be impartial, and shall not show favour to any councillor over another. They shall also enforce the rules of council, which shall include the following:

- All questions must be addressed to the Chair
- Only one councillor to speak at a time. Failure to observe this rule shall result in eviction
- All councillors must stand to speak. In the case of a councillor being unable to stand then alternative arrangements shall be made.
- A call for order shall result in an immediate silence in the council chamber. Failure to observe this rule shall result in eviction.
- Personal attacks are disallowed, and shall result in eviction. In addition, accusations must be backed with evidence, or they will be counted as personal attacks.

Failure to enforce these rules shall result in an immediate vote of confidence in the Chair.

Electing the Chair

The Chair shall be elected by a simple form of proportional representation. All councillors shall have two preferences. The two candidates with the largest number of votes shall advance to the second round. Second preferences from all other candidates will then be reallocated. The candidate who receives the highest number of votes in the second round will be elected. In the event that this candidate is R.O.N. (Re-Open Nominations) then the election will be reopened. This process will continue until a chair is elected.

Powers of the Chair

The Chair shall be the elected representative of Union Council, and will represent the council on the Governance Group meetings, as well as being a member of the Campaigns and Democracy Committee. They will also have the power to disallow procedural motions and enforce the standing orders and constitution of the Union. They will have the power to remove councillors from the chamber, and indeed in the event of a councillor breaking the rules of council and not being removed the Chair of Council will face an immediate vote of confidence. In the event of a particularly complex set of procedure being proposed, the Chair of Council may call a break in session. They will then call the Secretary and Deputy Chair of Council to read procedure to develop a solution. During this period, councillors, non-members, UEC and staff are barred from approaching or attempting to influence the three elected leaders of council.

Secretary of Council

The Secretary of Council shall be responsible for the organisation of voting cards, election slips, vote counting and will also be a member of Campaigns and Democracy Committee. They will be the main line of support for the Chair of Council and will aid them in their organisation role. They will also be responsible for advising the Chair of the interpretation of the Standing Orders and Constitution, should they request a second opinion.

Electing the Secretary

The Secretary shall be elected by a simple form of proportional representation. All councillors shall have two preferences. The two candidates with the largest number of votes shall advance to the second round. Second preferences from all other candidates will then be reallocated. The candidate who receives the highest number of votes in the second round will be elected. In the event that this candidate is R.O.N. (Re-Open Nominations) then the election will be reopened. This process will continue until a Secretary is elected. This election will happen simultaneously to that of the Chair.

Deputy Chair of Council

The deputy chair of council is responsible for filling the position of either the Chair of Council or Secretary of Council, should either be ill or otherwise unable to attend. In the event that neither are able to attend an election is to be held for a Temporary Secretary of Council. This election, if necessary, shall be run according to the Simple Plurality method, whereby the candidate with the highest number of votes shall be deemed the winner. The Temporary Secretary will be deemed to have resigned upon the arrival of the Chair of Council, the arrival of the Secretary of Council, or upon the end of the meeting at which they were elected. The Deputy Chair of Council will be elected by a simple form of proportional representation. All councillors shall have two preferences. The two candidates with the largest number of votes shall advance to the second round. Second preferences from all other candidates will then be reallocated. The candidate who receives the highest number of votes in the second round will be elected. In the event that this candidate is R.O.N. (Re-Open Nominations) then the election will be reopened. This process will continue until a Deputy Chair is elected. In the event that the Deputy Chair is required to take the Chair then the same rules will bind them as binds the Chair of Council.

Powers of Council

Council will remain as a scrutiny body, with the focus on debating policy shifted to the Zones. Council then will be intended to scrutinise the work of other zones, which are required to make a report to council at the end of each Semester detailing their work. This is the opportunity for Council as a whole to inquire as to how each Zone has fulfilled the targets it has set itself, and to question Sabbaticals on their actions. Council has the power to issue motions of Caution, Censure and No Confidence in Sabbaticals, Zone Chairs, as well

as the Chair, Secretary and Deputy Chair of Council. The twenty-four named members of council are responsible to their committees, and should be scrutinised by these. However, in the case of misconduct, as mentioned in the officer's code of conduct a motion may be issued against all members of council, debarring the liberation officers who are autonomous and whose committees are responsible for removing them from their positions.

Named Members

The powers of the named members lies in their specific areas, and as such council is merely a body where they will be both available for scrutiny to the wider student membership and a venue for them to scrutinise other officers, including members of the Union Executive Committee.

Members for Scrutiny

Members for scrutiny are specifically elected to represent students in a scrutiny role, and their role in council is to bring student concerns to the twenty-four named members, plus the UEC. They are also responsible for doing casework for students who request their help, and feeding back the events of council to the wider student population.

Members from Faculties

It is the responsibility of members from faculties to both scrutinise the twenty-four named members and UEC, as well as to bring their knowledge and expertise to the table. It is also their job to represent the faculty they were elected from, and they are expected to hold at least one Surgery per Semester in the Students Union foyer to allow students from their department speak to them. They must respond their members regarding their actions in council.

Quoracy

Council will be deemed quorate in the event that two thirds plus 1 of all councillors currently holding positions is present, or if more than 28 councillors are present, whichever is higher. In the event that less than 28 councillors indicate that they are available to attend council, then council cannot be held. For this reason, elections must be held if all council positions are not filled, at the discretion of the Chair of Council, with the agreement of the President and Chair of Campaigns and Democracy. Quoracy shall be counted by the Secretary and Deputy Chair of council before every meeting commences.

