

Standing Order E: Committees and Forums

1. There will be committees and forums as approved by Assembly and described in the appendices to these Standing Orders.
2. All Members of the Union will be entitled to attend and speak at committee and forum meetings.
3. Any Committee may, with good reason, pass a motion by simple majority of the voting membership to meet in closed session. Any such motion shall apply only for the specified agenda item and will be reflected in the minutes.

Proceedings

4. Committees and forums shall publish a calendar of meeting dates as soon as practicable after the start of each Academic Year.
5. Committees and forums shall publish agendas and minutes for all meetings.
6. Committees shall present a work plan to Assembly on an annual basis and present an update report to all Assembly meetings.
7. Committees shall aim to develop policy for its own adoption, for recommendation for Assembly or for submission to a national conference. Any policy adopted by a committee must have been voted on by a minimum of 50% plus one members.
8. If a motion is submitted to Assembly, it may be deferred by Governance and Grants Committee to a relevant subcommittee for scrutiny.
9. Committees should work with and advise the Student Officers who are members of that committee.
10. Committee and forum meetings shall seek to reach decisions based on consensus. If decisions cannot be reached by consensus, a simple majority by show of hands shall suffice.
11. Each committee shall elect a chair from amongst their membership unless otherwise stated within these Standing Orders or Appendices.
12. The chair shall be responsible for ensuring the orderly conduct of meetings, including the timely dissemination of the agenda and papers
13. Proceedings of committees shall be recorded.
14. Committees shall have the power to establish working groups to undertake specific tasks.

Terms of Reference

15. The Terms of Reference of each committee shall be approved by Assembly and held as Appendices to these Standing Orders.

16. Committees and forums other than sub-committees of the Board of Trustees, without specific provision in the Articles of Association or these Standing Orders must have Terms of Reference approved annually by Assembly.

Complaints

17. Complaints about the conduct of a committee, forum or member in attendance at a committee or forum meeting must be made, in the first instance, to the chair of that Committee or forum or, thereafter, to Governance and Grants Committee.

Appendix E1: Committee and Forum Membership and Objectives

1. The membership and objectives of committees and forums shall be as detailed in this Appendix. Meeting frequency as noted in the table is guidance; meeting frequency is to be determined by each committee or forum.
2. Committees and forums may review their membership and objectives and in accordance with the provisions of the Articles of Association and these Standing Orders suggest changes.
3. All committees may make policy or policy recommendations to Assembly relating to their respective areas of responsibility and objectives.

Committee	Objectives	Membership	Meetings	Chair
Academic Affairs Committee	To identify and discuss matters relating to academic affairs and academic support across the University. To develop or recommend academic policy for the Union To share best practice and learn from each other's experiences To work with and advise the Academic Affairs Officer To direct the work of the Union on all academic and academic support matters To elect representatives for Assembly	Postgraduate and Undergraduate Academic Officers Faculty Representatives	Monthly	Elected by and from the core membership excluding the Academic Officers
DUCK Committee	To discuss matters and work on issues relating to fundraising at Durham University	DUCK Chair Elected members of the DUCK Executive Committee (DUCK handbook)	Fortnightly	DUCK Chair
Governance and Grants Committee	To review and make recommendations on governance To review policy seeking adoption by Assembly To oversee the administration of all elections To work towards increasing democratic participation in the Students' Union To adjudicate on appeals against decisions of the Senior	President Opportunities Officer Chair of Assembly 5 x Members elected by Assembly with three of those reserved for those	Monthly	Elected from the membership of the committee excluding officers

	<p>Returning Officer</p> <p>To monitor the progress of policy implementation</p> <p>To allocate grants in accordance with regulations agreed by Assembly and the Board of Trustees</p> <p>To ensure allocated funding is used in compliance with stipulations</p> <p>To review and act on delegation requests</p>	<p>who are members of a society</p> <p>1 x Student Trustee</p>		
<p>Junior Common Room Presidents Committee</p>	<p>To discuss matters relating to Junior Common Rooms (JCRs)</p> <p>To work to enhance the college experience of members of JCRs</p> <p>To work to improve the governance and support available to JCRs</p> <p>To identify, draft, adopt or recommend policy on issues relating to Junior Common Rooms</p>	<p>President</p> <p>President or equivalent of each JCR</p> <p>President of Ustinov Graduate Common Room</p>	<p>Fortnightly</p>	<p>Elected by and from the membership excluding the President</p>
<p>Middle Common Room Presidents Committee</p>	<p>To discuss matters relating to Middle Common Rooms</p> <p>To work to enhance the college experience of members of Middle Common Rooms</p> <p>To work to improve the governance and support available to Middle Common Rooms</p> <p>To identify, draft, adopt or recommend policy on issues relating to Middle Common Rooms</p>	<p>President</p> <p>One representative from the postgraduate communities as elected by each of the colleges</p>	<p>Fortnightly</p>	<p>Elected by and from the membership excluding the President</p>
<p>Student Groups Committee</p>	<p>To identify and discuss matters relating to Student Groups excluding Associations</p> <p>To review and recommend changes to the Student Group Agreement</p> <p>To identify, draft, adopt or recommend policy on issues relating to student groups</p> <p>To work to develop Student Groups and their members</p>	<p>Chair</p> <p>Opportunities Officer</p> <p>6 x Members elected by society members at Societies Forum representing each category of societies</p>	<p>Monthly</p>	<p>Elected by Societies Forum</p>

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	<p>To enhance collaboration between Student Groups</p> <p>To work to improve the governance and support available to Student Groups</p> <p>Attend Societies Forum to help facilitate discussion</p> <p>To work with and advice the Opportunities Officer</p>	<p>1 x media rep</p> <p>1 x Association Liaison Rep</p>		
Students' Union Reps Committee	<p>To provide a forum for feedback to the SU from common room exec and students via Students' Union Reps</p> <p>To scrutinise and contribute to the effectiveness of SU campaigns and events using feedback from Common Rooms</p> <p>To provide a forum for the SU President and relevant Officers to update Students' Union Reps regarding the activities of the SU and University-wide issues</p> <p>To nominate Students' Union Reps to represent students on relevant University Working Groups</p> <p>To support Students' Union Reps in the drafting of relevant policy for Assembly</p> <p>To set priorities for Students' Union Reps to collectively work towards throughout the year d to monitor progress towards these goals</p>	<p>President</p> <p>1 x elected representative from each college</p>	Fortnightly	Elected by and from the membership excluding the President
Societies Forum	<p>To identify and discuss matters relating to Student Groups, specifically Societies</p> <p>To enhance collaboration between Student Groups, specifically Societies</p> <p>To receive updates regarding issues affecting Student Groups, specifically Societies</p>	<p>Opportunities Officer</p> <p>Student Groups Committee members</p> <p>Any member of a Union student group</p>	Termly	Opportunities Officer and Student Groups Committee Chair

