

STANDING ORDERS GOVERNING STANDING COMMITTEES OF THE UNION

GENERAL

The Constitution of HUU allows for the Union Executive Committee to form standing committees to deal with any matters they see fit. The list of Standing Committees to which this regulation applies is detailed in Annex A.

1. Application: These Standing Orders are to apply, unless otherwise prescribed, to all standing committees, hereinafter referred to as committees and are to be interpreted in such a manner as not to conflict with the Constitution and Bye Laws of Hull University Union (HUU).
2. Responsibilities: All committees are to be ultimately responsible to Council for the proper execution of their duties and responsibilities, and for any transaction undertaken in their name. In practice, the committee will be responsible in the first place to their respective Zone.
3. Affiliation: No committee may affiliate to any outside organisation without the express agreement of UEC and the Trustees.
4. Terminology: The following terms apply to all Standing Orders
 - a. A reference to the 'committee' shall refer to all those students who are members of the committee in the relevant Standing Orders.
 - b. A reference to the 'executive committee' shall refer to members of the committee, who have been elected by either cross campus ballot, by members of the committee or by the Zone to fill casual vacancies.
 - c. A reference to 'members' shall refer to student members of the committee
 - d. Clear days shall not include Saturday, Sunday or Public Holidays.
 - e. Ex officio – a student who is a member through the position for which they have been elected e.g. Chair Women's Committee
 - f. Authorising officers and officials are as defined in Standing Order 9001 Financial Procedures.

REPORT AND PLAN

5. Each Committee at the first Zone meeting of the semester shall produce to

the Zone, a plan of its activities for that semester. At the last Zone meeting of a semester each Committee shall report to the Zone on the activities of the Committee.

MEMBERSHIP

6. Voting Members: Each committee or executive committee may be elected in the following ways.
 - a. Ex officio (Chair); such members are elected by cross campus ballot.
 - b. Members elected by the committee (the executive committee) and ratified by the Zone; ratification is to take place, the committee having previously held the elections, normally at the last Zone meeting of the Semester so that the committee members are in place for the start of the new academic year. In the event of a casual vacancy arising during a session, this shall be filled at the subsequent committee meeting and ratified at the next Zone meeting.
 - c. In the event of an ex officio casual vacancy arising during a session, this is to be filled by a bye-election or a member of the executive will be co-opted at the next committee meeting and ratified by the following Zone meeting, provided that the vacancy has been notified and appears on the Agenda.

All such members must be full members of Union.

7. Non-voting members: Each committee may have the following categories of non-voting members.
 - a. General member; any member of Union may join the committee as a non-voting member.
 - b. Co-option; a committee shall have power to co-opt such persons as it deems fit to be ratified by the relevant zone.
 - c. Members of staff; as detailed in the relevant Standing Orders.
8. Membership lists: The secretary of each committee is responsible for maintaining the membership list. A copy of the list is to be lodged with the HUU and amended as necessary from time to time. The membership list held by the HUU is to be used for election purposes (see paragraph 9 below).
9. Election of to specified positions on a committee or executive committee: The election to specified positions is either by cross campus election (see SO 8001), or by the committee with ratification by the relevant Zone. For those voting members elected by the committee, the following procedures apply.
 - a. Returning Officer: The Union Executive Committee (UEC), is to nominate a returning officer.

- b. Notification The returning officer is responsible for publishing the date and place of the elections, together with posts to be elected. Such notice is to be displayed on the Policy and Elections Notice Board (in Hull & Scarborough)), at least three clear days prior to the election.
- c. Electorate: All full members of Union registered as members of the Committee at the time notification is posted are eligible to vote, unless otherwise prescribed in the relevant Standing Order.
- d. Vote: The vote is by simple majority. Where there are 3 or more candidates, and the candidate with the most votes does not have more than 50% of the votes cast in the first round, then further rounds of voting will take place with the candidate(s) with the least number of votes dropping out after each round. This procedure will cease when a candidate has passed the Quota or if 2 candidates are left, the one with the most votes will be the winner

10. Notification of casual ex officio vacancies - elected by the Zone: Notification of committee vacancies elected by the relevant Zone is to be prominently displayed on hullstudent.com at least three clear days before the Zone meeting at which the elections are to take place. The Vice-President is responsible for posting such notification.