Non-Attendance

Non-attendance must be accompanied by a legitimate apology. The legitimacy of the apology shall be decided by the Chair of Council. If a Councillor for scrutiny fails to give legitimate apologies, they will be removed from council. If a named member fails to attend without legitimate apologies, then they must send a second from their committee. Failure to do so will result in their removal from both council and their named position, and a bi-election being called to replace them in which they are disallowed from standing. Attending council is critically important as councillors will represent their constituents, and non-attendance without legitimate apologies fails those constituents. Councillors from Faculties shall be required to attend all council meetings, or if not then to send an adequate second. This second must be submitted to the VP Education at the beginning of the year, so that they can be vetted to ensure they are an appropriate replacement in the event of illness.

Non-members of Council

Non-members of council are allowed to attend meetings, provided that they are full members of Hull University Union, or are members of staff at Hull University Union.

Members of the Union

Members of the Union do not automatically have speaking rights, and must make a request to the Chair to speak. They may then ask questions, but not propose motions. The purpose of Union Council is to propose motions, and if a motion is required, then non-voting members must entreaty voting members to propose the motion on their behalf.

HUU Staff

HUU Staff shall be allowed to attend meetings, but shall be barred from speaking during session. There shall be present one member of staff to take minutes, who may request to the Chair by means of a note that a point be clarified for the minutes, or that a councillor state their name. This may be revoked by a two thirds majority of council.

Procedure

The agenda shall be written by the admin office, which shall take into account motions from Union Councillors, which shall be submitted via the Chair of Council, and the UEC, which shall be submitted directly. Council shall otherwise follow this basic structure:

1. Apologies (to be submitted by 12 noon on the day of Council to the Chair of Council)
2. Resignations (to be submitted by 12 noon on the day of Council to the Chair of Council)
3. Minutes of the Previous Meeting (to be available online no more than ten working days following the meeting)

4. Matters Arising (to be submitted by 12 noon on the day of Council to the Chair of Council, except in emergencies when right to speak is at the discretion of the Chair.)
5. Reports (to be submitted online by every named officer of the Union, as well as the UEC. Failure to provide an online report can result in a motion of caution, or if a motion of caution has already passed a motion of censure, or if a motion of censure has been passed the councillor shall be deemed to have resigned on the grounds of negligence) with Questions.
6. Reports of University Committees (to be given by the members of council or the members of UEC or the officers who sit on the committees which have student representation).
7. Elections (for noting)
8. Motions (with voting following a simple plurality system)
9. Policy for referral to referenda (if policy is proposed and accepted by a majority of council it becomes a motion from council at the following Open Policy Forum)
10. AOB (Any Other Business)

Please note that items submitted under any other business will immediately go to a vote. If more than half of councillors present agree to hear the item then it shall receive a two minute speech, otherwise it shall be disregarded. Items submitted by 12 noon on the day of council shall go to a vote, otherwise they may only be voted upon by the discretion of the chair. Late AOB must be submitted either outside of the session verbally, or by note during the session. Council must close by 10.30pm regardless of when it began. If further motions are to be discussed then council may follow the procedure to call an emergency council meeting.

Final Thoughts

The Governance review is intended to create a stronger student led Union. The focus will be on the powers of the Zones to act in their areas, but there will also be a focus on the powers of Council itself. The new restrictions will make the chamber more like a debating arena and will allow students to offer scrutiny to all officers of the Union. It would also increase the powers and responsibilities of the Chair of Council, who will be the elected leader of the student council, and as such will be the supreme authority in the chamber, as opposed to the President or UEC.

Union Executive Committee

The Union Executive Committee is the executive branch of the Union. It is the highest decisive body on issues of management and governance, with the Board of Trustees as a check on its power only. The Union Executive Committee is elected once annually, and members are only allowed to hold office once.

Membership

The membership of the Union Executive Committee will consist of the following:

- President
- VP Community
- VP Education
- VP Sport
- VP Welfare
- Chair of Scarborough Executive Committee

All full members of HUU are entitled to attend the Union Executive Committee provided they notify the Chair of the UEC (President) at least one day in advance so that a venue with sufficient space can be booked. Staff may attend upon the invitation of the UEC. The General Manager (GM) and the secretary for the GM have permanent invitation, although they attend only for advisory and minute taking roles respectively, and are disallowed from speaking except when an explicit request is made by a member of UEC for advice.

Voting

All members of UEC except the Chair are entitled to vote at UEC. All votes of UEC shall be recorded and displayed in the minutes to allow UEC to be held to account by council. In the event of a tied vote the Chair of UEC shall have a casting vote. In this instance the casting vote must be justified for the minutes.

Meetings

The UEC shall meet in weeks 1, 4, 6, 8 and 10 of each Semester. Meetings shall also occur outside of term-time as and when they are required. Meetings will be convened by the President. Agenda items must be submitted to the secretary for the GM by the end of the week preceding UEC, with AOB being submitted no later than the beginning of the session.

Quoracy

Quoracy is dependent upon term time. During term time Quoracy shall be four members of UEC plus the President. Outside of term-time it shall be three members of UEC plus the President. Although the Chair of Scarborough Executive Committee (SEC) is not required to attend UEC outside of term-time, they maintain full speaking and voting rights.

Powers

The UEC shall have powers to create and implement strategy, to report on progress and successes within each zone, to manage the Union, to implement policy, to discuss wider issues and to scrutinise the work of each constituent member.

Strategy

The UEC shall be in charge of developing governance strategy, and in implementing the strategy created by the previous UEC. Strategy shall concern wider financial and societal changes which require compensation, and also the expansion of HUU to cover the number of members whom HUU can support. The strategy will be presented to the final Union Council of the second semester, where it will be adopted.

Zone progress reports

The four VPs (Community, Education, Sport and Welfare) will each report on the successes and failures in their areas so that the UEC may decide as a whole how to respond. Cooperation and mutual support are vital to the success of the team.

