

## **Byelaw 3 - How can I set the direction of my Union?**

*This Byelaw exists to allow Students to debate ideas that impact them while studying at LMSU or living as a student. It is designed to offer a set of fair rules for this to happen.*

### **300 Structures of the Union and their role**

- 301 There shall be the following principle decision making bodies within the Union
- a) The Trustee Board
  - b) The Student Members meeting
  - c) The Student Council
  - d) Referenda & Elections (see Byelaw 5)

### **Role of meetings**

- 302 The Trustee Board shall meet as outlined in the Articles and shall set their own terms of reference and meeting regulations. They shall have oversight on financial, legal and strategic matters as well as oversight of risk and shall set organisational administrative policy.
- 303 The Student Members meeting shall be open to all student members of the Union and shall meet at least annually. It shall scrutinise the work of the Trustees but may also set representative and campaigning policy.
- 304 The Student Council meetings shall set and oversee the representative and campaigning policy of the Union and scrutinise the work of the Executive Committee (see Byelaw 2).

### **Student Members Meetings**

#### **Student Members Meetings – Calling and Agendas**

- 305 As outlined in the Articles, there shall be at least one Student Members meeting each academic year at a time set by the Trustees to maximise student participation. The business of the Annual Student Members Meeting shall be
- a) Approval of the minutes of the last meeting
  - b) receiving a report of the Trustees on the Union's activities since the last Student Members' Meeting;
  - c) receiving the accounts of the Union for the previous financial year;
  - d) approving the list of affiliations of the Union;
  - e) open questions to the Trustees by the Student Members;
- 306 Additional Student Members meetings may be called by the Board of Trustees, Student Council or by petition of at least 100 Student Members who have written to the Trustee Board Chair explaining what business they wish to discuss. A Student Members Meeting shall be called within two weeks of receipt of such a petition or proposal from Student Council. The business of the Student Members Meeting shall be
- a) Approval of the minutes of the last meeting
  - b) Discussion of the business for which the meeting was held
- 307 There shall be no Emergency or Other Business at a Student Members Meeting

#### **Student Members Meetings – Notice, Quorum & Chair**

- 308 Student Members Meetings shall be called with at least 14 days' notice (not including the day that the meeting is held or the day on which the notice was sent). For the avoidance of doubt notice can be given by placing a prominent message on the SU Website.
- 309 100 Student Members entitled to vote upon the business to be transacted shall be the quorum. If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within

half an hour from the time appointed for the meeting then the quorum shall be those student members present.

- 310 Student Members Meetings shall be chaired by the Chair of Student Council. Should they not be present within 10 minutes of the start of a meeting where a quorum is present then the members present shall elect someone from among their number to be the chair for the meeting.

## **Student Council**

### **Student Council - Powers**

- 311 Student Council shall have the following powers and duties
- a) Subject to the Articles, to pass any representative and campaigning policy to be undertaken by the Executive Committee;
  - b) To hold the Executive Committee accountable for their activity in relation to representative or campaigning policy;
  - c) To receive reports from the Executive Committee, Trustees, and any other student forums or committees;
  - d) To approve Student Members of the Trustee Board as outlined in the Articles;
  - e) To co-opt Ordinary Student Members should the 10 positions not be filled by cross campus election;
  - f) To co-opt Part Time Officers where a vacancy arises in line with Byelaw 2;
  - g) To approve the calling of a Student Members Meeting and submit a proposal to it;
  - h) To consider removal of representatives and Trustees as outlined in the Articles;
  - i) To set up Task & Finish groups to undertake work between meetings of Student Council and elect members to them from among the Student Council members;
  - j) To elect representatives to conference except where this is required by cross campus ballot;
  - k) To make requests to Trustees.

### **Student Council – Membership, Frequency & Quorum**

- 312 The Membership of Student Council shall be
- a) All members of the Executive Committee
  - b) 10 Ordinary Student Members elected
  - c) Up to 24 representatives appointed from Societies and Sports Clubs (maximum one representative per group)
  - d) Up to 12 Undergraduate Student Reps elected or co-opted by Student Reps from each faculty as outlined by the Returning Officer each year.
  - e) Up to 12 Postgraduate Student Academic Representatives Student Reps elected or co-opted by Student Reps from each faculty as outlined by the Returning Officer each year.
- 313 Vacancies created by resignations shall be filled by co-option by the forum or group that appointed the Council member.
- 314 There shall be at least four meetings of Student Council a year with dates set for the following 12 months in June to best coincide with key university meetings. Additional meetings can be called by the Executive Committee or 10 other members of the Council by petition to the Student Council chair.
- 315 The quorum for Student Council shall be 50% plus 1 of the occupied seats one week before the Council is due to be held.

### **Student Council – notice, location and agenda**

- 316 Notice of the time, date and place of all Student Council meetings, along with an invitation for items to be included on the agenda will be sent to all Student Council members at least seven days before each meeting. For the avoidance of doubt notice can be given by placing a prominent message on the SU Website. The deadline for proposals and additional items requested by Student Council members shall be 72 hours before the meeting and such items shall be accepted at the discretion of the chair. All items shall be circulated to Student Council members at least 48 hours before the meeting.

