



# Union Council Agenda

Monday 29<sup>th</sup> April 2019

6.30pm

Meeting Room 1, Student Central

1. Adoption of agenda
2. Apologies for absence (for acceptance)
3. Minutes from previous meeting (to note) (PAPER A)
4. Student President Reports – Objective updates (PAPER B)
  - 4.1. President of the Students' Union
  - 4.2. President of Education
  - 4.3. President of Inclusivity & Diversity
  - 4.4. President of Activities (no report submitted)
  - 4.5. President of Sport (no report submitted)
  - 4.6. President Team
5. Zone reports (PAPER C)
  - 5.1. Governance Zone (no report submitted)
  - 5.2. Education Zone (no report submitted)
  - 5.3. Activities Zone
  - 5.4. Inclusivity & Diversity Zone
  - 5.5. Sports Zone (no report submitted)
6. Update on Select Committee M.1819 – 29 'Motions to create a Working Class Students Representative'
7. New General Business
  - 7.1. M.1819 – 31 Motion to create a Social Mobility and Class Representative (PAPER D)
  - 7.2. M.1819 – 32 Motion to bring a formalised pronoun policy to all Zone meetings and Union Council (PAPER E)
  - 7.3. M.1819 – 33 Motion to introduce a Publicity Coordinator to the Activities Zone (PAPER F)
  - 7.4. M.1819 – 34 Motion for Education Zone Changes (PAPER G)
  - 7.5. M.1819 – 35 Motion to standardise President Reports (PAPER H)
  - 7.6. M.1819 – 36 Motion to reform scrutiny of Part-time Officers (PAPER I)
  - 7.7. M.1819 – 37 Motion to create Scrutiny Panels (PAPER J)
8. AOB

# Union Council Minutes

Monday 1<sup>st</sup> April 2019  
Meeting Room 1  
6.30pm

First Name	Surname	Position	Attendance							
			22 <sup>nd</sup> Oct	12 <sup>th</sup> Nov	10 <sup>th</sup> Dec	4 <sup>th</sup> Feb	25 <sup>th</sup> Feb	4 <sup>th</sup> Mar	1 <sup>st</sup> Apr	29 <sup>th</sup> Apr
<b>Student Presidents</b>										
Osaro	Otobo	President								
Isobel	Hall	President of Education								
Nick	Wright	President of Sport								
Tom	McNamara	President of Activities								
Andrew	Costigan	President of Inclusivity & Diversity								
<b>Governance Zone</b>										
		Councillor for Scrutiny								
Daniel	Ingram	Councillor for Scrutiny								
		Environment & Ethics Officer								
<b>Inclusivity &amp; Diversity Zone</b>										
Ralph	Lending	LGBT Representatives								
Rayan	Shipton	Trans Representative								
		BAME Representative								
Phoebe	Bastiani	Women's Representative								
Jessica	Clunan	Disabled Students Representative								
Mayanie	Koroma	Councillor for Scrutiny								
<b>Education Zone</b>										
Marc	Brooke	Mature Students Officer								
		Part-Time Students Officer								
		Foundation Students Officer								
		HYMS Student Officer								
Charlotte	Durham	Postgraduate Research Students Officer								
Rosie	Russell	Postgraduate Taught Students Officer								
Zhongxiaochu (Gavin)	Gong	International Students Officer								
Sanaa	Sabir	Faculty Rep of Science and Engineering								
		Faculty Rep of Arts, Cultures and Education								
Saalo	Sparks	Faculty Rep of Health Sciences								

Lee	Tilling	Faculty Rep of Business, Law and Politics								
Lee	Pearson	Councillor for Scrutiny								
Miguel	Beedle	Councillor for Scrutiny								
<b>Activities Zone</b>										
Robert	Ackers	Society Mentors (RA Chair SEC 22/10/18)								
Olivia	Tant	Chair RAG								
Jack	Wade	LINKS Officer								
		Societies Council Rep								
Charlie	Dorlin	HYMS Societies Rep								
		Media Rep								
Nathan	Alcock									
Emily	Green	Councillor for Scrutiny								
Dominic	Clare	Councillor for Scrutiny								
<b>Sports Zone</b>										
		Representative for Women in Sport								
		Representative for International Students in Sport								
		Representative for Disabled Students in Sport								
Sian	Doherty	AU Members Rep								
Maisie	Loggie	AU Secretary								
Erin	Pettit	AU Non BUCS Rep								
Chiedza	Dzumbunu	AU Participation and Inclusivity								
Meg	Cooke									
Daniel	Bill	Councillor for Scrutiny								
		Councillor for Scrutiny								

Attending: Nicole Steele (Student Voice Manager, SVM), Stephanie Halsey (Campaigns and Democracy Coordinator, CDC), Osaro Otobo (President of Students Union, PRES), Andrew Costigan (President of Inclusivity & Diversity, PID), Jess Clunan (CHAIR), Phoebe Bastiani (Deputy Chair, DCHAIR)

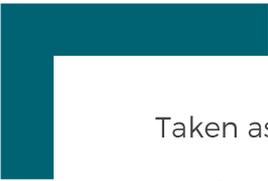
Introductions and pronouns were given

1. Adoption of agenda
2. Apologies for absence (for acceptance)

Isobel Hall (President of Education), Nick Wright (President of Sport), Tom McNamara (President of Activities), Lee Tilling (Faculty rep Business, Law and Politics), Lee Pearson (Councillor for Scrutiny – Education Zone), Chiedza Dzumbunu (AU Participation and Inclusivity), Sian Doherty (AU members rep), Emily Green (Councillor for scrutiny Education Zone), Mayanie Koroma (Councillor for Scrutiny Inclusivity and Diversity Zone), Gavin Gong (International students Officer), Olivia Tant (Chair of RAG), Saalo Sparkes (Faculty rep of Health Sciences),

Emma Hitchener as Media Rep

3. Minutes from previous meeting (to note) (Paper A)



Taken as read

**4. Student President Reports – Objective updates (Paper B)**

4.1. President of the Students' Union

Taken as read

4.2. President of Education

Taken as read

4.3. President of Inclusivity & Diversity

Taken as read

4.4. President of Activities

Taken as read

4.5. President of Sport (no report submitted)

4.6. President Team

Taken as read

**5. Zone reports (Paper C)**

5.1. Governance Zone

Taken as read

Marc Brooke (MarcB) – Education Zone chair was not invited to meeting for zone chairs

PRES – They were invited

Daniel Bill (DB) – I have the minutes to back this up

Agreed that new zone chairs should contact DI Chair of Governance to be added to the correspondence regarding scrutiny and zone chair meetings.

5.2. Education Zone

Taken as read

5.3. Activities Zone

Presented by Dominic Clare (DC)

5.4. Inclusivity & Diversity Zone (no report submitted)

Presented by Phoebe Bastiani -

Women's Officer - Set up Girl Gang, Fashion show on Monday night

LGBT – creating society, got committee positions lined up

Disabled Rep – helping with allowances for students to get funds

5.5. Sports Zone (no report submitted)

Presented by Daniel Bill

It was reported that the President of Sport is currently on sick leave.



Varsity was a successful day, everyone conducted silences and wore white ribbons for Libby Squire  
Trophy presentation coming up on Friday, sold 307 tickets so far  
Team photos coming up on April 9<sup>th</sup>/10<sup>th</sup>  
SFC this year need to charge for use of the space but the photographers are covering this cost

## 6. Update on Graduation Venue Motion presented by Osaro Otobo

PRES – Posted an update last week about the University’s decision regarding graduation. Available to be seen as a blog post on HUU website.

Student responses to the survey issued by the PRES have been forwarded to the University and answers have been received.

There have been some challenges with University systems which is why there is a delay in dates for the ceremonies being shared.

PRES reported that she will be visiting Bonus Arena to look around. PRES invites council to send questions before visit if they have them.

Maisie Loggie (ML) – When will we find out dates for our ceremonies?

PRES – W/C April 8<sup>th</sup>

MB – Can the responses to the surveys be released?

PRES – Need to look into GDPR but should be able to

MB – When can this happen?

PRES – Need to check diary, depends on availability

## 7. New General Business

### 7.1. M.1819 – 28 Motion for greater variety of healthy food options in Hull University Union (Paper D)

Ellie Thornton (ET) – Presents motion

MarcB – Are you aware there is a Vegetarian/vegan café in Allam?

ET – Opening times are limited

MarcB – This is dedicated to this healthy eating

ET – Limited opening times and not in the SU

MarcB – ASDA and Tesco are bigger and can provide healthy food at a cheaper cost due to their ability to bulk buy stock, Spar can’t

ET – This can be worked on

Dominic Clare (DC) – Would you want to change the food or add to the menu in Sanc and eats

ET – Most of the food is frozen, we would want fresh food

Rosie Russell (RR) – Are you aware of the limited space in the Sanc Kitchen?

ET – Not everything needs to be fresh, but more. More fresh food in Eats.

Audience – How do you propose this would be sustainable cost wise?

ET – Fresh food is cheaper to prepare

Rory Hamill (RH) – The motion says you want to work with commercial services but you have said about a farmers market

DB – The farmers market should be in the motion, it’s a good idea and should be

PRES – Really good idea, a lot of students will be interested in it. Cost is something HUU should be worried about, not Union Council. If you think it’s a good idea, vote for it.

MB – Can we amend the motion to include the farmers market?

ML – Should it be two separate motions?

DCHAIR – One is an event and the other is working with commercial services.

DI – Should be in the same motion.

DB – It would have more weight.

MB – Point of order, amend the motion to include the farmers market

PID – In support, worried about the practicality of asking the president team to organise a farmers market. Presidents have limited time. Make the farmers market something HUU staff have to organise.

DCHAIR – Spar isn't great, lots of plastic and expensive. Would it be changing the food or the shop?

ET – Don't need to change the shop.

DCHAIR – Don't know what control we have over prices.

Kathryn Sharman (KS) – Presidents have a good relationship with the Vice Chancellor. Can this be brought to the University as well?

DB – Do we have to mandate about the farmers market or can this be a suggestion?

MB – Can be in there but put as a 'such as.'

DB – Add it on the end as a suggestion to the second point in motion.

CHAIR – Vote on amendment to amendment, 15 in favour, 3 abstentions

Amendment to amend passes

**CHAIR - Vote for amendment in motion – in favour 14, 1 against, 3 abstentions**

**Amendment passes**

RH – Amendment to first point in resolution

**Vote on amendment – 16 in favour, 0 against, 2 abstentions**

**Amendment passes**

**Vote on Motion – 17 in favour, 0 against, 1 abstention**

**Motion passes**

## 7.2. M.1819 – 29 Motion to create a Working Class Students Representative position (Paper E)

DI presents motion

MB- How do you define as working class?

DI – Self-identify

KS – In the recent Tab article that was published over elections, it stated that no one runs for part time officer positions, why would you add another position?

DI – There is no harm in adding this position, but if someone did feel they wanted to run, then they could

Maisie Loggie – Assisting students with grants, is this person going to have training?

DI – This is what the Disabled students officer does. They can signpost. This can be amended.