Management of the Union

All Heads of Department will be required to submit a brief of their actions to UEC, justifying any spending above normal managerial limits and detailing all changes to strategy. In return, UEC will be required to send one full-time member to all Head of Departments (HODs) meetings, to be selected by a shifting rota. All management decisions must be approved by UEC. All management policies are subject to change by UEC, or by open policy forums.

Implementing Policy

It is the role of UEC to implement policy, be it decided directly by UEC or directly by open policy forum. All policy will be effective immediately following the approval by UEC and all affected standing orders must be submitted to the next Union Council for approval of the changes. All policy changes must be detailed in the zone report of the zone in which policy has changed, to allow appropriate scrutiny.

Wider Issues

One of the roles of UEC is to discuss wider issues which do not fall into the four charitable aims detailed in the constitution if they may affect the Union or the Union's members. These include financial changes (including competition, marketing, and the bars) and changes in university policy.

Scrutiny

It is the role of every member of UEC to ensure that every member of UEC is accomplishing their role, and that all decisions made by members of UEC are directed through UEC. The purpose of this level of scrutiny is to ensure that cabinet responsibility is maintained, and that every decision made by UEC is made after a full and frank discussion, so that unity may be maintained even when difference in opinion is apparent. The UEC will have the power to present a motion of no confidence in an officer to the trustee board.

President and Governance Zone

The role and responsibilities of the President

The aim of the changes to president is to create a position which is focused primarily on **justification** and **representation**.

The Formal Positions that the President shall occupy will be:

- Chair Of the Union Executive Committee
- Chair Of Election Appeals Committee
- Voting member of Salary Review Sub Committee
- Ex-officio member of :
 1. Campaigns Committee
 2. ISA Committee
 3. Media Committee
 4. Societies Committee
 5. Community Zone
 6. Education Zone
 7. Sport Zone
 8. Welfare Zone
- Shall Represent the Union on the Following University Committee's
 1. University Court
 2. University Council
 3. University Senate
 4. Academic Board
 5. University Estates Committee
- Shall have responsibility for the following budget heads
 1. Campaigns
 2. Media
 3. Societies

4. ISA
5. NUS
 - Shall be the head of personnel within the union
 - Shall have overall responsibility for all Media and Marketing within the Union
 - Shall co-ordinate the governance zone
 - The President shall have responsibility for HUU within NUS, and shall lead the Union's position in all policy discussions.

In general the president shall be responsible for ensuring that the voice of the student body is heard at all levels, and shall also be responsible for justifying Union policy and decisions at all levels.

Governance Area

Membership

President

Campaigns and Democracy officer

Chair ISA

Media Officer

Societies Officer

Chair, Council

Chair, Education Zone

Chair, Welfare Zone

Chair, Sport Zone

Chair, Community Zone

Purpose

The purpose of the Governance Area is to provide a two-fold addition to Union democracy. Its primary function is to solidify the role of the President as convenor and leader of

university campaigns, with the Chair Campaigns and Democracy acting as their deputy and supporting officer. The secondary function of the group is to provide scrutiny for the President's role in the same way that the zones provide scrutiny for the other four full-time officers.

Membership- why we chose them

President

The president's role is self explanatory. As the leader of the Union, the President often argues on behalf of all his officers for change in the University. The role of the President is to communicate with the university to support or challenge their decisions, as well as to introduce union policy to them with the goal of fulfilling the mandates of the four zones. They will be the co-ordinator and chair of the area, and will take action points from the committee and also manage ongoing campaigns so that each member constituency of the committee (the four zones and four committees) are contributing to the overall efforts of the union.

Campaigns and Democracy

The Chair Campaigns and Democracy (C&D) will be the Deputy Chair of the Governance Area, and will be the primary organiser for the campaigns function of the committee, as well as providing scrutiny as a non-executive officer of the Union. Their role will be campaigning based in the Union and the local community, as opposed to in the senior committee structure, and they will report on their actions to the governance zone as a deputy chair's report.

Chair International Students Association (ISA)

As a non-executive officer of the Union the Chair ISA will provide scrutiny for the Union Executive Committee (UEC) role of the President, as well as helping to form a cohesive structure for non-executive functions within the governance structure.

Media Officer

The role of media in promoting governance cannot be underestimated. The media officer will attend both to scrutinise the President and to provide the necessary expertise to help the President in their role of head of campaigning. As a non-executive officer of the Union the media officer will provide scrutiny for the Union Executive Committee (UEC) role of the President.

Societies Officer

As a non-executive officer of the Union the Societies Officer (SO) will provide scrutiny for the UEC role of the President. They will also provide feedback to Societies Council and Societies Exec, and take the queries of these groups forward to the President.

Chair of Council

The Chair of Council attends to represent council's scrutiny powers directly, and attends purely for scrutiny purposes. They must attend all meetings to ensure scrutiny occurs between council meetings.

Chairs of Zones

The Chairs of Education, Welfare, Sport and Community shall sit with the group to scrutinise the President directly both on behalf of council and on behalf of their constituent zones. Zone specific matters should be brought through the zones to the relevant officers, and then to the UEC through that officer, and not through this committee. However as elected non-executive members of the Union these four members represent all aspects of the governance structure, as they are elected by a mix of experts, scrutiny officers, Scarborough members and faculty reps, and as such have the democratic mandate to scrutinise the President on behalf of the Union democratic structure.

Meeting

The Governance area, unlike the other Zones, will meet in weeks 4, 6, 8 and 10, to allow the Zone Chairs to report back to their Zones. The President is required to attend all meetings, as are the eight full members. Members of staff may attend the meeting, upon the agreement of all members of the group at least one week before the meeting is held. The President may also convene a meeting of the group on short notice, provided he gives two working days advance notice, for the purpose of orchestrating campaigns when necessary.

