

SO:2002

STANDING ORDERS GOVERNING THE COMMUNITY ZONE

1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- a. "the Zone" means the Community Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. **Function**

The primary function of the Zone is to originate and coordinate HUU's community action and implement HUU's Community Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the Vice President Community and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

3. **Membership**

Voting membership of the Zone shall be:

- (1) Vice President Community (casting vote only for electing a chair of the zone);
- (2) Chair HUSSO;
- (3) Chair RAG;
- (4) Two Councillors for Scrutiny;
- (5) Chair ISA;
- (6) Chair Societies Executive Committee;
- (7) Chair Media Committee.

Ex-Officio members:

- (1) Community Volunteering Co-ordinator;
- (2) Such others that the Zone may deem appropriate.
- (3) Student Activities Co-ordinator

4. **Duties of the Membership**

1. **Vice President Community**

- i. The duties of Vice President Community are detailed in S.O. 2001.

2. **Chair RAG; Chair ISA; Chair Societies Executive and Chair Media Committee**
 - i. The particular duties of Chair RAG; Chair ISA; Chair Societies Executive Committee and Chair Media Committee are detailed in S.O.s 2008; 2015;2011and 2013 respectively.

3. **Chair HUSSO**

The duties of the HUSSO representatives are:

 - i. To ensure Vice President Community is giving proper support and attention to HUSSO projects;
 - ii. To inform the Zone Members of current and upcoming HUSSO projects;
 - iii. Ensuring the Community Strategy adequately covers HUSSO action and provides the needed resources.

4. **Councillors for Scrutiny**

The Councillors for Scrutiny are to:

 - i. Ensure that all members of the Zone are following their strategy objectives;
 - ii. Ensure that all areas of the Zone are within budget;
 - iii. To assist if required in tasks and projects the Zone is undertaking.

5. **Election**

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. **Chair**

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 2002 annex A, which is to be circulated three clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

7. **Meetings**

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester. One Zone Meeting per academic year must be held on the Scarborough Campus. Meetings must be made available for Scarborough based members through video conferencing or meetings scheduled to allow members reasonable opportunity to arrive on the campus at which it is held.

8. **Quorum**

The quoracy of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

9. **Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to General Office no later than four clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Community Zone section of the Council agenda.

10. **Voting**

All votes shall require a greater than fifty percent majority pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

11. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the Vice President Community as detailed in the bye laws
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Vice President Community to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the Vice President Community
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

CZ/TP November 2011

Annex A:

Community Zone Meeting Agenda

Passed at Union Council: 12/12/11

COMMUNITY ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register.

2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

3) REPORTS

1. Report by VP Community.
Questions.
2. Report by Chair HUSSO.
Questions.
3. Report by Chair, RAG.
Questions.
4. Report by Chair Community Zone
5. Report by Chair ISA;
Questions.
6. Report by Chair Societies Executive Committee;
Questions.
7. Report by Chair Media Committee;
Questions.
8. Report by Scrutiny Councillors;
Questions.

4) PROPOSALS

Any proposals for action.

5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.
3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business