11. Resignation: Any member of a committee wishing to resign is to send a letter of resignation to the Vice President responsible. The UEC is to be informed of all such resignations and take steps to fill the post at the earliest opportunity, in accordance with this Standing Order.

MEETINGS

12. Calling a meeting: Committee meetings are to be called by the chairperson of the committee, or at the written request of at least three voting members of the committee.

13. Notice of meetings: Notice of meeting is to be sent by the chairperson or secretary to all committee members and posted on the Union Official Notice Boards and by email to the membership three clear days in advance.

14. Attendance of voting members: Any voting member of the executive committee who fails to attend two consecutive meetings of the committee, other than for reasons of health, or University or Union business, is deemed to have resigned. Apologies for non-attendance due to these reasons should be submitted to the Chairperson of the committee at least one clear day before a meeting is due to take place, whenever possible.

15. Attendance of non voting members: Any full member of Union may attend a meeting of a committee except as detailed below.

- a. Union Executive Committee; this committee may move into closed session to discuss a specific issue, subject to:

- (1) The matter having initially been discussed, and evidence or representations received from interested parties where appropriate, in open session;
 - (2) The proposal to move into closed session is accepted by all those present and eligible to vote;
 - (3) The results of the deliberations and any decisions reached is announced in open session.
- b. Union Executive Committee; all business relating to staff matters and disciplinary matters is to be discussed in closed session.
 - c. Scarborough Executive Committee; all business relating to Welfare (as interpreted by the Chair), discipline and staff matters.
 - d. Reasons set out in individual committee standing orders.

16. Chairperson: The Chairperson of a committee is to have a casting vote only. In the absence of the Chairperson and Deputy Chairperson if any, the committee is to elect a chairperson for that meeting from amongst its voting membership.

17. Delegated authority: The Chairperson may take decisions on behalf of the committee, provided that a meeting of the committee cannot be called to discuss the matter concerned. The Chairperson shall report any such decision to the next meeting of the committee, for ratification. If the committee has an established executive committee, then this may take decisions as outlined above.

18. Quorum: The quorum of a meeting of a committee shall be 50% of those members of the committee with voting rights, unless otherwise provided. For the purpose of the quorum, the chairperson shall be counted as a voting member of the committee.

19. Minutes: The secretary of the committee is responsible for taking the minutes of all meetings; in his or her absence the chairperson is to nominate another voting member. The minutes, having been ratified by a subsequent meeting, are to be tabled for ratification by the relevant Zone.

ADMINISTRATION

20. Zone agenda - items for Minutes, reports and motions for inclusion on the Zone agenda (or publication on the Union's Website, are to be lodged with the Chair Democracy and Equality co-ordinator at least four clear days prior to the meeting.

21. Correspondence: All incoming mail for Standing Committees is opened and filed at reception. Outgoing correspondence is to be handed in to Main Reception (Hull) and the Union Office (Scarborough) for typing and mailing; copies are held on the relevant file.

22. Financial Procedures

Security of cash: Cash holdings are to be minimised at all times. Where it is essential to hold cash floats and receipt monies, these must be secured in a locked cash tin. During working hours the cash tin may be held in a locked cupboard or drawer but must be deposited at the Porters Lodge for safe keeping at all other times. On no account is cash in any form to be left in drawers or cupboards overnight. Cash tins are available on loan from the Porters Lodge for members of Union Standing Committees, Clubs and Societies, on deposit of a Union card and five pounds.