Relation to the governance structure

As an autonomous scrutiny committee, the Governance group shall be held to be under the President's area, and their responsibility to organise. The committee will have no powers of

policy, or powers to pass motions. It should pass on recommendations to UEC on matters of Union Policy, and Union Council on matters of disciplinary action against the President. It is intended to meet four times per Semester, in alternate weeks between council meetings, so that there is an opportunity for the President to be scrutinised between the primary scrutiny process meetings.

Final Comments

The Governance area does not fit directly into a zone committee, and instead is primarily focused on the role of providing a unified and cohesive set of policy for the campaigning, ISA, media and societies chairs, as well as having independent non-experts in the form of the four Chairs of Zones. It also allows this same group to scrutinise how effectively the President is carrying out the aforementioned holistic policy, and to action point them to commit to deadlines if necessary.

The Zones

Powers

The Powers of the Zone Committee's will be standardised, to provide equality of resource, of scrutiny and of priority within the HUU democratic structures.

Each Zone will be convened by the co-ordinator in the area, for instance the vice president welfare will co-ordinate the welfare zone. The zones will meet in weeks 3, 5, 7, 9, and 11 and will comprise of the membership defined in the individual zone standing orders. The day and timing of the meetings will be agreed following the first council of each semester, and will remain static throughout the semester to allow staff to attend should they wish. The meetings will have an agenda which will be circulated 3 working days before the meeting and will include reports from positions with portfolio, as well as the vice president.

Zone Chairs

Election of a chair, all voting members of the zone are eligible to stand for the position of zone chair, and at the first meeting of each semester the vice president will take the chair, and ask for candidates. If a contested election is required then each candidate will be given 2 minutes to explain why they are suited to the role of chair. The vote will be a secret ballot, and in the event of a tie the casting vote shall be that of the vice president. The person coming second in the election will be deemed to be deputy chair, and will chair meetings

should the chair be unavailable. In the event of their only being one candidate for chair, a second election for the position of deputy chair will be held.

The Powers of the Chair:

- The Chair will chair all meetings in the zone.
- The Chair will be a member of the governance zone.
- The Chair will report back at the final council of the semester on the standard of work within the zone.
- The Chair may call an emergency meeting of the zone
- The Chair may request an emergency meeting of council, which will be decided at the discretion of the chair of council
- The Chair will approve the agenda for each meeting of the zone committee

Role of the Zone

The role of a Zone committee will be two fold, scrutiny and to implement policy.

Scrutiny

A zone will provide scrutiny within the area across the whole of the union. This will include but is not limited to, the full time officer within the zone, the work of the named officers within a zone, and the services which fall under the remit of the zone co-ordinator (the Vice President). The role of the zone committee will be to monitor the work of the area and then give a report back to the final council of the semester. In addition each zone meeting will receive a report from the Vice President on the financial status within the zone, the zone will be responsible for ensuring that the budget is stuck to, and will be accountable to the Trustee Board.

The formal powers of each Zone shall be:

- To pass a motion of caution against a vice president
- To request the president give a report on the progress with the zone
- To submit questions in writing to the trustee's to be asked to the vice president
- To submit in writing questions to the relevant officer at Council
- To propose a motion of caution against an officer to Council

Policy Implementation

The policy that the zone will implement will be that outlined in the strategic plan (to be passed at the final council of the year) and at referendum. It shall be the role of the whole zone to assist in the implementation of the policy, however it shall fall to the vice president to ensure all policy is successfully followed up.

Community Zone

Purpose of the Vice-President Community

The purpose of the Community Zone is to provide a two-fold addition to Union democracy.

Its primary function is to offer scrutiny within the zone across the whole of the union. This includes VP Community, the named officers within the zone and services which fall under the remit of the zone co-ordinator. The role of the zone committee will be to monitor the work of each area and give a report in the final council of the semester. In addition each zone meeting will receive a report from VP Community on the financial situation within the zone. The zone will also be responsible for ensuring the budget is adhered to, and will be accountable to the trustee board.

The formal powers of each Zone shall be:

- To pass a motion of caution against a vice president
- To request the president give a report on the progress with the zone
- To submit questions in writing to the trustee's to be asked to the vice president
- To submit in writing questions to the relevant officer at Council
- To propose a motion of caution against an officer to Council

The secondary function of the zone is policy implementation: the policy that the zone will implement will be that outlined in the strategic plan (to be passed at the final council of the year) and at referendum. It shall be the role of the whole zone to assist in the implementation of the policy, however it shall fall to the VP Community to ensure all policy is successfully followed up.

Specific Objectives of VP Community

1. To represent HUU to local community organizations and to oversee student representation at relevant community meetings.
2. To deliver the HUU community strategy.
3. To represent students on issues of safety, crime and housing both within the University and the local community.
4. Will be the Chair of HUSSO
5. Oversee all volunteering initiatives in the local community by HUU students

University Committees

1. Ethics Committee
2. Environmental Action Group
3. Student Recruitment Committee
4. Convocation Committee
5. Lawns Halls Committee
6. Widening Participation Committee
7. The Scheme Executive

Zone Members

Vice-President Community

Community is one of the 4 charitable objectives of HUU. The Vice-President Community will be the primary representative to the community on student issues regarding safety, crime and housing. They will also be responsible for co-ordinating volunteering projects in the Union as Chair of HUSSO and working alongside the Chair RAG and the Community Volunteering Co-ordinator to ensure the development and smooth running of the volunteering projects.