MB – Isn't this what the Advice centre does? I am working class, do you not think that this would create a class division on campus. Do we then need a middle-class and upper-class officer?

DI – We have representatives for other groups so why is this any different?

MarcB – Most mature students are working class, how does this differ from the role of the mature students officer?

DI – Not all working-class students are mature

MB – Aren't there working-class students in all zones? Shouldn't we all be doing this, is there need for the role?

DI – By that logic, we wouldn't need the LGBT officer or Women's officer  
Hannah Burgess – Only self-defined working class people could vote for that representative?

DI – yes

RH – For forms, have you thought about data protection? People will be coming with bank statements and their parents' information.

DI – I am willing to remove the assisting with forms part of motion

CHAIR – As disabled officer, I'm not supposed to help people with forms but I do

EP – Isn't the Advice centre more equipped to do this?

ML – Instead of assisting, perhaps it should say signposting?

KS – There is no harm in having more people available to assist with forms. Should you not be mandating the University rather than creating the role?

DI – remove the forms part and then mandate the university to make the hardship fund more accessible?

KS – Why are you creating this role? Hull is a mixed campus, it's mixed and I've never been held back.

DI – I know and have seen other students Unions do this. There is no harm in bringing this role, even if the University is the best for working class, it can still improve.

MB – How much demand is there for this role? I have not spoken to anyone who says they need a representative. Where's the evidence?

DI – I have spoken to people who think that this is a good idea. Even if nobody goes for it, there's no harm in creating it.

PRES – People don't know what sort of issues there are. There is also an issue with hardship at the university, so there should be someone there to represent them.

RS – I feel the same as Osaro

KS – It's supposed to be accessible to everyone, not just working class people. Just because you are working class doesn't mean that you don't need the hardship fund.

DC – I couldn't front funds for the societies or my course for hidden costs. I would like someone to challenge the university on these issues.

MB – These are issues, the existence of the working class officer wouldn't necessarily have the power to do this but the advice centre would. Advice centre is clearly posted.

DC – Where is the advice centre posted?

MB – It's advertised online, in emails and in the introduction to university

DI – I want this role to assist the President with hardship issues

PRES – If we flag hardship as an issue with working class students – we're not saying that this is exclusive just to all working class students

DCHAIR – In response to Miguel, there's no harm in there being someone to help. There's always going to be crossover.

DB – There are no laws to protect people who are working class like the other groups. Someone to challenge the idea of 'chav' parties.

RH – It's not actually about working class students, it looks more like it's about hidden course costs. Propose amendment – change to cost of living rep.

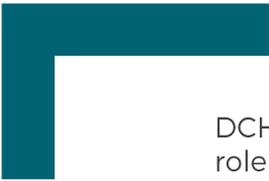
DB – This is a social issue as well as cost of living.

DI – I would like to stay with the name.

MB – There are cross-class issues not just to do with working class students.

DI – Do upper-middle class really need that representation? Working class have the most hardship and then suffer from derogatory terms as well.

PRES – It's dangerous to add the opposite officer. Working class need the help, the other side don't need as much. This is about Inclusivity and Diversity.



DCHAIR – The opposite can always make their own role. We are creating a role to represent this group of people and the motion should be about that.

EP – There should be a name change, there has been one chav social that I know of and they had to step down. The name could create a divide that isn't there at the moment.

MB – It would still exclude other students as not everyone self-defines, there are middle-class students who struggle. People across the board condemn chav socials.

KS – I would like to echo Erin. I am a working class student and I do not want this representative. We don't have the positions filled on council already. Where is your evidence? I never once thought about my class until this motion.

DI – Do you think the same applies to women's rep or LGBT?

DB – I'd like to back this motion.

DI – Just because it isn't immediately obvious, doesn't mean that it isn't an issue. I don't believe this creates a divide.

CHAIR – I do not believe that this will come to a consensus. This would be more effective in a select committee. This is where a committee of 4 voting members and an ex-officio council member will work on the motion and then present to council in the future.

**PID nominates themselves as the chair**

**Vote takes place**

**4 voting members – Erin Pettit, Maisie Loggie and Danny Ingram**

**Tie between Dominic Clare and Miguel Beedle.**

**CHAIR decides on Miguel Beedle as the fourth member.**

**Motion M.1819 – 29 moves to select committee**

### **7.3. M.1819 – 30 Motion to create a Scrutiny Board (Paper F)**

DI proposes motion

MarcB – This motion contradicts a bye-law

DI – The board of trustees will have to have approve it

MarcB – Would you need to bring a standing order for the Union to vote on?

SVM – It's not written that it has to be a Standing Order

DI – You are voting on the idea, let's have a debate on this idea. Then we can fine tune details later with the Standing Order.

MB – Can this be taken to committee to bring something more finalised back?

DI – If you think this is a good idea, then vote on it. The additional details can be worked on later and discussed. This is not the final, we can continue to evolve as time goes on.

KS – I have concerns about the motion, it is a good idea. I struggle to find reports online, how would this be advertised and how would I find out the presidents' progress?

DI – The majority of students don't ask about reports and come to Union Council for the motions. The majority of students want to come and have a say with decision making.

RH – Are the presidents going to get written feedback on how to improve, not just a score?



DI – Yes, they will receive a written report  
RH – Will it be no report given at all in Union Council?  
DI – No report in Union council, it needs to be accessible online. Keen to remove it from council.  
MB – Will the panel be separate or from one zone?  
DI – There will be a councillor for scrutiny from each zone, the same amount we have now.  
Simeon Orduen – Kathryn made a point about students, will students be allowed to attend the scrutiny panel?  
DI – Yes, they can attend and have input.  
MB – I have not been consulted, shouldn't all scrutiny officers have been consulted since I am elected for next year?  
DI – There wasn't time to talk to everyone. This affects all of us at Union Council, let's not go to committee straight away.

PRES – This is for an accountability panel, express your interest and vote in favour if you like the idea. We can change points in the future that you are unsure of.

DI – I have raised in the governance zone meeting and spoken to the No campaign from the referendum brought by Osaro Otobo about decision making.

MB – This affects everyone so there should be a fully fleshed out motion. It needs to be worked on, a standing order and bye-laws need to be worked on. It is a very serious motion to vote on.

DI – The reason it is not fully fleshed out is that I don't want it to be put aside because of small things. If you agree with the principle, we can then work on it.

MB – We have amendments and I believe this is the wrong way to go about the motion. You have outlined some very specific details but not looked at the process of changing this such as the bye-laws.

EP – I'm concerned that this takes more time from the presidents and the panel. Concerned about the interested students - people have been more invested in looking at reports due to changes made.

DI – For the councillors of scrutiny, they don't have as much to do as the other officers.

Abi Morris – As a president elect this seems really daunting and having to leave the room whilst people discuss me seems scary.

DI – Normally presidents have to present to 30 people. Hoping that the separate meeting will make it less stressful and conversations can be had.

DCHAIR – The communication, many students don't know where the reports are and where to see information about Union council. From the referendum, we can see people want change and this is a good compromise. If you have different views, come and talk about it.

ML – Getting rid of reports removes the ability for the part-time officers to have any say and if they go to the meeting, that will take more of their time.

DI – Theoretically this is only half an hour extra.

ML – This may take away levels of scrutiny that the councillors of scrutiny may miss.

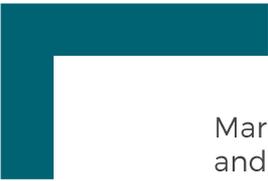
DI – The aim is trying to make scrutiny better.

KS – You have made a lot of generalisations. Actually asking presidents a question would be quicker. Scrutiny may be better but it makes it even less accessible to students.

DI – By making it shorter and more focused, students will enjoy it more. The reports they submit to the panel will be the same they submit to UEC, saving time for the presidents.

KS – How will you make it more accessible to students?

DI – We're hoping that the new system will make it more engaging so that people will come back.



MarcB – I am in favour in general but this needs to have more information and a fully fleshed motion.

DI – Concerned that people will not vote for it in the future due to the lack of councils left. I wanted to start something before the summer so that we can start the next year with the new system. If we vote for it now, then HUU staff can work on a plan for the next academic year. We don't want to spend a lot of time on a motion that may not pass.

PRES – This is a good middle ground between the campaigns from the referendum. I have seen what other Unions do to scrutinise Presidents and it's more effective and helps the presidents to get better. Lincoln present the reports on Facebook. Cardiff have a traffic light system that they submit online. If people read the reports prior to a Union Council meeting and want to ask a question, we can explore that. I have seen this process in Huddersfield and their officers do great work and they find it really helpful. Presidents then have a document to see what they have done, what they can improve on over the year.

**Daniel Bill raises a point of order to postpone motion to another time – 15 in favour, against and 1 abstention.**

**Motion postponed.**

## **8. AOB**

ML – Self–defence classes were mentioned by a student. Is there anything happening?

CDC – The Give it a go budget has been spent for the year but if they want to organise themselves, they are welcome to apply for funding and organise.

**Next Union Council Meeting – Monday 29th April, 6.30pm, Student Central**

# Union Council - Objective Updates

President of the Students' Union

April

Objective	Update	Next Steps
<p>Carry out a governance review this 18/19 academic year to improve the way students can make change effectively through our democratic processes.</p>	<p>Writing a report on the whole journey of the governance review.</p> <p>Trying to implement small changes to Union Council with students. Currently working on how to improve accountability of presidents &amp; officers and visibility of reports to students. I'm also looking into improving accountability of Presidents at UEC following a complaint about UEC reporting from the University.</p> <p>I would like to introduce a more formal way of collecting feedback from PTOs about their time as one in order to help shape things for the future PTOs of the organisation as well as Union Council next year.</p> <p>I would also like to meet with incoming PTOs to understand their expectations and to give them some useful information before the summer to better understand them and support them.</p>	<p>Have report published and try to have some potential changes made before the end of this trimester. Also look at what could be done for next year around Union Council. I particularly want to look at PTO induction and see how that can be improved.</p>
<p>Improving hull university union's communication to students through online platforms and in person.</p>	<p>I've pushed for key communication pieces to come out to students, most recently I've pushed for essential information about VMS event 'The End' to be released (e.g. what the event is, why it is happening, who is running it, information about safe travel etc). Some of this is now out but it is currently under development.</p>  <p>I lobbied the university for a response to the UC motion on graduation. A response is now currently out. I presented that at the last union council. Since then more information about tickets and specific dates have been released. Information about a graduation briefing event has been published too. Also, I was invited to visit the Bonus area and I asked the University to invite our current President of Education along too. We had a look at all the key spaces that will be used on the day.</p> <p>At our last UEC meeting, the Student President Team decided to send information on their year's work to marketing to put on the website</p>	<p>Continue to have meetings with marketing and other key members of staff to progress this objective.</p>