- 317 The meeting can take place at any location that, in the view of the Chair, maximises engagement including online.
- 318 The agenda shall be confirmed by the Chair but shall include (in order)
- a) Opening remarks from the Chair (including apologies)
  - b) Elections (if any)
  - c) Approving Minutes of the last meeting and discussing Matters arising
  - d) Executive Committee Report and questions
  - e) Reports from other bodies
  - f) Proposals for debate
  - g) Guest speakers
  - h) Other business approved by the Chair
  - i) Business that has emerged since the deadline for items as approved by the Chair

#### **Student Council Reports- Executive Committee accountability**

- 319 The Executive Committee shall present a summary written report prepared by the President to every Council Meeting which shall outline key tasks performed by each member and indicate which areas of work they have been responsible for. The report shall:-
- a) List the contents of all directions from the previous Council Meetings which have been delegated to named Executive Officers.
  - b) Indicate whether all or part of the directions has been fulfilled.
  - c) List all outstanding actions
- 320 Student Council may decide on the following actions for this report
- a) Approval of the whole report
  - b) Approval of the whole report apart from specific sections
  - c) Request for prioritisation of an area of the report
  - d) Request that an area of work be stopped
  - e) Censure (complaint) about the completion of work by one or more Executive Officers with a request for the Executive to redress this by the next report to Student Council.
  - f) Vote of no confidence (removal from office) of one or more Executive Officers in line with the Articles. For Full Time Officers this may additionally mean removal from employment.

#### **Submission of Proposals**

- 321 Proposals must be submitted by a minimum of two Council Members at least 72 hours before the Student Council Meeting. The Proposal must be submitted in a format outlined by the Student Council Chair and be related to representative and campaigning policy.
- 322 Emergency Proposals – those discussing an issue that has arisen after the 72 hour deadline and cannot wait to be debated – may be accepted by the Chair at their discretion.

#### **Submission of Amendments**

- 323 Amendments to Proposals may be submitted in writing (including by email) to the Chair of Student Council up to 1 hour before the start of the Council Meeting. These will be accepted at the sole discretion of the chair and will be only be accepted if it deals with an issue directly related to the main proposal and it either:
- a) It adds text to increase the activity or position outlined in the main proposal **or**
  - b) It removes text to decrease the activity of position outlined in the main proposal.
- 324 Those wishing to both add and remove text must submit different amendments.
- 325 The Chair shall decide on the order of debate on amendments in such a manner that maximises accessibility for council members.

#### **Attendance at Student Council and record**

- 326 Student Council members must attend all meetings or give apologies. If any member misses two Student Council meetings in an academic year without apologies of the Chair prior to the meeting, they will be deemed to have resigned from office, unless absence is due to mitigating circumstances, decided upon by the Chair.
- 327 All Student Members may attend Student Council meetings as observers and may be granted speaking rights at the discretion of the Chair who may remove these rights at any point.
- 328 Any Guest Speaker. Including members of University staff may attend and speak at Student Council meetings at the discretion of the meeting. The Trustee Board may appoint any Union staff to attend as observers.
- 329 The Trustee Board shall ensure that minutes are kept of each Student Council Meeting.

### **Chair of Student Council**

- 330 At the first Student Council meeting of the year, the members will elect a Chair and Vice Chair for the rest of the year from among the members of Student Council.
- 331 The duties of the Chair & Vice Chair shall be:
- a) To promote an accessible and inclusive culture at Student Council and among members outside formal meetings.
  - b) To ensure the proceedings of Student Council inform members on the issues being reported and debated to allow them to make meaningful decisions.
  - c) To seek the clear resolution of issues and the creation of Policy so that the Union can concentrate on representing students and make change for them
  - d) To ensure fair and balanced debate within meetings
  - e) To ensure a safe environment within meetings
  - f) To promote Student Council and its workings to Student Members
  - g) Any other duties as set out in their Job Description as approved by the Trustee Board
- 332 To enact these duties, but for no other reason, and in line with other byelaws the Chair shall have the following powers:
- a) To set processes for the submission of proposals and reports to Student Council
  - b) To agree to accept proposals and other business for discussion at the meeting in line with these byelaws
  - c) To call those who have submitted business to a meeting to speak and to assign a time limit for them to do so
  - d) To call those who wish to speak against an item at a meeting to do so and assign a time limit for them to do so, paying particular attention to their duties to ensure balance
  - e) To grant additional rounds of speeches on items to extend the debate and give more information to allow council members to make their decisions
  - f) To decide the order in which people speak, except that in a proposal debate the discussion will alter between those in favour and those against
  - g) To refer an item to another body within the Union
  - h) To call the meeting to vote on an item by a show of hands
  - i) To request a count on the show of hands of people present at a meeting
  - j) To confirm the outcome of a vote on a specific item at a meeting
  - k) To confirm a break in the business of the meeting for up to 15 minutes
  - l) To remove an item from the agenda and for it not to be discussed
  - m) To close the meeting
  - n) To adjourn the meeting to another time and place within 7 days of this meeting. Notice of the new time and place shall be given via the website within 48 hours.
- 333 Should a meeting of Student Council or Student Members Meeting be unhappy with the decisions or conduct of the chair then the following proposals may be called and the Chair will grant their debate as long as 10 or more members present wish for the proposal to be called by a majority show of hands.
- a) That the last decision of the Chair be reversed (decided by simple majority vote)
  - b) That the Chair be removed from their position for the rest of this meeting (decided after a round of

speeches)

- c) That the Chair enact one of their powers as outlines in 332 above (decided after a round of speeches)

### **Proposal Debate for Student Council and Student Members Meetings**

- 334 The following process shall apply to the debate of proposals
  - a) There shall be a speech for the proposal given by one of the proposers of the proposal for a length decided by the chair.
  - b) Any Council Member may request a speech against the proposal. The chair will allow one council member to speak against for the same length as the proposing speech.
  - c) There may be additional speeches for the proposal
  - d) There may be debates on amendments if accepted by the Chair.
  - e) There will be a vote for the proposal and it will become Union Policy (subject to any ratification required by the Trustee Board).
  
- 335 Voting on all items at the meeting will be by show of hands and require a simple majority. The Chair shall decide the outcome of the vote and may request a count.
  
- 336 Should the vote be tied the Chair may cast a vote.