

Union Council Guidance Document

Agenda

1) Agenda items on the agenda for ordinary meetings of Union Council shall include:

   i. The discussion of each Idea
   ii. Announcement of Student Panel Verdict(s).

2) Items on the agenda for ordinary meetings of Union Council shall include:

   i. Logic: Items of business which affect other items should be given priority.
   ii. Time: Time sensitive issues should be given precedence in the order of business.
   iii. Consensuality: More consensual items of business should be given precedence in the order of business.

Ideas

3) Ideas must state both what the member wants to change and why.

4) Ideas must have a title, which should reflect the proposed changes.

5) Ideas shall not be longer than 400 words. Ideas which are longer than 400 words shall be accepted at the discretion of the Chair.

6) Ideas must clearly state any relevant changes proposed to Bye Laws or Guidance Documents either within the Idea or as supporting information. Such supporting information will not be included in the word limit.

7) The member who proposed the Idea must, for their Idea to be considered, attend Union Council to explain their Idea. The member may nominate another Full Member of the Union as a spokesperson to do this on their behalf.

8) No Idea with materially the same content can be discussed at Union Council twice in one academic year unless it has been deferred from a previous Union Council.

Discussion of an Idea

9) The discussion of Ideas shall proceed in the following manner:

   i. The member who submitted the Idea or their nominated spokesperson to explain what they want to change and why
   ii. Council attendees shall be able to submit clarifications, questions, comments and changes to the proposal
   iii. The Chair shall establish whether the Student Panel are able to make a decision
   iv. The Student Panel shall vote on the idea by Secret Ballot.

10) Before being asked to vote the panel members must declare that they feel able to make a decision for or against the Idea:
i. If the Student Panel unanimously declares that they feel able to make a decision then they may proceed to a vote.

ii. If the any members of the Student Panel declare that they feel unable to make a decision then they may use any of the rights outlined in the Union Council Bye Law to help them make a decision.

11) If the Student Panel are unable to make a decision then the Chair will have the power to:

i. Repeat the process outlined above until the Student Panel members declare they are able to make a decision

ii. Defer the decision to the next Union Council.

Powers of the Chair

12) The Chair shall ensure Union Council is well run, productive and participative. To this end, the Chair may choose to:

i. Deepen the quality of the discussion by grouping students into smaller groups and asking one member to act as a spokesperson

ii. Temporarily remove any person present from Union Council who is preventing the meeting from proceeding in a fair and democratic manner or otherwise in accordance with the Union Council Bye Laws and Guidance Documents

iii. Decide the order of speaking and the length of the discussion to allow all the agenda points to be considered

iv. If necessary, ask a student if they have a comment, question, clarification or proposal before allowing them to speak.