	<p>in a more accessible and engaging way for students. This should hopefully feed into how president reports are present on the website in the future.</p> <p>I would like the layout of other content like minutes will be in place over the next coming weeks.</p>	
<p>Establishing a more confident and effective board through board and sub-board pre-meets, chair/president catch ups and an active mentor/mentee scheme.</p>	<p>Had a Board development meeting with the CEO and Chair of the Board in order to improve things for the future.</p> <p>I am feeding into the student trustee induction. Earlier in the year I contributed to writing the trustee handbook and have a piece in there about mentoring. Using learnings from the past two years, this is something I want established for the future.</p> <p>I've read Salford SU's "Inclusive Recruitment Guide" which demonstrates their full commitment to removing barriers in their recruitment. I will be bringing this to our Board with the hope of improving the diversity in our recruitment for staff, PTOs and student trustees.</p> <p>I would like to introduce a formal way of collecting feedback from student trustees about their time as one in order to help shape things for the future student trustees of the organisation.</p>	<p>Continue conversations and planning around student trustee induction.</p> <p>Present a paper to the Board about inclusive recruitment.</p> <p>Talk to the Chair of the Board to establish how we will get feedback from Student Trustees formally.</p>
<p>Support campaigns ran this 18/19 academic year with a focus on student-led campaigns and national &amp; local HE issues.</p>	<p>The University started a project/campaign to increase visibility of liberation groups on campus in October. The University are now looking at having a lecture theatre after a key Trans person (related to Hull ideally). I've had meetings with the Trans rep, Trans rep-elect, Patrick John (University EDI) and President of I&amp;D to discuss. The University have suggested a name for the list and we can add another one or two names – it will be a very short list.</p> <p>A survey on the Race Equality Charter went out to both staff and students on their experiences of race inequality on campus and the wider community. We have been helping getting the message out through student newsletters and a website blog post. The deadline is now closed.</p> <p>Meaningful partnership between staff and students at this University isn't widespread across the institution. This is a problem in Universities across the world. I've been working on changing that at Hull by working on a Student Staff Partnership Scheme. We have looked at best practise nationally and</p>	<p>Provide support for the Trans reps to help consult with the trans community and the student body on the naming.</p> <p>There are 3 working groups that offshoot from the main strategic group for the Race Equality Charter. I need to make sure the right students are invited to the working groups.</p> <p>Continue to promote Student Staff Partnership Scheme. Continue</p>

internationally. We are currently in the pilot phase.



to approve projects that are being submitted. Look for students interested in being apart of the Student Staff Partnership at a strategic level so they can sit on the steering group.

## Other projects/work

### Graduation

Since last Union Council more information about tickets and specific dates have been released.

**UNIVERSITY OF HULL**

Graduation dates More

**GRADUATION**

A date for your diary.

**GRADUATION SUMMER 2019  
BONUS ARENA, HULL CITY CENTRE**

**MONDAY 8 JULY 2019**

- 11am Ceremony 1 - Law and Politics
- 2pm Ceremony 2 - Marketing and Business
- 4:30pm Ceremony 3 - Accounting and Finance, Economics, Management Systems, Organisational Behaviour

**TUESDAY 9 JULY 2019**

- 10:30am Ceremony 4 - Cultures, Drama, English, Languages, Music, Screen
- 1:30pm Ceremony 5 - Education
- 4:30pm Ceremony 6 - History, Social Sciences

**WEDNESDAY 10 JULY 2019**

- 10:30am Ceremony 7 - Chemistry, Computer Science
- 1:30pm Ceremony 8 - Biology, Geography, Geology

If you are due to graduate in July 2019 here's all you need to know (and do) for now

Date: [Monday 8 July to Thursday 11 July](#) inclusive

Where: Hull Bonus Arena

The date and time for each ceremony can be found on the [graduation page of our website](#).

## Next steps

1. A link to the online registration form will be sent to you [on Wednesday 1 May](#). The registration deadline is [Friday 31 May 2019](#) – please complete the online form before this date to confirm your attendance at your ceremony. Even if you're not planning on attending your ceremony, please still complete the form so we can make arrangements to send your certificate to you.

### Guest tickets

When completing the online form you will be asked how many guest tickets you would like. You will be guaranteed three guest tickets. Extra tickets may be available up to a maximum of ten (including the three guaranteed tickets).

2. You are invited to attend a graduation information event [on Thursday 2 May](#). Between the hours of [11am and 3pm](#) staff will be available on the ground floor of Student Central, to answer any questions you may have, for example about the registration form, gown ordering and photography.

3. [From Wednesday 1 May](#) visit [www.hull.ac.uk/graduation](http://www.hull.ac.uk/graduation) for information on what to expect on the day, FAQs, travel and accommodation, alongside other important information. You will also receive a link to order your graduation gown, hood and hat.

The Graduation team

## Elections

I had a meeting with relevant members of staff to discuss how elections went and to create recommendations in order to improve things for by-elections and the next main election period.

## Student support & safety

I've been lobbying the university on support and safety on campus. Here is a list from the university about what lobbying them has contributed to:

*"HUU has raised students' concerns around safety and security during this worrying time, as well as ensuring students have access to welfare support, which has led to:*

- *The University extending out of hours access to student support following the disappearance of Libby Squire.*
- *Security presence on campus has been enhanced over the last two months to provide additional assurance to students, staff and visitors.*
- *Increasing CCTV coverage on campus*
- *Working with Hull City Council to improve lighting on Salmon Grove*
- *The University issuing reminders of some steps that everyone can take – on and off campus – to support their personal safety."*

### Team GB

Students understandably want to know more about the Team GB partnership and how it will benefit them. Please see the **attached document** for the current summary on how it will work.

### Modern Languages

Following continued concerns flagged by students in various ways including the last union council meeting, here is the latest update I've been sent by the university:

*"In brief, we have a proposal from ML to launch a new programme in 2020. This, if agreed by ULT on 9 April, would ensure that we have ML provision in the future. Current students have been consulted by the ML team in developing the proposal. I am in the process of arranging a meeting with Isobel Hall to discuss any wider student concerns about the situation."*

### The Lawns

With the closure of The Lawns I have said at the highest level of the University, University Council, that I want to ensure that they won't lose an affordable price range.

I've been told that all room types for 19/20 are on the website at: <https://www.hull.ac.uk/choose-hull/student-life/accommodation.aspx>. If anyone has any concerns about the pricing please let me know. The Director of Campus and Accommodation Services has said that she is happy to meet with me to discuss accommodation issues.

### Strikes ring-fenced money

In the strikes survey students ranked the number one option as 'improving mental health services'. There has been a delay in confirming this as the University are bidding for money to go towards mental health and if the bid goes through it will impact and change how the funds can be distributed to other things students wanted.

Message from the University on this:

*"As you know the University have a £890,000 project to advance emotional wellbeing and mental health at the University. The project has started already. The University and partners are funding £490,000. We have put in a bid for the Office for Students for £400,000 and we are hopeful we will get some of this, but you never know. If we don't and given that students have identified improving mental health services as their top priority then this would be a great fit. We hear at the end of April."*

### Hate Crime Reporting Centre

I've had meetings to ensure that Hate Crime Reporting is an established part of the Advice Centre for years to come. I've also had a look at possible ways to improve promotion of it and have looked at the key officers and presidents that should be made aware of it at the beginning of their terms.



Student President Handover

I've been in discussions with the HUU CEO regarding what Student President induction should look like and what should be in the handover document so it is more comprehensive.

Supporting Sports & Activities Zone

The student presidents and established members of staff are supporting both activities and sports zone. Established members of staff have told both the SEC and AU exec that support for their respective zones is present.

The key things coming up I've looked at with staff are: Sports Pass arrangements for next year and recruitment for sport, societies and media.

Trophy Presentation was a successful night and we raised a lot of money for the Libby Squire memorial fund.

**BOOST** CREATE EXPLORE LEARN Search LOGIN SIGN UP

**THE LIBBY SQUIRE MEMORIAL FUND**  
A project by: [University of Hull - Alumni Office](#)

**£3,520**  
pledged of £6,300 target

55% FUNDED 135 SPONSORS

DONATE

International students

I've met with the new PVC International to get to know him and find out what he'd like to do at this university. I spoke about the challenges I know of with international students. I have another meeting scheduled with him and have said that it would be good for him to meet our international students officer and anyone else who is interested in improving the international student experience.

Vision, values & behaviours





The university has been working on implementing a new vision. Earlier this academic year all PTOs were invited to take part in workshops about it. The vision is nearly finished more and the university hopes to have it in place for staff and students by September.

#### Student Charter

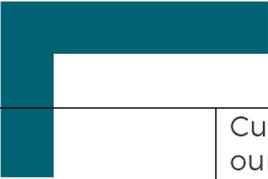
I've been working on updating our Student Charter, alongside key members of staff, so it is more meaningful and has clearer expectations for both staff and students.

# Union Council - Objective Updates

Isobel Hall, President of Education

April

Objective	Update	Next Steps
<p>Transforming Academic Representation</p>	<p>Proposal presentation presented at Student Voice Operations Group, Union Executive Committee, Extraordinary Course Rep Forum and University Registrar and PVC Education.</p> <p>Held an Extraordinary Course Rep Forum for reps to vote on the proposed changes to academic representation. All voting was anonymous and hosted online for all reps to participate in. Voter turnout with 71 reps.</p> <p>Vote was split into 4 sections: Postgraduate representation, Undergraduate Representation, Student-Staff Forums and Course Rep Forum.</p> <p>All proposed changes were voted in favour of by more than a 2/3<sup>rd</sup> majority – please see below for full breakdown of results:</p> <p>◆ Question 1: Do you agree to the proposed changes to Academic Representation relating to Postgraduate representation?            Yes: 59 respondents            No: 5 respondents            Spoil Vote: 7 respondents            59 out of 71 in favour: 83%            Vote passes in favour as above 2/3<sup>rd</sup> majority.</p> <p>◆ Question 2: Do you agree to the proposed changes to academic representation relating to undergraduate representation?            Yes: 53 respondents            No: 17 respondents            Spoil Vote: 1 respondents            53 out of 71 in favour: 74.6%            Vote passes in favour as above 2/3<sup>rd</sup> majority.</p> <p>◆ Question 3: Do you agree to the proposed changes to Student Staff Forums?            Yes: 51 respondents            No: 18 respondents            Spoil Vote: 2 respondents            51 out of 71 in favour: 71.8%            Vote passes in favour as above 2/3<sup>rd</sup> majority.</p> <p>◆ Question 4: Do you agree to the proposed changes to Course Rep Forums?            Yes: 51 respondents            No: 18 respondents            Spoil Vote: 2 respondents            51 out of 71 in favour: 71.8%            Vote passes in favour as above 2/3<sup>rd</sup> majority.</p>	<p>Present proposals to Membership and Participation Committee</p> <p>Education Zone to vote on proposed changes</p> <p>Finish writing Code of Practice to present at University USEEEEC Committee for approval</p> <p>Finish writing and amending standing orders to reflect proposed changes</p> <p>Take standing orders to Union Council</p> <p>Shortlist and Interview for 19/20 Faculty Reps</p> <p>To begin recruitment of 19/20 Course Reps</p>



<p>Currently working on amending and implementing changes into our Code of Practice on Students as Partners.</p>	<p>Working on amending Education Zone standing orders to bring to this Union Council!</p>
<p>Recruiting for Faculty Representatives for 19/20 academic year</p>	<p>Recruiting for Course Representatives for 19/20 academic year</p>
<p>Course Rep Celebration Event</p>	
<p>As part of my objective to recognise and celebrate the hard work of our wonderful course reps who volunteer their time throughout the year, we held an end of year Course Rep Celebration Event for all our reps and Education Zone to attend.</p>	
<p>All reps received a Certificate of Achievement for achieving the core elements of the rep role throughout the year.</p>	
<p>We also had award categories to recognise those reps who had been nominated by staff/fellow reps/students for their hard work.</p>	
<p>We have a turnout of over 50 reps on the evening.</p>	

Isobel Hall  
5 April at 14:42 · 🌐

🔴 Looking forward to Course Rep Celebration TONIGHT!!! 🎉🎉  
✍️ Better get signing this stack certificates!!!  
#CourseRepCelebration #Representation





Value for Money/Hidden Course Costs

Placement Travel Expenses

- Raised at Regulations, Codes and Practices Committee
- Raised at meeting with new PVC Education
- Section in Nursing Report (to go to Faculty and PVC Education)

Actions from Nursing Report have been circulated to students

 **Isobel Hall** uploaded a file.  
11 April at 21:45 · Add topics

Hi all,

So you will remember a while ago I was writing a report on all the feedback you gave me to do with your course. Since then I finished the report and sent it to senior staff in the Faculty of Health Sciences and also the Pro-Vice Chancellor Education.

