

SO1002

STANDING ORDERS GOVERNING THE GOVERNANCE ZONE

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- (a) "the Zone" means the Governance Zone;
- (b) "HUU" means Hull University Union;
- (c) "Council" means HUU Council;
- (d) "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. **Function**

The primary function of the Zone is to act as the recognised means of communication and liaison between all areas of HUU. In particular, the Zone shall:

- (a) Provide support for the President in co-ordinating campaigns and issues of mutual concern.
- (b) Provide scrutiny of the role of the President and hold the President's actions to account.
- (c) Scrutinise motions brought forward for approval by referenda checking for grammar; ensuring that they meet the objects of the Charity; are legal; and any financial costs can be met out of that year's approved budget.
- (d) Work with the Chair Campaigns and Democracy to ensure all elections and referenda are run in accordance with regulations.

3. **Membership**

Voting membership of the Zone shall be:

- (1) Chair Campaigns and Democracy;
- (2) Chair Scarborough Executive Committee;
- (3) Chair, Council;
- (4) Chair, Welfare Zone;
- (5) Chair, Education Zone;
- (6) Chair, Sport Zone;
- (7) Chair, Community Zone;
- (8) Chair Environmental & Ethical Committee.

Non-voting membership of the Zone shall be:

- (1) The President.

Ex-Officio members:

- (1) General Manager;
- (2) Advice Centre Co-ordinator;
- (3) Job Exchange Coordinator
- (4) Student Activities Co-ordinator;
- (5) Human Resources Manager;
- (6) Commercial Services and Marketing Manager;
- (7) Such others that the Zone may deem appropriate.

GENERAL PROCEDURE

4. Chair

The Chair of the Zone shall be elected in accordance with the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 1002 annex A, which is to be circulated 3 clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

5. Meetings

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester. One Zone Meeting per academic year must be held on the Scarborough Campus. Meetings must be made available for Scarborough based members through video conferencing or meetings scheduled to allow members reasonable opportunity to arrive on the campus at which it is held.

6. Quorum

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

7. Minutes

The minutes shall be taken by the Secretary to the Zone, who shall be elected from the voting membership at the first meeting of the committee in each academic year. These shall be handed in to Main Reception no later than 4 clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the President, in the form of a report under the Governance Zone section of the Council agenda.

8. Voting

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

9. Powers

The Zone shall be able to:

- (1) Pass a motion of caution against the President as detailed in the Bye Laws

- (2) Bring motions of censure and no confidence as detailed in the Bye Laws against the President to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the President.
- (5) Submit questions to an officer at Council.
- (6) Propose a motion of caution against an Officer to Council.
- (7) Reject motions brought forward by the membership to go to referenda on the grounds that they would place HUU in financial or legal jeopardy. Rejected motions will then be eligible to be resubmitted after amendment by the proposer.
- (8) The Chair Steering will provide support and training for those members wishing to write motions to bring them to referenda.

PT/JH Jan 2010

Annex A:

Governance Zone Meeting Agenda

Passed at UEC:	19/1/10
Passed at Union Council:	8/2/10
Ratified by Board of Trustees:	2/2/10

GOVERNANCE ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register.

2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

3) REPORTS

1. Report by President.
Questions.
2. Report by Chair Campaigns and Democracy.
Questions.
3. Report by Chair Scarborough Executive Committee.
Questions.
4. Report by Chair, Council.
Questions.
5. Report by Chair, Welfare.
Questions.
6. Report by Chair, Education.
Questions.
7. Report by Chair, Sport.
Questions.
8. Report by Chair, Community.
Questions.
9. Report by Chair Environmental and Ethical
Questions.

4) PROPOSALS

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business

PT/JH

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