**Democratic Procedures Committee Guidance Document**

1) Democratic Procedures Committee is a Standing Committee. Any Full Member may attend and speak at meetings of Democratic Procedures Committee, subject to the Bye-Laws.

**Agenda**

2) Items on the agenda for meetings of Democratic Procedures Committee shall include:
   
i. Discussion of proposed changes to Bye-Laws, Guidance Documents and Constitutions [of Student Run Services and Associated Residential Bodies]
   
ii. To Receive relevant reports.

**Proposed Changes**

   Any Full Member may propose changes to the Bye-Laws and Guidance Documents.

4) Proposals should indicate:
   
i. What the change being proposed is
   
ii. Why this change is being proposed
   
iii. Any consequences of the change.

**Discussion of Proposed Changes**

5) The discussion of the proposed changes will proceed in the following manner:
   
i. The member who proposed the change or a nominated spokesperson may introduce their proposal and explain why they have submitted it
   
ii. Attendees shall be able to submit clarifications, questions, comments and changes to the proposal
   
iii. The chair shall ask the committee members to vote on whether or not to accept the proposal.

6) In deciding whether to accept the proposal, the committee members shall take account of the following principles:
   
i. Proposed changes should be Democratic and Fair
   
ii. Proposed changes should be Clear and Consistent with the other Bye-Laws and Guidance Documents
   
iii. Proposed Changes should be Enabling and not overly prescriptive.

7) A proposal will be adopted if it is accepted by a simple majority of the voting members of Democratic Procedures Committee. Each Committee member has one vote.

8) Democratic Procedures Committee may make grammatical amendments to proposals on the grounds of ensuring Consistency and Clarity with other Bye-Laws or Guidance Documents.

*Chair of the Democratic Procedures committee.*
9) The chair of the Democratic Procedures Committee will only close a session if it is impossible for the committee to complete its business otherwise.

10) The Chair will report to the Scrutiny Panel if they have been forced to close a meeting explaining their reasons for doing so.