I have met with the faculty to discuss my recommendations from the report and agreed to actions in response to each item.

I have attached the recommendations and actions here for you to see and hopefully you have already noticed or will begin to notice some change.

You will also see at the bottom that I am going to write a letter to Hull MP Diana Johnson as well which I will come back to you to get your help, input and support for.

Let me know any thoughts or comments below or PM me 😊

 **Nursing Report Findings Updated Action Plan Final.docx**  
Document

- Research:**
- Find a hidden costs policy
  - Find out what placement travel expenses policies are within each faculty
  - Find out what external funding contributes to placement travel expenses reimbursement
  - Liaise with Jon Harrison, Project Lead for Placement Learning Paper
  - To write a letter to MP as a result of Nursing Report findings in conjunction with Nursing students

Postgraduate Space Campaign

Writing up survey results

- Raised with VC regarding lack of space for PGT students
- Raised with PVC Education lack of space for PGT students

Submit report to PGT Working Group and PVC Education

**Isobel Hall**  
5 April at 17:50 · 🌐

🔔🔔 WEEKLY VIDEO UPDATE!! 🔔🔔

Check out below highlights of some of the things I have been up to this week!  
👉👉

👉 Transforming Academic Representation ... See more



-3:26

**Isobel Hall**  
12 April at 14:02 · 🌐

🌟🌟🌟 WEEKLY VIDEO UPDATE! 🌟🌟🌟

- ✅ Extraordinary Course Rep Forum and Vote
- ✅ Bonus Arena Visit
- ✅ Senate Half Away Day ... See more



-3:07

**Isobel Hall** was live.  
9 April at 10:40 · 🌐

👤👤 Graduation Bonus Arena Visit!!! 👤👤

We have been invited to go visit the Bonus Arena to find out more details for graduation!

!?! Any questions you want to us to ask, let us know! ... See more



# Union Council - Objective Updates

Andy Costigan – President of Inclusivity and Diversity

29<sup>th</sup> April 2019

Objective	Update	Next Steps
Creation and implementation of a mental health strategy / Development of University Mental Health Working Group	<ul style="list-style-type: none"> <li>- Mental health and wellbeing strategy has been released</li> <li>- Next meeting planned for 29<sup>th</sup> May</li> <li>- Sub-groups meeting before this</li> <li>- Feedback on the strategy requested to come via sub-groups so will be collating feedback to submit alongside this.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide constructive feedback highlighting student concerns including:               <ol style="list-style-type: none"> <li>1) Limited capacity for drop in sessions (12 per day)</li> <li>2) Restriction on accessible methods to obtain sessions (i.e. no online method)</li> <li>3) No formal method of triage to separate people who have urgent concerns as the system is first come first serve</li> </ol> </li> </ul>
#HullMinds	<p>Consideration of reviving the “#HullMinds’ Survey about mental health services at the University.</p> <p>Base line data already exists from this time last year as conducted by Jennie Watts.</p> <p>Opportunity to measure student perceptions and reiterate the issues experienced by students with SWLWS.</p>	<ul style="list-style-type: none"> <li>- Analyse original survey and results</li> <li>- Amend the survey based off of comments/criticisms that was collected last year</li> <li>- Submit survey for scrutiny by stakeholders i.e. Presidents/SMT/Student Reps/ SWLWS/ Student Services Directorate prior to release.</li> </ul>
Exam Stress	<p>University have organised a separate program to run themselves.</p> <p>Working with President of Education and Campaign and Democracy co-ordinator to look at what can be done ‘in house’/ create an application to the campaign fund for approval by UEC.</p>	<ul style="list-style-type: none"> <li>- Look at existing resources available to create packs e.g. A-Z Wellbeing, Advice centre leaflets, information on mitigation circumstances etc.</li> <li>- Looking at opening Asylum during the exam period to be used as a quiet space for revision.</li> <li>- Rerunning “Tea and Toast” or a variant of.</li> </ul>
Hardship proposals	<p>Money given for hardship by the philanthropic disbursement panel requires spending by the end of this financial year.</p>	<ul style="list-style-type: none"> <li>- Re-order supply of sanitary products to replace the existing supply. Library has already inquired about new pads</li> <li>- Await the outcome of the participation grant proposal</li> </ul>

	<p>Proposals made in January 2019 for the establishment of a participation fund, sanitary packs and hardship items.</p> <p>Sanitary packs in all hubs, library and sports centre has been established.</p> <p>Household essentials to be offered to individuals applying for food vouches have been purchased and stored for access between advice centre, finance team and ResLife.</p> <p>The proposal for participation grant has been accepted, but required a separate proposal for rolling the cash over to the next financial year because it can realistically only start in September. If the secondary proposal is rejected, funds will be transferred to the union and ring fenced for distribution.</p>	<ul style="list-style-type: none"> <li>- Begin making an inventory of products and a mechanism for advice centre, finance team and ResLife to access products.</li> <li>- Incorporate all this into a handover document.</li> </ul>
<p>Equality and Diversity policy</p>	<p>HUU Equality and Diversity policy overdue for review (original due date 2018)</p> <p>Currently in the process of review looking to amend it to have more detail.</p>	<ul style="list-style-type: none"> <li>- Collect feedback on the original document</li> <li>- Circulate draft copies for comment from staff, PTOs etc.</li> <li>- Submit copy to the board of trustees for discussion and decision.</li> </ul>
<p>Complaints procedure and disciplinary procedure</p>	<p>Some aspects of the complaints procedure and disciplinary procedure are current or due to become outdated.</p> <p>There is a potential for a conflict of interest where the point of contact may be the nature of the complaint in question.</p> <p>Disciplinary procedure is not very transparent or clear. Has similar problems to complaints in regards to aspects currently being or about to become out of date.</p>	<ul style="list-style-type: none"> <li>- Reformation of the complaints procedure to clarify difference between HUU Ltd and HUU services Ltd.</li> <li>- 2 separate complaints policies to reflect the charity and its subsidiary.</li> <li>- One "portal" or email address where complaints can be submitted.</li> <li>- Complaint recipients should be depersonalised i.e. not <a href="mailto:hUU-president@hull.ac.uk">hUU-president@hull.ac.uk</a> but <a href="mailto:hUU-complaints@hull.ac.uk">hUU-complaints@hull.ac.uk</a> or a variant of.</li> <li>- Clear guidance on making complaints and a clarification of democratic complaints procedure should be created and hosted on HUU website in a visible place.</li> </ul>

# Union Council - Objective Updates

Team objective update

4<sup>th</sup> February 2019

## Objective

Improve student's understanding of how the President Team has an impact on, supports and is relevant to student life.

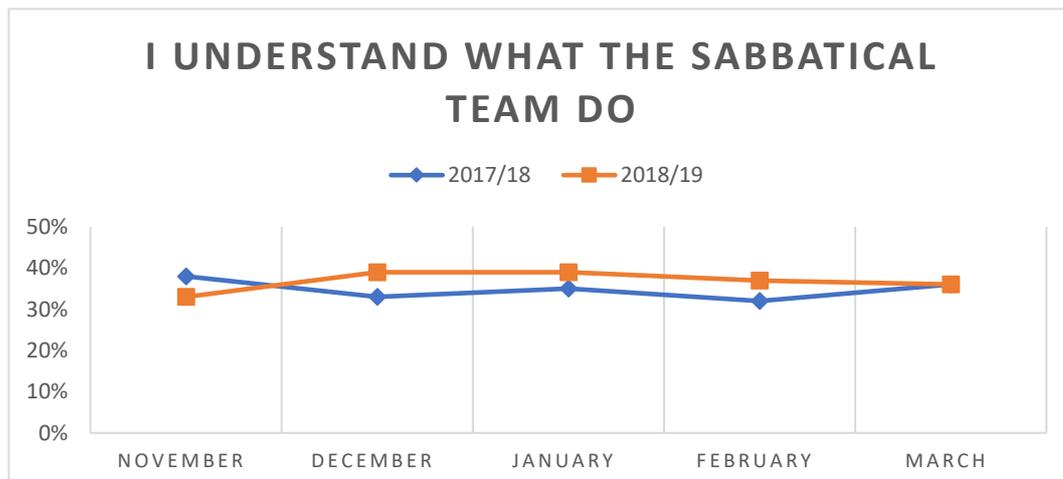
## Update

The Alterline student life pulse is a survey that is undertaken monthly by a proportionate representation of the student body. It asks for student opinion on a number of aspects of university life – including a section on sabbatical officers.

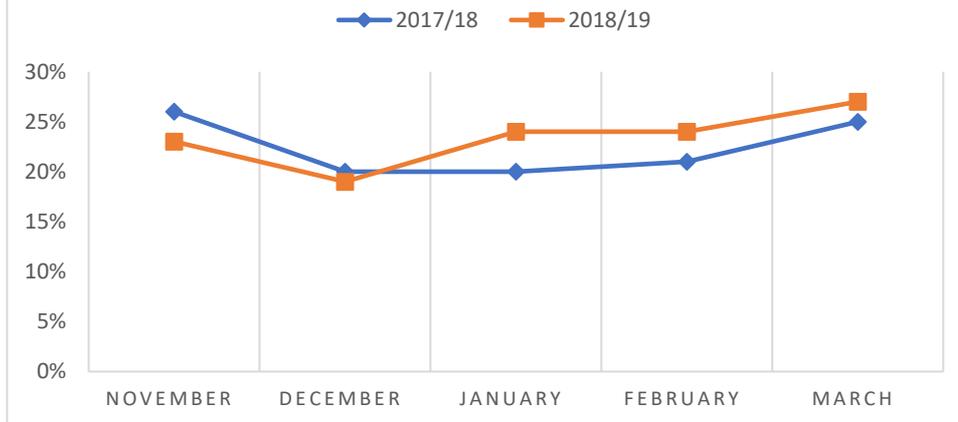
The core focus for the President team are:

- 1) 'I understand what the SU's Sabbatical team do'
- 2) 'I am aware of the achievements of the Sabbatical team this year'

It is our team objective to improve on these questions by the end of the 2018/19 academic year.