HUSSO

The duties of the HUSSO reps are to report on the work and development of HUSSO. The reps will be elected at the HUSSO AGM.

Community Volunteering Project

The duties of the CVP reps will be to report on the work and development of CVP. They will be elected at a CVP General Meeting.

RAG Chair

The duties of the RAG Chair will be to report on the work and development of RAG. They will be responsible for the co-ordination of RAG collections and Raids in the Union and in the local community. They will be responsible for fundraising for local charities. They will be responsible for the organisation of an annual RAG week and the co-ordination of activities for annual events such as Children in Need and biannual events such as Comic/Sport Relief.

Walksafe Chair

The duties of the Walksafe Chair will be to report on the work and development of Walksafe. The Walksafe Chair will be responsible for the co-ordination of the training and rota of Walksafe volunteers.

Scarborough Community Officers

The Duties of the Scarborough Community Officers will be to report on the community work and development on the Hull University Scarborough Campus. One Scarborough Rep will have responsibility for the co-ordination of Scarborough RAG. The other Scarborough rep will be responsible for facilitation of safety, crime and housing work of the VP Community.

2 Councillors (Faculty)

To provide scrutiny

2 Councillors (Without Portfolio)

To provide scrutiny

Ex-Officio – Community Volunteering Co-ordinator

To ensure there is a clear link between staff and democratic procedures.

Meeting of the Community Zone

The Community Zone will meet in weeks 3, 5, 7,9 and 11. The VP Community is required to attend all meetings, as are the twelve full members. Members of staff may attend the meeting, upon the agreement of all members of the group at least one week before the meeting is held. VP Community may also convene a meeting of the group on short notice, provided they give two working days advance notice.

Education Zone

Vice-President Education

In transition from Vice-President Academic Representation to Vice-President Education the changes will be only subtle in comparison with some other positions. I will however attempt to highlight the similarities and differences in the next few paragraphs.

Role and Responsibilities

The VPE will remain “responsible for the academic welfare, support and representation of the students at the University.”¹ They would still be the chairperson of Academic Council and would remain a voting member of the Union Executive committee and the Board of Trustees (since Education is one of the Union objects).

In addition more similarities can be drawn between the current and future titles, with particular reference to standing order 3001: “Liaison with the University on behalf and in support of the wider student body, Recruitment Co-ordination and support of student academic representatives, Consultation with the student body on issues of academic change, Campaign on educational issues.”²

Committees

The position would also inherit all of the additional responsibilities: University Committees and Union Standing Committees.

The change comes at the point where the VPAR could chair “any groups related to academic issues deemed necessary.”³ The introduction of the Education Zone would eradicate any necessity of further committees.

The VPE would sit on the following committees:

- a. University Court;
- b. University Senate;
- c. Quality & Standards Committee;
- d. Programme Approvals, Monitoring & Enhancement Committee;
- e. Collaborative Provision Committee;
- f. Collaborative Programme Approvals Committee;
- g. Student Progress Committee (with VP Welfare);
- h. Educational Partnerships Committee;
- i. Graduate Research Committee (with PG Officer);
- j. University Learning, Teaching & Assessment Committee;
- k. Student Experience Committee (with Scarborough Officer);
- l. Information Services Committee;
- m. IT User Group;

¹ Standing Order 3001, Para 2.

² Standing Order 3001, Para 4, a – f.

³ Standing Order 3001, Para 2 & 4, g.

- n. Library User Group;
- o. HYMS Joint Learning & Teaching Committee (with PG Officer).

The following committees will have representation elected from within the Education Zone (rather than Union Council) and will become members of the (new) Academic Committee:

- Learning & Teaching Spaces Effectiveness Committee;
- Learning & Teaching Enhancement Committee;
- Assessment Committee;
- Student Experience Committee;
- I.T. User Group.

The Education Zone

Membership

1. Vice-President Education (non-voting)
2. Part-time Students Officer
3. Mature Students Officer
4. Postgraduate Officer
5. Training Team Officer
6. 2 Members elected from Academic Council
7. 2 Scarborough Education Officers
8. 2 Councillors (Faculty Proportionate)
9. 2 Councillors (with responsibility for Scrutiny)
10. Academic Advisor & Researcher (Admin & Secretary)

The new Education Zone would remove the necessity to hold Academic committee for steering and academic consultation however there may still be value in meetings of the elected Senate reps in so far as pre-meetings for senate and faculty boards. In the new system Academic committee would exist as such with a membership of the elected faculty proportionate representatives of council. In real terms, dropping the Standing committees and gaining an Institute for Learning (IFL) representative to both streamline and help co-ordinate representation but most importantly co-ordinating Hull University Union's (HUUs) work with the University.

The new system would put more emphasis on engaging with the standing committees and would hopefully help to integrate them more within Union structures, as in recent years we have seen them struggle as autonomous groups. With more influence from Scarborough campus comes more focus, and with AR focusing increasing on issues in Scarborough campus VPE would be able to not only address imbalances in equality of learning, teaching and quality but would be able to effectively manage and maintain them, and any campaigns associated with them.

With the Education Zone proposing one motion to open policy forum the union would see more object-based motions. Of the previous motions submitted so far only one of these has

really been Education based, when with regard the objects one quarter should have been taken forward.

There are inequalities in have Faculty proportionate representatives. Since all but two of these would be senate reps, all but two of them would receive remuneration from the Union at the end of the year, whilst other members of the Education Zone, Union Council (faculty proportionate) and Union Council would not be receiving this payment. However in addition to these meetings they would still be members of senate, responsible for helping in the work of student representation (support and recruitment) and members of the Academic Committee so therefore warrant this financial incentive by the same arguments that currently exist under VPAR structure.

