

## **Guidance Document**

**Passed by Council 28/11/2016**

### Implementing student ideas

1. Policy proposals can be submitted by students online in accordance with the Bye-Law on policy
2. Ideas should usually be approved within 5 working days of submission
3. Ideas submitted should adhere to the following principles:
  - a. Not make any proposal which would be unlawful
  - b. Must not contain profanities
  - c. Must be submitted in easily understandable language
4. If an idea is submitted that does not meet these principles or which may be harmful on the basis of its concept or wording staff will suggest either an alternate wording or ask the submitter to rephrase the idea
5. Ideas which could be considered to be harmful includes those that:
  - a. Incite violence
  - b. Make threats or encourage harassment and bullying of individuals or a specific group
  - c. Are in breach of the unions zero tolerance to sexual harassment policy
  - d. Name specific individual students (except where this is a no confidence motion)
  - e. Make reference to Union staff members
6. Once an idea is approved it will be available for students to vote on online for 21 days.
7. Only ideas which will have completed the full 21 day period by the time of the next Union Council meeting will be submitted for discussion
8. This guidance document may be amended by a simple majority of Union Council.