## I AM AWARE OF THE ACHIEVEMENTS OF THE SABB TEAM THIS YEAR



	I understand what the SU's Sabbatical team do	
	Yes	No
2017/18 (Year average)	36%	64%
2018/19 (Year average so far)	38%	62%
	I am aware of sabb achievements this year	
	Yes	No
2017/18 (Year average)	25%	75%
2018/19 (Year average so far)	25%	75%

What has been done as part of this team objective?

- Student surveys (Graduations)
- Chocolate and chat (face to face engagement)
- Weekly updates (Social media)
- Wins promoted on the main HUU media accounts
- Facebook live



**Osaro Otobo** is with Osaro Hazel Otobo.

21 February · 🌐

We have received lots of feedback from students regarding the University's decision to move graduation from Hull City Hall to the Bonus Arena.

In order to effectively present student views to the University we have created a survey which is only open to students; please take a few minutes to fill it out.

Please share this post and encourage any student wishing to give feedback to fill this out too.

[https://hulluniunion.com/news/article/graduation\\_survey](https://hulluniunion.com/news/article/graduation_survey)

# GRADUATION SURVEY

February 21, 2019



**Isobel Hall**

12 April at 14:02 · 🌐

🌟🌟🌟 WEEKLY VIDEO UPDATE! 🌟🌟🌟

- ✅ Extraordinary Course Rep Forum and Vote
- ✅ Bonus Arena Visit
- ✅ Senate Half Away Day ... See more

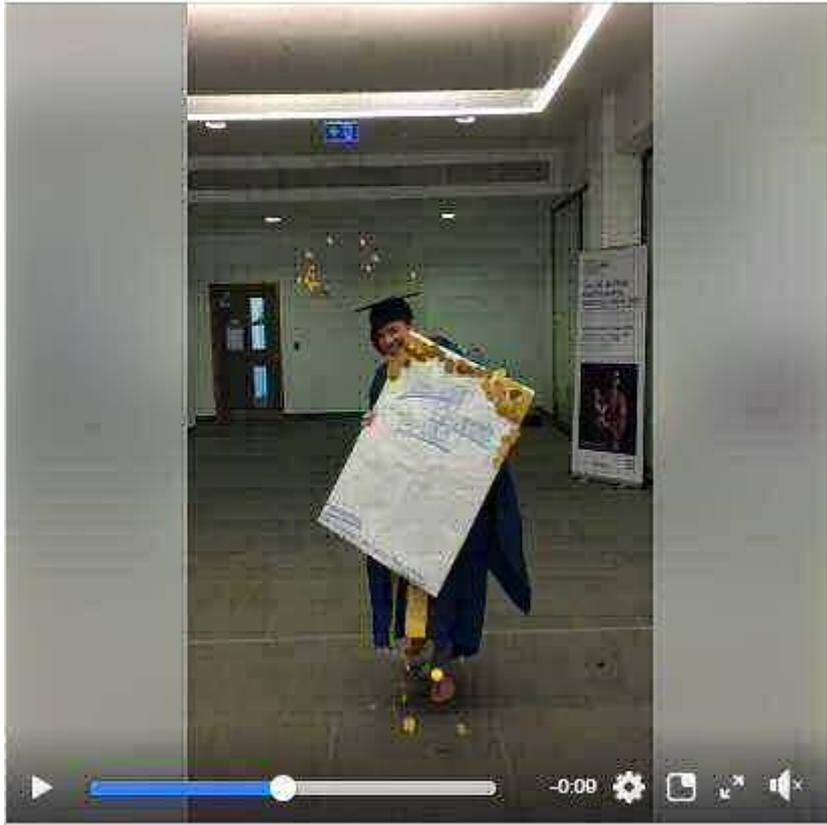




Isobel Hall

28 February · 🌐

Hidden Course Costs are scary... 🤔💣



Andy Costigan is with Tom McNamara and 3 others.

23 January · 👤 ▼

As part of our response to a collective concern from our students, I have written a guide to the support that is available locally for sexual assault in Hull. It isn't comprehensive, but I sincerely hope it is useful. It can be found here



HULLUNION.COM

### Hull University Union

Sexual assault is an incredibly frightening experience – and can have profound effects, both physically and emotionally. The most important thing to remember is that it wasn't your fault, no matter who commits it or



Hull University Union

19 February · 🌐



💧 MORE WATER FOUNTAINS 💧

In partnership with the University of Hull, we are H2-over the moon to announce that seven new water fountains are being installed across campus, with all current fountains to be upgraded so you can fill your reusable bottles! ♻️

This improvement was put forward by your President of Welfare and Community, Andy Costigan.... [See more](#)





# Activities Zone Report

## RAG

- Colour run is still going to be happening no set date though
- AGM is 1<sup>st</sup> of May
- RSPCA Day was a roaring success

Raised £50,000 this year so far

RAG have been nominated for the “outstanding contribution to the activities zone” and Alex Donnelly, 24hr Wilberforce Takeover and Women’s Basketball have been nominated for the RAG fundraiser of the year

## LINKS

-AGM filled almost all positions, EGM soon to fill the ones that weren’t filled and handover from current exec to the new exec is underway.

Abseil down the Loten building is soon, 22nd May, it’s £35 per person all proceeds going to fund Public Access Defibrillators on campus. Contact Georgia Brown for more details.

A boost campaign is underway to help fund the acquisition of new radio kit for LINKS to better support them in their work with other parts of the union and asylum

## Media

-Jam are looking into an app for student radio stations via a company called Unisounds to improve access to the station and to allow it to get to a wider audience.

- looking into SRA (Student Radio Association) memberships.
- Starting recruitment for next committee.

Beginning plans for work and programming for next academic year and there are plans to release the next edition of Hullfire before the end of the year.

## SEC

The SEC are prepping for their hand over to the yet to be appointed successors. Nominations are open till May 1st, Interviews will be conducted between 7th and 17th May (This is flexible as it is the Exam period and studies take priority.) 5 Societies Ratified at the last societies council of the year, Heritage, Filipino Culture, Creative Writing, LGBT+ and BioChemistry Societies. One more society “Liberate the Debate” needed to clarify some information before it could be voted on as it seemed similar to other societies. SEC Shortlisted for Outstanding Contribution to the Activities Zone at the HUU Awards



# Inclusivity and Diversity Zone Report

April 29<sup>th</sup> 2019

## Disabled Students Representative

- Looking for interested volunteers to undertake the role next year in light of position not being run for in March elections.
- Consideration of splitting Disabled Students Rep into two separate positions: Physical and developmental / Cognitive differences.

## Women's Representative

- Successfully organised charity fashion show to raise over £100 for ROSA and the Charlie Watkins foundation.
- Planning "Body Positivity Week" (Provisional title).

## LGBT+ Representative

- Continuing to assist setting up the LGBT+ society in place of the former LGBT+ committee.
- Planning for the year ahead – possible consideration of re-running.

## Trans Students Representative

- Successful fundraising for Mermaids charity – over £40 raised.
- Organised a trip to Trans Pride event in Leeds.

## Counsellor of Scrutiny

- Questioned Women's Rep regarding activities relating to BAME women and what future plans are in place.



# UNION COUNCIL MOTION

## Title of motion:

Motion to create a Social Mobility and Class Representative

## HUU Notes:

1. A motion (M.1819 – 29) was brought to union council on the 1<sup>st</sup> of April to create a working class students representative.
2. The motion was referred to select committee by the chair of Union Council, with 4 voting members selected by secret ballot from union council and an ex-officio member of UEC as chair.
3. The select committee voted to recommend the rejection of M.1819 - 29 and that a vote be held to create a social mobility and class representative.

## HUU Believes:

1. The establishment of a social mobility and class representative will assist the student experience of HUU members who face issues relating to their class or socio-economic background.
2. This would happen through campaigns, opening relevant dialogue/ debates to challenge campus and societal preconceptions about class, and raising such issues in Union Council and at Inclusivity & Diversity zone meetings.

## HUU Resolves:

1. Create the position of Social Mobility and Class Representative as outlined below in the Standing Order and Role Description.
2. Amend standing order 5002 (Inclusivity and Diversity Zone) to reflect this.



**Proposer:** Daniel Ingram (Councillor for Scrutiny Governance/ Chair of Governance Zone)

**Seconder:** Maisie Loggie (AU Secretary)  
Erin Pettit (AU, President of Sport elect)



## SO 5008

### STANDING ORDER GOVERNING THE SOCIAL MOBILITY AND CLASS REPRESENTATIVE

#### 1. Interpretation

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

#### 2. Status of Officer

The Social Mobility and Class Representative shall be responsible for representing **the interests of students with issues pertaining to class and social mobility** at the University of Hull. The Social Mobility and Class Representative is responsible to the President of Inclusivity and Diversity.

#### 3. Election

The Social Mobility and Class Representative shall be elected in accordance with Hull University Union election regulations in SO 8001. They will be elected once per academic year through union-wide elections and voted for by students.

#### 4. Duties

The Social Mobility and Class Representative will:

- (a) Represent interests of students from a range of socio-economic backgrounds within the union by organising campaigns and opening dialogue/debates to address issues within HUU and the University of Hull relating to social mobility and class.
- (b) Signpost students on specific issues relating to social mobility and class to receive appropriate help and assistance.
- (c) Promote links with other similar groups and organisations, within the local community, regional area and nationally
- (d) Is a member of Union Council and the Inclusivity and Diversity Zone with full voting rights.

April 2019



# Social Mobility and Class Representative

## Aim

The role aims to represent the concerns of all students at the University of Hull in regards to class and social mobility. The role works to eradicate all forms of discrimination and prejudice students face based on their class or background.

## Key responsibilities

- (e) Represent interests of students from a range of socio-economic backgrounds within the union by organising campaigns and opening dialogue/debates to address issues within HUU and the University of Hull relating to social mobility and class.
- (f) Signpost students on specific issues relating to social mobility and class to receive appropriate help and assistance.
- (g) Promote links with other similar groups and organisations, within the local community, regional area and nationally.
- (h) Is a member of Union Council and the Inclusivity and Diversity Zone with full voting rights.

## Useful skills or characteristics

- Passionate about social mobility and class issues
- Have a wide outreach with the student body
- Effective time management
- Be adaptable and communicative
- Good organisational skills
- Creativity

## Skills you can expect to learn and develop

- General communication and liaison skills
- Experience organising events and running campaigns
- Representation and lobbying for change
- Confidence in speaking in forums and meetings

## Expected time commitment

On average you will spend between 6-8 hours a week on this role. Some weeks will be more demanding than others.

## Further questions

Please email the responsible President, Andrew Costigan on [a.costigan@hull.ac.uk](mailto:a.costigan@hull.ac.uk) if you have any questions about the role.