As with the minimal changes to the role of VPE from VPAR, there would be very minimal changes to the membership of standing committees except so as to bring them in line with other similar committees within the Union.

Sports Zone

Membership

- 2 members elected by A.U. council
- A.U. Secretary
- A.U. Treasurer
- A.U. BUSA rep
- A.U. Communications Officer
- Scarborough Sports Officers
- Two Councillors (faculty proportionate)
- Two Councillors Elected for Scrutiny without portfolio
- Sports Manager to Sit Ex-Officio

Purpose

The purpose of the Sports Area is to provide a two-fold addition to Union democracy.

Its primary function is to offer scrutiny within the area across the whole of the union. This includes VP Sport, the names officers within the zone and services which fall under the remit of the zone co-ordinator. The role of the zone committee will be to monitor the work of each area and give a report in the final council of the semester. In addition each zone meeting will receive a report from VP Sport on the financial situation within the zone. The zone will

also be responsible for ensuring the budget is stuck to, and will be accountable to the trustee board.

The formal powers of each Zone shall be:

- To pass a motion of caution against a vice president
- To request the president give a report on the progress with the zone
- To submit questions in writing to the trustee's to be asked to the vice president
- To submit in writing questions to the relevant officer at Council
- To propose a motion of caution against an officer to Council

The secondary function of the zone is policy implementation: the policy that the zone will implement will be that outlined in the strategic plan (to be passed at the final council of the Semester) and at referendum. It shall be the role of the whole zone to assist in the implementation of the policy, however it shall fall to the VP Sport to ensure all policy is successfully followed up.

Membership- why we chose them

Vice President Sport

The VP Sport's role is self explanatory. As the leader of sport, VP Sport is responsible for all sport related issues within the union and university, including the Sports and Fitness Centre. The role of the VP Sport will exist alongside Athletic Union President. VP Sport is responsible for all clubs within the Athletic Union, for sporting excellence and widening and increasing participation.

AU Secretary

The duties of the Secretary shall be to provide general back-up for the VP Sport in his/her absence. The Secretary is also responsible for minute taking and colours administration.

AU BUSA Rep

The duties of the BUSA Rep. shall be to conduct the business concerning BUSA, to attend the conference of this organisation and report back to VP Sport on a regular basis on all matters concerning BUSA.

AU Communications/Events

The duties of the Communications Officer shall be the promotion of sport and its events, in all media related forms, both internally and externally. They are also responsible for fundraising via the major social events in the AU Calendar.

AU Treasurer

The duties of the Treasurer shall be to supervise accounts of Athletic Union and such financial records as the Sports Zone may require of them; to examine the financial records of the clubs at the end of every term and prepare the annual budget for submission to the Trustees and subsequently make presentation to Council.

2 Scarborough Sports Officers

The duties of the Scarborough Sports Officer will be to co- ordinate the sport at Scarborough Campus and liaise with the VP Sport. Will support and liaise with the club captains on the Scarborough Campus

2 Members elected by AU Council

These are elected to ensure that clubs are given a fair representation and act as a key voice between the sports zone and the membership.

2 Councillors (Faculty Proportionate)

These are selected to provide Scrutiny.

2 Councillors (without portfolio – for scrutiny)

These are selected to provide Scrutiny.

Sports Manager (Ex officio)

To ensure there is a clear link between staff and democratic procedures.

Meeting

The Sports Zone, like the other Zones, will meet in weeks 3, 5, 7, 9 and 11. The VP Sport is required to attend all meetings, as are the twelve full members. Members of staff may attend the meeting, upon the agreement of all members of the group at least one week before the meeting is held. VP Sport may also convene a meeting of the group on short notice, provided they give two working days advance notice.

Special Remits

The Sports zone shall -

- Control all athletic and administrative activities of the Sports Zone and such other functions as the Zone shall from time to time direct
- Co-operate with the British Universities Sports Association (BUSA) and all other national and regional sports bodies on behalf of the constituent clubs

- Award colours to members of Athletic Union who distinguish themselves in their particular branch of sport or give outstanding service to their clubs, as defined by the colours policy. Such awards are to be decided by the Sport Zone in the form of a Colours Committee and ratified or otherwise by the Zone.

Welfare Zone

Purpose of the Vice-President Welfare

The purpose of the Welfare Zone is to provide a two-fold addition to Union democracy.

Its primary function is to offer scrutiny within the zone across the whole of the union. This includes VP Welfare, the named officers within the zone and services which fall under the remit of the zone co-ordinator. The role of the zone committee will be to monitor the work of each area and give a report in the final council of the semester. In addition each zone meeting will receive a report from VP Welfare on the financial situation within the zone. The zone will also be responsible for ensuring the budget is adhered to, and will be accountable to the trustee board.

The formal powers of each Zone shall be:

- To pass a motion of caution against a vice president
- To request the president give a report on the progress with the zone
- To submit questions in writing to the trustee's to be asked to the vice president
- To submit in writing questions to the relevant officer at Council
- To propose a motion of caution against an officer to Council

The secondary function of the zone is policy implementation: the policy that the zone will implement will be that outlined in the strategic plan (to be passed at the final council of the year) and at referendum. It shall be the role of the whole zone to assist in the implementation of the policy, however it shall fall to the VP Welfare to ensure all policy is successfully followed up.

Duties of the Welfare Officer

- To monitor and update Union policy on equality matters.
- To promote and campaign for equal opportunities within the University, Union and the wider community.
- To liaise with national, regional and local organizations on issues of equality

- To work actively with local, regional and national bodies on matters affecting student health.
- To lobby and campaign to ensure sufficient provision is available for student general, sexual and mental health.
- To lobby and campaign to ensure sufficient provision is available for financial and debt management.

