

Guidance Document

Passed by Union Council 28/11/2016

Union Meetings

- This guidance document applies to meetings of Union Council
- The **Union Council** shall meet at least **three** times a semester
- A full schedule of meeting dates for the academic year shall be approved at the first meeting of the year and made available online.
- Additional meetings of Union Council may be called by 5 members, at least 7 days' notice of any additional meeting must be given.
- Agenda items should be submitted **10** days before the meeting with papers distributed 7 days before the meeting.
- Amendments may be submitted up to **3** days before the meeting.
- Any proposed amendments should be circulated to all members and, where possible, be made available online.
- The meeting shall have a secretary who will be a member of Union staff.
- Minutes of the meeting shall be circulated 7 days after the meeting and made available online.
- The standard agenda should usually cover:
 - Apologies and absences
 - Minutes of the last meeting
 - Financial proposals
 - Policy proposals
 - Questions to elected officers

Conduct

- All persons present at a meeting shall behave in accordance with the Union's Constitution, Bye-Laws and relevant policies.
- All persons present at a meeting shall in particular:
 - Refrain from using offensive language or swearing, or from making personal comments about any person present;
 - Not harass, bully, threaten, or intimidate any person, nor heckle or shout at any person present;
 - Ensure that meetings remain a safe space for all participants.
 - When speaking, all persons must confine their remarks to the topic under discussion.
 - No person shall speak without the recognition of the Chair.
 - The remarks of speakers must be directed to the Chair.
 - No matter concerning the employment or performance of any individual staff member of the Union may be discussed at a meeting of the Senate.

Disciplinary powers of the Chair with regards to conduct

- If the conduct of any person does not fulfil these standards, they may be refused recognition for any period or the remainder of the meeting. In the most serious of cases or if they continue to breach these rules the Chair may require a person to leave the meeting.
- In extreme circumstances of disorder, the Chair may suspend the meeting for a period of time or abandon the meeting altogether.

- At the discretion of the Chair, entry to a meeting may be restricted to only students with a valid student card and Union Staff members.
- When faced with any procedural request, point of order or other matter requiring a judgement, the Chair will immediately make a ruling as to the appropriate course of action. There shall be no discussion from those present on the subject of the decision.
- The decision of the Chair will not be a subject for debate except if challenged by a relevant procedural motion.
- No meeting shall last longer than 2 hours (exclusive of breaks) unless extended by those present
- The Chair may decide at any time to take breaks in meetings.
- A procedural motion is a democratic request made during a meeting to alter the procedure of that meeting.
- There shall be the following procedural motions relating to the Chair:
 - No confidence in the Chair, which if passed shall remove the Chair (or Acting Chair) from their position for the remainder of the meeting;
 - Overturn a ruling of the Chair, which if passed shall overturn the relevant ruling of the Chair
- The speech against any procedural motion relating to the Chair shall be taken by the Chair, and the debate on any procedural motions relating to the Chair shall be chaired by the meeting Secretary.
- Procedural motions relating to the Chair shall require a 2/3 majority to pass.

Business Calendar: Union Council	
Meeting 1 (November)	Updates on financial expenditures Approve schedule of meetings and guidance document Scrutiny committee appointments
Meeting 2 (Feb/March)	Recommendations on budgetary allocations to be made to Trustee Board NUS National Conference Policy Scrutiny panel reports
Meeting 3 (April/May)	Confirmation of Budgetary allocation and allocation to executives subject to TB sign off. Proposed Bye-law changes for next year Scrutiny Panel reports