# UNION COUNCIL MOTION

## **Title of motion:**

A Motion to bring a formalised pronoun policy to all Zone meetings and Union Council

## **HUU Notes:**

Not all people use the pronouns associated with their presentation.

This is particularly pertinent to trans individuals.

Pronoun policies allow time for everybody to introduce themselves, and for everyone's pronouns to be known to the meeting.

This has been done before every union council meeting during 2018/19, and during every Inclusivity and Diversity Zone Meeting during the same time period. This has added a maximum five minutes to each council meeting

## **HUU Believes:**

Formalising this policy across zone meetings and during union council empowers individuals to use their own pronouns.

It is particularly helpful in empowering HUU's trans population.

Explicit wording has been put in the updated standing order to ensure that nobody is forced to give pronouns if they do not wish

## **HUU Resolves:**

To introduce a formalised pronoun policy in all Union Council Meetings and in all Zone Meetings.

**Proposer:** Jessica Rose Clunan: Disabled Students Officer, Chair of Inclusivity and Diversity Zone, Chair of Union Council

**Seconder:** Rayan Shipton, Trans Representative  
Hannah Burgess, Trans rep elect  
Laurence Johnston, Former LGBT+ Treasurer



Rosie Russell, PGT Officer  
Felix McGregor  
Thomas Davies

**Additions** Removals

## PRONOUN POLICY

### 1. Statement

Hull University Union respects each individual's gender identity and believes that every individual should be able to share their own pronouns, and have them respected.

### 2. Implementation

This policy is to be applied at all meetings of:

Union Council

Governance Zone

Activities Zone

Education Zone

Sports Zone

Inclusivity and Diversity Zone

It is to be done after apologies are noted.

All members are given the opportunity to introduce themselves to the meeting. This takes the form of their name and their pronoun.

Examples of pronouns are 'he', 'she', 'they' &c.

No preference may also be stated, and an individual may opt out of this policy, in part or in its entirety, if they wish, however meetings as an entity cannot.

Whilst not binding at other meetings, it is strongly encouraged that this policy is applied to all meetings at HUU.

# SO1002

## STANDING ORDER GOVERNING THE GOVERNANCE ZONE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. (a) "the Zone" means the Governance Zone;
2. (b) "HUU" means Hull University Union;
3. (c) "Council" means HUU Council;
4. (d) "clear days" excludes University holidays; Bank Holidays; Saturdays and

Sundays.

### 2. Function

The primary function of the Zone is to act as the recognised means of communication and liaison between all areas of HUU. In particular, the Zone shall:

1. (a) Provide support for the President of the Students' Union in co-ordinating campaigns and issues of mutual concern.
2. (b) Provide scrutiny of the role of the President of the Students' Union and hold the President of the Students' Union's actions to account.
3. (c) Scrutinise motions brought forward for approval by referenda checking for grammar; ensuring that they meet the objects of the Charity; are legal; and any financial costs can be met out of that year's approved budget.

### 3. Membership

Voting membership of the Zone shall be:

1. (1) Chair, Union Council;
2. (2) Chair, Welfare & Community Zone;
3. (3) Chair, Education Zone;
4. (4) Chair, Sport Zone;
5. (5) Chair, Activities Zone;
6. (6) Two Councillors for Scrutiny;

Non-voting membership of the Zone shall be:

- (1) The President of the Students' Union.

Ex-Officio members:

- (1) Such others that the Zone may deem appropriate.

## GENERAL PROCEDURE

### 4. Chair

The Chair of the Zone shall be elected in accordance with the bye-laws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 1002 annex A, which is to be circulated 3 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.

### 5. Councillors for Scrutiny



The Councillors for Scrutiny are to:

i. ii. iii.

Ensure that all members of the Zone are following their strategy objectives; Ensure that all areas of the Zone are within budget;

Assist if required in tasks and projects the Zone is undertaking.

**6. 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.

**7. Quorum**

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

**8. Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected from the voting membership at the first meeting of the committee in each academic year. These shall be handed in to Main Reception no later than 4 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 President of the Students' Union, in the form of a report under the Governance Zone section of the Council agenda.

**9. Voting**

All votes shall require a greater than fifty percent majority to 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.

**10. Powers**

The Zone shall be able to:

1. Pass a motion of caution against the President of the Students' Union as detailed in the Bye-Laws.
2. Bring motions of censure and no confidence as detailed in the Bye-Laws against the President of the Students' Union 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 President of the Students' Union.
5. Submit questions to an officer at Council.
6. Propose a motion of caution against an Officer to Council.
7. Reject motions brought forward by the membership to go to referenda on the grounds that they would place HUU in financial or legal jeopardy. Rejected motions will then be eligible to be resubmitted after amendment by the proposer.
8. The Chair Steering will provide support and training for those members wishing to write motions to bring them to referenda.

Annex A:  
Governance Zone Meeting Agenda

SR/AM October 2010

Passed at UEC: 7/12/10  
Passed at Union Council: 13/12/10



Updated: OT/CC

Passed UEC: 6 April 2016 Passed UC: 11 April 2016 Passed UC: 20 February 2017

Passed UC: 16 October 2017 Passed UC: 23 April 2018

## **GOVERNANCE ZONE MEETING AGENDA**

SO 1002 Annex A

### 1) ATTENDANCE

1. Apologies
2. Register and Pronoun Policy

### 2) MINUTES

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

### 3) REPORTS

1. Report by President of the Students' Union

Questions.

2. Report by Chair, Council

Questions.

3. Report by Chair, Welfare & Community.

Questions.

4. Report by Chair, Education.

Questions.

5. Report by Chair, Sport.

Questions.

6. Report by Chair, Activities.

Questions.

7. Report by Councillors of Scrutiny.

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

# SO2002

## STANDING ORDER GOVERNING THE ACTIVITIES ZONE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. a) "the Zone" means the Activities Zone;
2. b) "HUU" means Hull University Union;
3. c) "Council" means HUU Council;
4. d) "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. Function

The primary function of the Zone is to originate and coordinate Hull University Union's Activities action and implement Hull University Union's Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Activities 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) President of Activities (casting vote only for electing a chair of the zone);
- (2) Chair RAG;
- (3) Two Councillors for Scrutiny;
- (4) Chair Societies
- (5) Executive Committee;
- (6) Heads Media Committees (shared vote).

Ex-Officio members:

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

### 4. Duties of the Membership

President of Activities

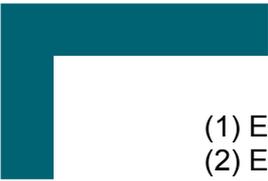
The duties of the President of Activities are detailed in S.O. 2001.

Chair RAG; Chair Societies Executive and Heads Media Committees

The particular duties of Chair RAG; Chair Societies Executive Committee and Heads Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009 respectively.

Councillors for Scrutiny

The Councillors for Scrutiny are to:

- 
- (1) Ensure that all members of the Zone are following their strategy objectives;
  - (2) Ensure that all areas of the Zone are within budget;
  - (3) 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.

### 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 Activities 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 President of Activities as detailed in the bye laws
  2. Bring motions of censure and no confidence as detailed in the bye laws against the President of Activities 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 Hull University Union to be asked by the President of Activities.
  5. Submit questions to an officer at council.
  6. Propose a motion of caution against an officer to council.

Approved:

UEC: 7th December 2012

Union Council: 10th December 2012 UEC:

Union Council: 20 February 2017 Union Council: 8 May 2017

Union Council: 23 April 2018

2002 Annex A:

ACTIVITIES ZONE MEETING AGENDA

ATTENDANCE

Apologies. Register.

**Pronoun Policy**

MINUTES

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

REPORTS

Report by President of Activities. Questions.

Report by Chair RAG. Questions.

Report by Chair Activities Zone. Questions.

Report by Chair Societies Executive Committee; Questions.

Report by Heads Media Committees; Questions.

Report by Councillors of Scrutiny; Questions. PROPOSALS

Any proposals for action.

MOTIONS

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

ANY OTHER BUSINESS



# SO3002

## STANDING ORDER GOVERNING THE EDUCATION ZONE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. “the Zone” means the Education Zone;
2. “HUU” and means Hull University Union;
3. “Council” means HUU Council;
4. “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. Function

The primary function of the Zone is to provide a forum to discuss current academic issues and decide upon a HUU position to be taken in the relevant meetings and events. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Education 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. President of Education (casting vote only for electing a chair of the zone);
2. Part-time Students Officer;
3. Mature Students Officer;
4. Postgraduate Taught Officer;
5. Postgraduate Research Officer;
6. Two Councillors for Scrutiny;
7. International Students’ Officer;
8. Faculty Representatives.

Ex-Officio members (non voting): (1) Education Co-ordinator; (2) Such others that the Zone may deem appropriate.

### 4. Duties of the Membership

#### 1. President of Education

- i. The duties of President of Education are detailed in S.O. 3001.

#### 2. Part-time, Mature and Postgraduate Student Officers

- i. The particular duties of the Part-time; Mature and both Postgraduate Student

Officers are detailed in the relevant Standing Orders.

#### 3. International Students’ Officer

- i. Ensure that the views of International Students are represented at Education Zone

- 
- meetings;
  - ii. Duties in SO 3006.

#### **4. Faculty Representatives**

- i. The particular duties of Faculty Representatives are detailed in the relevant Standing Orders.

#### **5. 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. 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. 3002 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. Minutes will be circulated to all members within five days of the meeting taking place.

#### **8. Quorum**

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

#### **9. Minutes**

The minutes shall be taken by a member of the zone. 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 Education Zone section of the Council agenda. The minutes will be circulated to members and on hullstudent within five days of the meeting taking place.

#### **10. Voting**

All votes shall require a greater than fifty percent majority to 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. (1) Pass a motion of caution against the President of Education as detailed in the bye laws.
2. (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Education to Council.
3. (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. (4) Submit questions in writing to the trustees of HUU to be asked by the President of Education.
  5. (5) Submit questions to an officer at Council.
  6. (6) Propose a motion of caution, censure or no confidence against an officer

to council.

MB/LF/AM/EZ November 2011-12-14 Passed at Union Council: 12/12/11

Updated 2016 ME/KB Passed at UEC: 6 April 2016

Passed at Union Council: 11 April 2016

Passed UEC: 26 April 2016 Passed UC: 9 May 2016

Updated: MT/AJ October 2016 Passed UEC: 4 October 2016 Passed UC: 17 October 2016

Updated: MT/AJ May 2017 Passed UC: 8 May 2017

Passed at UC: 23 April 2018

## 3002 Annex A

### EDUCATION ZONE MEETING AGENDA

#### 1) ATTENDANCE

1. Apologies.
2. Register and Pronoun Policy

#### 2) MINUTES

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

#### 3) REPORTS

1. Report by President of Education. Questions.
2. Faculty Representatives Report. Questions.
3. Report by Part-time Student Officer. Questions.
4. Report by Mature Student Officer. Questions.
5. Report by Postgraduate Research Officer. Questions.
6. Report by Postgraduate Taught Officer. Questions.
7. Report by Scrutiny Councillors. Questions.
8. Report by International Students' Officer. 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

# SO5002

## STANDING ORDER GOVERNING THE INCLUSIVITY AND DIVERSITY ZONE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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 Inclusivity and Diversity Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU student Council;
- d. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. Function

The primary function of the Zone is to provide a forum to discuss current Inclusivity and Diversity issues and coordinate HUU's Inclusivity and Diversity based actions and events. The secondary function of the Zone are to provide scrutiny and hold to account the President of Inclusivity & Diversity 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. President of Inclusivity and Diversity (casting vote only for electing a chair of the zone);
2. Black, Asian and Minority Ethnic Students Representative;
3. Disabled Students Representative;
4. LGBT+ Students Representative;
5. Women's Representative;
6. LINKS Officer;
7. Environment & Ethics Representative;
8. Trans Representative;
9. Two Councillors for Scrutiny.