University Committees

- Equality and Diversity
- Health Sub-Committee
- Race, Religion and Belief
- Disabilities Committee
- Student Progress Committee
- Impact Assessment Working Group
- Gender, Transgender and Sexuality (if appropriate)

Zone Members

Black Students Officer

The Black Students Officer will report back on their work co-ordinating the HUU Black Students Campaign. It is their role to lead all work and campaigns relating to African, Arabic, Asian and Caribbean students.

Disabled Students Officer

The Disabled Students Officer will report back on their work co-ordinating the HUU Disabled Students Campaign. It is their role to lead all work and campaigns relating to disabled students.

LGBT Students Officer

The LGBT Officer will report back on their work co-ordinating the HUU LGBT Campaign. It is their role to lead all work and campaigns relating to lesbian, gay, bisexual and transgender.

Women's Officer

The Women's Officer will report back on their work co-ordinating the HUU Women's Campaign. It is their role to lead all work and campaigns relating to female students.

Director of Nightline

The director of Nightline will report on the work and development of Nightline. The Nightline Director co-ordinates the training of all Nightline volunteers and ensures the smooth running of the Nightline service.

Chair Links

The Links Chair will report on the work and development of Links First Aid. The Chair Links is responsible for the co-ordination of the Links service and the co-ordination of the training of its members.

2 Scarborough Welfare Officers

Scarborough Welfare Officers will be responsible for the facilitation of the VP Welfare's work on Scarborough campus.

2 Councillors (faculty proportionate)

For scrutiny

2 Councillors (without portfolio)

For scrutiny

Ex Officio – Advice Centre Co-ordinator, Job Exchange Co-ordinator, Nursery Manager

Ex Officio – Advice Centre Co-ordinator, Job Exchange Co-ordinator, Nursery Manager to provide a link between staff and students.

Meeting of the Welfare Zone

The Welfare Zone will meet in weeks 3, 5, 7, 9 and 11. The VP Welfare is required to attend all meetings, as are the twelve full members. Members of staff may attend the meeting, upon the agreement of all members of the group at least one week before the meeting is held. VP Welfare may also convene a meeting of the group on short notice, provided they give two working days advance notice.

Campaigns and Democracy

Role of Campaigns and Democracy (C&D)

Campaigns and Democracy is a part time position which does not sit on the Union Executive Committee. It has a dual role, as the title suggests, which encompasses both the short term campaigns decided by the UEC in week 0 of each Semester as well as the long-term democracy campaign which shall run indefinitely.

Campaigns

Campaigns are decided by the Union Executive Committee in week 1 of each Semester. All Campaigns must fit into one of the four charitable aims of the Union, and the decision to choose these campaigns must be justified at the first Union Council of the year. In Semester 1, there will be two campaign slots available which should be filled by UEC, and in Semester 2 there will be only one campaign slot, due to the increased workload on the Chair C&D due to the elections, both Union and local/national which need increased promotion and work.

Democracy

It has become increasingly the case that the role of Campaigns should include a permanent role in shaping and promoting the democratic structures and procedures of the union. For this reason, one permanent year-long campaign will become part of the Campaigns portfolio, taking up eight of the sixteen hours a week (although this may differ depending on workload). The Democratic part of the C&D portfolio will involve advertising council, referendums and open policy forum, as well as taking a major role in the organisation and execution of the sabbatical elections. A secondary role will be to advertise elections taking place in the local community, to encourage students to register to vote, and to engage the council in regular talks to open a dialogue on how to best involve students in local democracy.

Campaigns Committee

Campaigns Committee will not be part of the zoning structure but will instead be an independent group which helps to support the campaigns and democracy aspects of the Union. It shall have a permanent voting membership of 8, who will support the Chair Campaigns and Democracy, and an open membership depending on the campaign in hand.

Permanent Membership:

Chair of Council

Secretary of Council (who shall be the Secretary of the Campaigns Committee)

Men's officer

Media Officer

1 member of the Community Zone

1 member of the Education Zone

1 member of the Sport Zone

1 member of the Welfare Zone

The four members of the autonomous Liberation Campaigns are also members de facto, although they have no voting rights as they are there merely in an advisory capacity. The Chair and Secretary of Council are present to help fulfil the democracy part of the role, with the four Zone Chairs there to fulfil any campaign which may arise in their area, as well as to report back to their zones on progress. The media officer is intended to be there to advice on the promotion of Campaigns, and the Men's officer is intended to campaign, as now, on men's issues in the union.

International Students Association

The ISA on a whole remains unchanged, including its objects and responsibilities. The ISA Executive Committee will exist cross-campus to ensure that appropriate representation, facilities and activities are arranged on both campuses.

In particular, there will be 2 Executive Committee members from and based on Scarborough campus. Whether this will result in reduction of the number of committee members on Hull campus or not is still to be decided.

The positions on the Executive Committee will be

- Chair
- Deputy Chair
- Secretary
- Treasurer
- African Representative
- American Representative
- Asian Representative
- Chinese Representative
- European Representative
- 2 Scarborough Representatives
- 2-4 Committee Executives

Media Officer

The Media Officer will have responsibility for all student-led media within the Union, as well as being the main link between the Marketing Department and the students with regards hullstudent.com. They will sit on the Governance Zone.

Hullfire

The Media Officer will be the Editor of Hullfire Magazine and will ensure that no articles are published which are defamatory. They will report to the President who will be the Editor-in-Chief.

Hullfire will retain the right to be critical and objective about HUU.

In their capacity as Editor, the Media Officer will be responsible for recruiting contributors, holding elections for the section editors and co-ordinating the editorial team. They will also be responsible for the overall direction of the magazine and the final laying up and sending to print of each issue.

