Officer Accountability Guidance Document

Dated 14/05/18

Definitions

a) “Scrutineers”, shall hereby refer to “Student Scrutineers” as defined in the Bye-Laws.

b) “Official Release”, shall hereby refer to the official release as described in subsection 10 of this document.

c) “Facilitator”, shall hereby refer to the Facilitator described in section 9 of the Officer Accountability section of the Bye-Laws.

d) Quorum, for the purposes of this document, shall be a simple majority of the all Scrutineers, present or otherwise.

Reports

1) Reports shall be submitted to the Representation Development Office two weeks before each Scrutiny Panel Meeting.

2) Reports shall be clear and concise.

   i. What is deemed to be “clear and concise” is to the discretion of the Scrutineers. Generally, reports should provide enough information to inform the reader without excess or repetition. An outside observer, with no background knowledge, should be able to finish reading the report with a basic understanding of the topics discussed.

3) Statements in the report must be factually accurate.

4) Repercussions for violation of any of the above shall be decided by the Scrutineers prior to the Official Release.

   i. Examples of such are, but not limited to, a meeting with the Officer to discuss behavior or a statement in the Official Release stating the offense.

Agenda for a Scrutiny Panel Meeting

5) Scrutiny Panels shall consist of the following:

   i. Pre-prepared Questions from the Scrutineers.

   ii. Questions from the visiting Sabbatical Officers, of another Students’ Union, regarding the Report submitted by the Officer.

   iii. Open Questions from the Floor and Scrutineers.
Performance and Report Reviews

6) Each Scrutineer will review the performance and report of each officer utilising a system with the ratings, “Fail”, “Low Pass”, “Pass”, “High Pass”, and “Distinction”. This will be accompanied by written comments on positives and suggested improvements, where applicable.

7) Report Reviews shall be written following a group discussion meeting, attended by Scrutineers, prior to the Scrutiny Panel Meeting.

8) Performance Reviews shall be written following a group discussion meeting, attended by Scrutineers, following the Scrutiny Panel Meeting.

9) The Performance and Report Reviews for an Officer for each Scrutiny Panel shall be the aggregate measure of the scores and comments given by the Scrutineers.

10) Performance and Report Reviews are to be released to Officers and the public after the following has occurred:
   i. A majority of Scrutineers has completed their Review Forms.
   ii. Both Reviews have been created in accordance with section 9.
   iii. Scrutineers agree, in quorum, to the score and comments made in the aggregate review documents and that it may be released.

Confidentiality

11) Authorised Persons who are allowed access to the Officer Reports (following submission), Officer Performance and Report Reviews, Scrutineers’ personal review documents, and recordings of the Scrutiny Panel Meeting are solely as follows:
   i. Scrutineers
   ii. Representation Development Office Staff
   iii. The Facilitator
   iv. The two Sabbatical Officers from another Students’ Union

12) Authorised Persons shall be forbidden to release or otherwise share the Officers’ Reports, Scrutineers’ personal review documents, anything discussed in meetings described in sections 6 and 7, the Officer Performance and Report Reviews, and any other information relating to the Scrutiny Panel Proceedings, within reason, to outside persons, not outlined in section 11, prior to the Official Release.

13) Scrutineers found to violate this will be met with disciplinary action or removal.

Challenges

14) Officers may challenge a Performance or Report Review given by the Scrutineers, either as individuals or collectively as a group.

15) Challenges shall be heard by a Committee consisting of the following:
   i. The Facilitator (non-voting)
   ii. Staff Member from NUS
   iii. Officer from another Students’ Union
   iv. A Scrutineer, nominated by the other four.

16) The Committee may decide to either uphold or reject this complaint.
i. Should a complaint be upheld, the Performance or Report Review will be amended at the discretion of the Committee and released as appropriate.