Ex-Officio members:

- (1) Such others that the Zone may deem appropriate.

### 4. Duties of the Membership

(1) President of Inclusivity and Diversity

- i. The duties of the President of Inclusivity and Diversity are detailed in S.O. 5001.

2. BAME; Disabled Students; LGBT+; Women's and Trans Representative i. The particular duties of these Representatives are detailed in their respective standing orders.

3. Councillors for Scrutiny

The Councillors for Scrutiny are to:



i. Ensure that all members of the Zone are following their strategic objectives; ii. 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 SO 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 SO 5002 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 fortnightly during trimesters outside of exam periods.

The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

### **8. Quorum**

The quorate 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 the 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 Inclusivity and Diversity Zone section of the Council agenda.

### **10. Voting**

All votes shall require a greater than fifty percent majority to 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 President of Inclusivity and Diversity as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Inclusivity and Diversity 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 President of Inclusivity and Diversity.

(5) Submit questions to an officer at council.

(6) Propose a motion of caution against an officer to council.

KLH/ RB March 2013 Approved:  
UEC: 05/04/2013 UC: 15/04/2013

Updated: AD/ME  
Approved UEC:  
Approved UC: 19 October 2015

Approved UC: 8 May 2017 Approved UC: 16 October 2017

Passed at UC: 23 April 2018

Passed at UC: 22 October 2018  
February 2019  
Annex A  
Inclusivity and Diversity Zone Meeting Agenda

## INCLUSIVITY AND DIVERSITY ZONE MEETING AGENDA

5002 Annex A

1) ATTENDANCE 1. Apologies.  
2. Register- **and pronoun policy**

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

3) REPORTS  
1. Report by President of Inclusivity and Diversity.

Questions.  
2. Report by BAME Students Representative.

Questions.  
3. Report by Disabled Students Representative;

Questions.  
4. Report by LGBT+ Students Representative.

Questions.  
5. Report by Women's Representative.

Questions.

6. Report by Trans Representative. Questions.

7. 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



# SO8003

## STANDING ORDER GOVERNING UNION COUNCIL MEETINGS

### INTRODUCTION

1. Interpretation  
These Standing Orders shall at all times be subject to the provisions of the Articles and Bye Laws and shall be read in conjunction therewith.
2. Amendment:  
These Standing Orders shall be amended from time to time by the Union Executive Committee
3. Implementation of Decisions  
Decisions of Council shall become effective on completion of the meeting concerned.

### ADMINISTRATIVE ARRANGEMENTS FOR A MEETING

4. Convening a Meeting:  
Meetings of the Council shall be convened by the Chair Union Council at the request of the Union Executive Committee or at least 10 members of Council (Bye Laws). Ordinary and extraordinary meetings of Council shall be notified on the website.
5. Submissions of Motions and Reports:  
Motions, minutes and reports for inclusion with the agenda (or publication on the Union's Webpage, as Council directs from time to time) shall be lodged with the Democracy & Governance Co-ordinator at least four clear working days (4.30 pm on Monday of previous week) preceding the meeting. Reports of University Committee meetings shall be submitted as written reports. Motions require a proposer and a seconder.
6. Agenda:  
The agenda, together with minutes of the previous meeting, shall be published on the Union's official website and circulated to members via E-mail at least two clear days in advance (Bye Laws).
7. Submission of Amendments:  
Amendments which may be contrary to the spirit of the main motion require a proposer and seconder.
8. Submission of Drafting Amendments:  
A written drafting amendment to a motion or an amendment may be handed to the Chairperson after 11 am on the day of the meeting. The drafting amendment shall only 'delete parts' or make minor alterations, which do not alter the spirit of the motion or amendment.

Such changes shall only be made by the proposer of the original motion or amendment, or with his/her consent. The admissibility of a drafting amendment shall be at the discretion of the Chairperson. If accepted, the Chairperson shall read the drafting amendment to the meeting before the motion is proposed.

9. Attendance:  
Members attending a meeting are to register with the Democracy & Governance Co-ordinator. In order to complete registration, a member must join the meeting not later than 1 hour after the published time of commencement. Unless apologies have been



received prior to the start of the meeting (Bye Laws), any voting member not so registered shall be deemed to be absent.

10. Order of Business

Subject to a Procedural Motion to the contrary, the order of business shall be as detailed at Annex A.

11. Business Carried Forward to the Next Meeting

Any item of business on the agenda which is not discussed during the meeting, shall only be carried forward upon receipt of a written request from the proposer, and lodged with the Chair Union Council at the end of the meeting.

## THE CHAIRPERSON

14. Election

The election of the Chairperson and Deputy Chairperson or any temporary election for these posts shall be conducted in accordance with the Bye Laws.

15. Responsibilities

The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Articles, Bye Laws and these Standing Orders.

The ruling of a Chairperson on points of order, admissibility of motions and amendments and on any matter relating to the conduct of the meeting shall be final and binding, subject to a successful challenge to the Chair (see paragraph 17 below). The Chairperson shall be heard in silence at all times.

16. Involvement

The Chairperson shall not participate nor vote in any debate, except for a casting vote as authorised in the Bye Laws

17. Challenge to the Chair

A Procedural Motion challenging a ruling of the Chairperson may be raised as a 'point of order' by any member of Council. If supported by five voting members the Deputy Chairperson shall take the chair and request:

1. a) the Chairperson to state his/her reasons for making the ruling;
2. b) the challenger to state his/her case;
3. c) one other member to support the ruling of the Chairperson.

There shall be no questions and immediately thereafter the challenge shall be put to the vote, which shall only be upheld if carried by two thirds of those present and eligible to vote.

18. Closing a Meeting

No Council meeting held in the evening shall continue beyond 10.30 pm unless two-thirds of those present and eligible to vote express a desire for it to do so, with the provision that debate on any motion which is at that time under consideration shall continue until a vote has been taken. The Chairperson shall also have authority to adjourn or close the meeting for unruly conduct; on this point his/her authority shall not be challenged.

## CONDUCT OF MEETING

19. Section 1 - Election to the Chair

Where necessary an election to the Chair shall take place in accordance with paragraph 14 above and 30 below.

20. Section 2 - Attendance

Apologies and resignations shall normally be 'noted', unless on a 'point of order' the matter is put to the vote. **The Pronoun Policy is to be enacted here.**

21. Section 3 - Minutes

Minutes shall normally be noted and ratified by assent, subject to a Procedural



Motion to refer a minute back. Questions under 'matters arising' shall be taken at the discretion of the Chairperson.

## 22. Section 4 - Reports

Reports by members of the Union Executive Committee shall be promulgated on the official Hull University Union website, and reinforced by a verbal report at Council meetings which should not exceed three minutes and be so framed as to bring to the attention of Council matters of importance. Questions shall only be asked if:

1. a) it is a question to which a satisfactory answer cannot be obtained privately;
2. b) it is a question designed to bring an important matter to the notice Council.

Written questions may also be submitted either for inclusion on the agenda or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute. Any supplementary questions either written or oral, shall not exceed two, and shall also be limited to one minute duration. Reports shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote.

## 23. Section 5 - Administration

Elections and ratifications shall take place in accordance with the Articles, Bye Laws and Standing Orders. The method of voting in an election is detailed at paragraph 30 below. Ratifications, applications for membership and reciprocal agreements shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote. Policy rescissions shall be for noting.

## 24. Section 6 - Motions

Only one motion or amendment shall be before the meeting at any one time. If at any time during the debate two or more members wish to speak at the same time, precedence shall be given to the member who first 'catches the eye' of the Chairperson. Once the proposer has spoken on a motion or an amendment, that motion shall not be withdrawn except with the consent of the meeting. Subject to the above, the Chairperson shall conduct the debate as detailed below:

### a) Order of Debate

Unless Council is 'in committee' (see paragraph 27e below) speeches on a motion or an amendment shall take the following form:

- (1) Proposer (or their nominee) presents the motion.
- (2) Proposer takes questions on the motion.
- (3) Open debate.

### b) Amendments

It is open to the proposer of a main motion to accept an amendment, subject to a 'point of order' that 'it be not incorporated'. If such a proposal is carried, the main motion shall revert to its original form. Unless incorporated into the main motion, an amendment or amendments appearing on the agenda shall be debated after the main motion has been presented. If such an amendment is carried, it becomes the main motion and shall be re-proposed as such, after which any remaining amendments, if any, shall be

debated. This procedure shall continue until only one motion remains; this shall be the main motion.

### c) Length of Speeches

Speeches shall not exceed three minutes. The Chairperson may exercise their



discretion to extend a speaker's time limit if they have been interrupted or otherwise prevented from making their speech in a normal manner.

d) Questions to the Speaker

Any member of the Union may put a question to a speaker, provided that they have signified to the Chairperson their intention of giving way, except in the event of a challenge to a ruling of the Chairperson (see paragraph 27a below). Questions, which shall not exceed one minute in duration, shall be framed as information offered to or asked of the speaker.

25. Section 7 - Any Other Business

Only the business published on the agenda shall be transacted at a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business, not having previously appeared, on the agenda may be taken if, in the opinion of the Chair, it would not have been possible for the business to have been published on the agenda or that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council (See Bye Laws).

POINTS OF ORDER

26. Raising a Point of Order

A point of order relating to the conduct of the meeting or a proposal to accept a Procedural Motion can be tabled by a member at any time, except where a vote is being taken, and as such shall take precedence over all other business.

27. Procedural Motions

Procedural Motions, as detailed below, may be proposed by any member of Council as a 'point of order'. Such motions require a proposer and seconder unless otherwise stated. Where two or more Procedural Motions are proposed, they shall be debated in accordance with the following order of precedence.

1. a) A challenge to a ruling of the Chairperson (paragraph 17 above refers); such a challenge shall require a proposer plus the support of five voting members of Council.
2. b) A motion for a temporary suspension of the order of business.
3. c) A motion that the question be now put; this shall only be accepted at the discretion of the Chair. There shall be no discussion on this motion and if carried the meeting shall immediately proceed to vote, subject only to the right to give a speech in summation.
4. d) A motion that the main motion or amendment under debate is voted on in parts.
5. e) A motion that Council moves into Committee. If carried, no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council. The extent of the intended exclusion should be made clear in the procedural motion.
6. f) A motion that Council moves out of committee; where such a motion is carried it shall be noted in the minutes.

g) A motion that the matter lie on the table.

h) A motion to adjourn or postpone the matter to a later specified meeting.