JAMradio

The Media Officer will sit on the Broadcasting Sub-Committee (JAMradio) as an ex-officio member and report back to the President who will be the Editor-in-Chief, and thus responsible for any legal issues. They will advise the committee of any relevant issues and be the main link between the Broadcasting Sub-Committee and Union Executive Committee.

Hullstudent.com

The Media Officer will liaise, from time to time, with the Marketing Department about hullstudent.com. They will be responsible for feeding back to the President, who in turn will be required to promote usage of the website by all areas within the Union.

Societies Officer

The Societies Officer will be responsible for the overall development of societies and should be the first port of call for society related enquiries.

They will chair both the Societies Executive Committee and Societies Council, as well as sitting on the Governance Zone, and will report back to the President who will be responsible for checking progress in the area.

They will work closely with the Student Activities Co-ordinator to make sure that all societies follow rules and regulations as laid out in the standing orders governing societies, and review these from time to time.

They will be responsible for the training all relevant members of societies' committees and for frequent communication with all societies.

Scarborough

Membership

1 Chair of Scarborough Executive Committee (UEO)

2 Scarborough Community Reps

2 Scarborough Education Reps

2 Scarborough Sport Reps

2 Scarborough Welfare Reps

Scarborough Union Manager to sit ex-officio

Role of Chair of Scarborough Executive Committee

1. To sit on the UEC and represent Scarborough interests where applicable.
2. To assist and liaise with full time officers regarding their work on the Scarborough campus.

3. To facilitate the work of the 4 zones on the Scarborough campus, in conjunction with the relevant Scarborough representatives.
4. Shall support the work of the Scarborough officers and have regular one to one meetings with them.
5. To work alongside the Scarborough Union Manager to ensure that Hull University Union's Financial Regulations are adhered to on the Scarborough Campus.

Membership

The Specific Roles of the reps shall be determined with the standing orders for the 4 object zones.

Policy process

Open Policy Forum (OPF)

OPF and Referendums are in the area of the Chair Campaigns and Democracy. OPF are to be held twice a Semester, in weeks 2 and 7, with a standard of four and a maximum of five motions going to referenda per forum. The OPF will be divided into four zones in the same way that the Union itself is, with one motion going forward from each zone to referenda. The four zones are as following: Education, Welfare, Sport and Community. Motions must be submitted to one of these zones, except in the case where a motion does not clearly fall into a zone, but is of vital importance, in which case it is the prerogative of the Chair to allow or disallow the motion to go to referenda as an extraordinary motion.

Education Zone

The education zone must only include motions which directly affect one of the aspects of the education mandate, namely: Academic courses, university academic policy, funding, fees, part-time students, mature students or postgraduate students. The motion must be explicitly submitted into this area, and may be rejected by the chair if it fails to comply with the education zone mandate.

Welfare Zone

The Welfare Zone must only include motions which directly affect one of the aspects of the Welfare mandate, namely: Equality, diversity, health, safety, accommodation and fair pay at work. Please not that motions cannot be submitted regarding any of the liberation campaigns, as these are autonomous and self-regulating as listed in their standing orders. The motion must be explicitly submitted into this area, and may be rejected by the chair if it fails to comply with the Welfare zone mandate.

Sports Zone

The Sports Zone must only include motions which directly affect one of the aspects of the Sports mandate, namely: Sports teams, sports centre, social policy, financing, and sports venues. The motion must be explicitly submitted into this area, and may be rejected by the chair if it fails to comply with the Sports zone mandate.

Community

The Community Zone must only include motions which directly affect one of the aspects of the Community mandate, namely: HUSSO (Hull University Social Services Organisation) in the 5 major areas - Adults, Older People, Rehabilitation & Re-education, Kids, and Kids with Special Needs, Community Action (Scarborough), Hull RAG (Raising and Giving) and other work in the local community. The motion must be explicitly submitted into this area, and may be rejected by the chair if it fails to comply with the Community zone mandate.

Extraordinary Motions

If a motion is of vital importance to the Union, and does not fit into any of the four zones, then it may still go to referenda with the consent of the Chair, provided it has the support of a simple majority of Union Members in the room. This should not be used except in extraordinary circumstances, and should not be used to pass ordinary motions by default. It is the role of council to scrutinise the sanctioning of an extraordinary motion by the President, and judge whether they have a cause to use these powers.

Referenda

Referenda are the primary means of setting Union Policy, and are a direct result of voting decisions made at Union Open Policy Forums. They are to be held in weeks 4 and 9, two weeks after open policy forums. Referenda must run for a minimum of three full working days, must be held online at www.hullstudent.com/elections and must be advertised for at least 5 working days in the areas specified in the standing orders. Proposers of motions should also be encouraged to campaign for their motion to be passed. The quota for a referendum to pass will be 10% of the student body, when it will become policy of the union, barring a veto on legal grounds by the board of trustees. Upon failing to reach quoracy, a motion will be taken as indicative of student feeling, and as such made policy barring a veto from either the UEC or board of trustees. In a case of an extraordinary motion, or in the case of a policy being particularly hotly debated, the Chair C&D may use their discretion to extend the running time of the referenda to up to 5 full days, but no longer. Referenda on constitutional change must be at least five full days in length, up to ten working days depending on the discretion of the Chair C&D. All decisions on

referendums must be reported to UEC and must be justified at Union Council if required by the chamber.

Final Thoughts

The OPF to Referenda process will run independently of the governance structures of HUU, and is intended to introduce the views of the membership to HUU democracy on a regular basis, making sure HUU remains in touch with its members. All Union officers, executive or otherwise, are required to advertise and promote both OPF and Referendums as part of their mandate, under the guidance of Chair C&D.