Committee expenditure: All expenditure must comply with SO 9001 Financial Procedures. The Chair and Treasurer (and /or other authorised signatories must make themselves familiar with these prior to taking office

23. Performance of Committee Members: If it is felt that the performance of committee members is not what is expected and there is no improvement through informal means, formal action may be taken. This action will be in the form of a motion of caution, censure or no confidence and may be brought against a member(s) of the committee provided that:-

- (a) the member(s) concerned are given 5 clear days written notice of the motion
- (b) the motion is on the Agenda of the meeting at which the motion is discussed
- (c) the meeting is quorate

Annex B gives guidance about what levels of performance may lead to the motions.

The motion shall carry if a simple majority vote in favour. If a motion of no confidence is successful, the member shall be required to resign from the committee. The member may appeal to Council against a successful motion of no confidence.

AM

Dec 2011

Chair of Council 2/12/11

Passed at HUU Council: 12/12/11

Standing Committeesa) Governance Zone

Environmental & Ethical Committee
Campaigns & Democracy Committee

b) Community Zone

Hullfire
JAM Radio
Societies Executive Committee
ISA
HUU:TV

c) Education Zone

Mature Students Committee
Post Graduate Students Committee
Part Time Students Committee

d) Welfare Zone

Links First Aid
LGBT Committee
Women's Committee
Black Students' Committee
Disabled Students' Committee

e) Sport Zone

Guidance on Motions of Caution, Censure and No Confidence

Motion of Caution

The following behaviour may lead to a motion of caution:

- (i) Minor disciplinary offences, which shall include:
 - being drunk and disorderly within Union premises.
 - bringing the name of Hull University Union into disrepute.
- (ii) Instances of lack of attention to the performance of duties. (It is recommended that members are informally warned before the matter is brought before a committee meeting).

Instances of non-attendance without good reason. (It is recommended that members are informally warned before the matter is brought before a committee meeting).

- (i) Instances of rude behaviour to members, their guests or staff of Hull University Union.
- (ii) Instances of inappropriate behaviour.

(e) **Motion of Censure**

The following behaviour may lead to a motion of censure:

- (i) Failure to improve conduct following the passing of a Motion of Caution as detailed above.
- (ii) Disciplinary offences that shall include:
 - Verbal aggression to members, guests or staff.
 - Attempting to gain entry to Union events without payment, or by use of deception or other unfair means.
- (iii) Regular occurrences of lack of attention to the performance of duties.
Regular occurrences of non-attendance without good reason. Regular occurrences of rude behaviour to members, their guests or staff of Hull University Union.
- (iii) Wilful disobedience of an order or amendment to Standing Orders.
- (iv) Wilful failure to declare an interest or relationship which may conflict with the duties and responsibilities of the post.

(f) **Motion of No Confidence**

The following behaviour may lead to a motion of no confidence.

- (i) Failure to improve conduct following a Motion of Censure.
- (ii) Assault of another person on Hull University premises.
- (iii) Disorderly or indecent conduct of a serious nature, including fighting on Hull University Union premises.

- (iv) Wilful irresponsibility leading to the injury or potential injury of another person whilst on Hull University Union premises.
- (v) Serious acts of negligence or carelessness.
- (vi) Driving a Hull University Union vehicle while under the influence of drink or non-prescription drugs.
- (vii) Theft from Hull University Union premises or of property belonging to members, their guests, suppliers, customers and members of staff.
- (viii) Fraud, including the falsification of expense claims and sickness certificates.
- (ix) Any act of financial misappropriation of Hull University funds, where such an offence is found to have taken place either prior to nomination, during the election process or while in Office.
- (x) Serious breach of safety regulations likely to endanger others, including deliberate damage to, neglect or misappropriation of safety equipment.
- (xi) Actions in contravention of Hull University Union Policy on equal Opportunities Harassment and Bullying
- (xii) Deliberate actions in breach of Hull University Policy on Computer Security and e-mail.
- (xiii) Breach of Confidentiality with regard to sensitive information regarding individuals.