9. i) A motion to refer the matter to a Select Committee (paragraph 31 below refers).

10. j) A motion to refer the matter back to a Standing or Select Committee.

11. k) A motion for the adjournment of Council; such an adjournment shall take place on completion of a specified item of business.

VOTING

## 28. General

Each voting member of Council shall exercise one vote in respect of any one matter put to the vote except as detailed at paragraph 30c (2) below.

## 29. Method of Voting

Voting shall be by show of voting cards unless a secret ballot is proposed as a 'point of order' by any member of Council.

Such a proposal shall be carried if supported by five voting members of Council. If a member of Union Council cannot attend a meeting and wishes to give their proxy to another voting member, they must email the Student Voice Manager their apology with good reason and designated proxy by noon on the day of the Union Council meeting.

Explicit voting instructions must be included and are only accepted if received by the Student Voice Manager in writing in advance of the meeting. If motions are amended during the meeting, the proxy-vote is automatically counted as a vote in abstention. The person holding a proxy-vote at Union Council should be from the same zone as the member whose proxy they have. Union Council members can only use the option of proxy-voting twice per academic year.

## 30. Voting Procedure

Voting may be by a simple majority, two thirds majority or an exhaustive or block vote system as detailed below.

### 1. a) Simple Majority

All motions shall be carried by a simple majority of those present and eligible to vote unless otherwise prescribed.

### 2. b) Two Thirds Majority

The motions details below shall only be carried by a two thirds majority of those present and eligible to vote:

1. (1) A Procedural Motion.

2. (2) Any motion or amendment that proposed or shall necessitate a change to Standing Orders, Bye Laws or the Articles

3. (3) Two or more delegates or observers to a conference (see SO 3.001).

4. (4) Affiliations.

### 3. c) Exhaustive or block vote

Voting in elections for Chair and Deputy Chair of Council, positions on Standing Committees (Bye Laws paragraph 22 refers) where either there was no nomination in the cross campus elections or as the result of a resignation

(Bye Laws paragraphs 20c, 22c and 24c refer), positions on a Select Committee (see paragraph 32 below) or positions on University Committees shall be by method of exhaustive vote in the case of single appointments or block vote in the case of multiple appointments, as detailed below.

### 4. d) Single Appointment

Voting for a single appointment shall be by show of voting cards. Where a result is not achieved in the first ballot, further ballots will be conducted excluding candidates who fail to equal or exceed the vote of the candidates next above, in combination or by themselves. If at any point there are two or more candidates with equal votes that under the above rules cannot be excluded, a separate ballot shall be held to determine who shall be excluded from the next stages.

### 5. e) Multiple Appointments

Voting for multiple appointments shall be by ballot with each voting member of Council having a number of votes equal to the number of appointments to be



filled. The candidates with the highest number of votes shall be elected. In the event of a tie the Chairperson shall have the casting vote.

## SELECT COMMITTEE

### 31. Matters to be Referred

The Chairperson shall at his/her discretion refer any motion of a controversial nature to a Select Committee. Notwithstanding the above, Council may refer any matter to a Select Committee subject to a Procedural Motion to that effect (see paragraph 27i&above).

### 32. Membership:

The membership of a Select Committee shall be an ex officio member of Council who shall act as Chairperson and four voting members; the membership shall be elected in accordance with paragraph 30c above. (See Byelaws)

### 33. Report Back

The Chairperson shall report back to the next Council meeting but one. The report shall not be amended, except that sections may be accepted or rejected by Council or that sections may be referred back for further consideration (see paragraph 27j above). In such cases a further report shall be made to the next Council meeting, unless an extension be granted.

## Annex

### A. Union Council - Order of Business

PT/JH

Passed at UEC:

Passed at HUU Council:

Updated: ME/MT

Passed UEC: 6 April 2016 Passed UC: 11 April 2016

Updated: ME/SH

Passed UEC: 26 April 2016 Passed UC: 9 May 2016

Updated: MR/MB

Passed at UC: 8 May 2017



# ANNEX A TO SO8003

## UNION COUNCIL – ORDER OF BUSINESS

### SECTION 1: ADMINISTRATION

1. Adoption of the agenda
2. Apologies: for acceptance
3. Resignations: for notification
4. Pronoun Policy
5. Minutes of the previous meeting
6. Matters arising
7. Chair of Council
8. Deputy Chair of Council
9. Ratification of Union Societies
10. Associate members
11. Temporary members

### SECTION 2: REPORTS

1. Governance Zone
  1. (a) Report by President of the Students' Union
  2. (b) Questions
  3. (c) Report by Chair of Governance Zone
  4. (d) Questions
  5. (e) Motions
2. Activities Zone
  1. (a) Report by President of Activities
  2. (b) Questions
  3. (c) Report by Chair Activities Zone
  4. (d) Questions
  5. (e) Motions of Policy/General nature
3. Education Zone
  1. (a) Report by President of Education
  2. (b) Questions
  3. (c) Report by Chair Education Zone
  4. (d) Questions
  5. (e) Motions of Policy/ General nature
4. Sport Zone
  1. (a) Report by President of Sports
  2. (b) Questions
  3. (c) Report by Chair Sport Zone
  4. (d) Questions
  5. (e) Motions of Policy/General nature
5. Welfare & Community Zone
  1. a) Report by President of Welfare & Community
  2. b) Questions
  3. c) Report by Chair Welfare Zone
  4. d) Questions

### e) Motions of Policy/General Nature

7. Conferences (only to be placed on the Agenda if Conference has taken place):
  1. Reports from delegates.
  2. Questions.

- 
3. Associate members.
  4. Temporary members.
  8. Reciprocal agreements (only to be placed on the Agenda if Agreement has been put forward)
  9. Policy rescissions (only to be placed on the Agenda if Rescission has been put forward)
  10. Affiliations (to be promulgated on the Official Notice Board and the Hull University Union official website. To be taken to Council if there is a query relating to the Affiliation)

#### SECTION 3: PROCEDURAL MOTIONS

1. Motions affecting the Articles, Bye-laws or Standing Orders

#### SECTION 4: OPEN DISCUSSION

#### SECTION 5: ANY OTHER BUSINESS

1. Any Other Business in accordance with Bye-laws.

AC/JC

Passed at UEC Meeting: 7/12/10 Passed at Union Council: 13/12/10

Updated: MT/ME

Passed UEC: 6 April 2016 Passed UC: 11 April 2016

Passed UC: 8 May 2017 Passed at UC: 23 April 2018

# UNION COUNCIL MOTION

## Title of motion:

*Motion to Introduce a Publicity Coordinator to the Activities Zone.*

## HUU Notes:

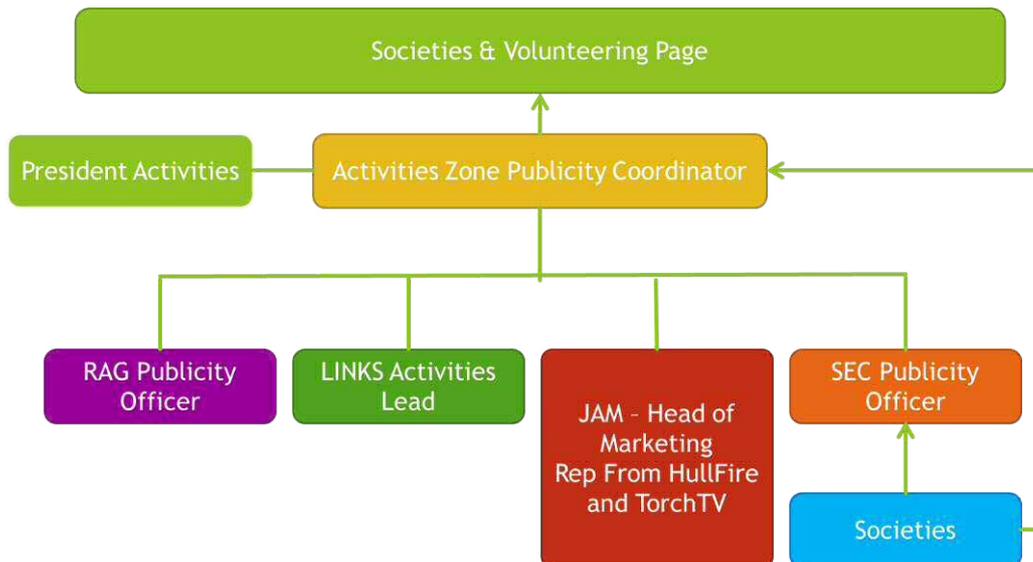
- *There is a HUU Societies and Volunteering Facebook Page (HUU S&V Page).*
- *The Societies Executive Committee (SEC) and the President Activities (PA) only have access to the HUU S&V Page.*
- *LINKS, Raising And Giving (RAG) and Media have to contact the SEC or President Activities to have anything advertised on there.*
- *SEC has a Publicity Officer, RAG has a Publicity Officer, LINKS have an Activities Lead and JAM Radio has a Head of Marketing*



## HUU Believes:

- *This hinders the advertisement, growth and development of several of The Activities Zone groups.*
- *The LINKS, RAG and media Publicity Officers (or equivalent) could be given access to the Page. However this would prove ineffective as the different groups wouldn't know what or when others are posting.*
  - *It would be a 'free for all' so it would need someone to keep them in check.*

## HUU Resolves:



- 
- *Introducing an Activities Zone Publicity Coordinator to work alongside SEC Publicity Officer, RAG Publicity Officer, LINKS PR and Fundraising Officer and the Jam Head of Marketing. Who will manage HUU S&V Page and any other Social media deemed necessary, by President Activity.*
- *AZ Publicity Coordinator will NOT have a vote on Union Council, but will sit on the Activities Zone.*
- *AZ Publicity Coordinator will chair a 'Discretionary\*' publicity sub-committee consisting of: SEC Publicity Officer, RAG Publicity Officer, LINKS PR and Fundraising Officer, Jam Radio Head of Marketing and a representative of Hullfire and Torch TV†.*
  - *President Activities, Sport & Societies Co-ordinator, Community Volunteering Co-ordinator and Student Opportunities Manager, will be Ex-Officio members.*
  - *\*Discretionary - These meetings will held on an adhoc basis as and when they are needed, at the request of the AZ Publicity Coordinator. E.g. if November is particularly busy with RAG Week, Society's 24 hour events etc., a meeting may be required to make sure everything is planned accordingly. at the request of the AZ Publicity Coordinator*
  - *†If the publicity related role is vacant then the chair of the respective committee will designate a committee member to be the point of contact for the AZ Publicity Manager.*
- *AZ Publicity Coordinator will be elected by EGM with in the Zone.*

- 
- *Nominees must be a member of a Society, LINKS, RAG or Media to run.*
  - *Voting will be conducted via secret ballot by the voting members of the Activities Zone, which would be overseen by an ex-officio member of the Activities zone (eg. President Activities, Societies and sports co-ordinator, etc...)*
  - *AZ Publicity Coordinator would work with the HUU Marketing Team to ensure all publicity is in HUU's ethos and 'tone of voice'.*

**Proposer:** *Rob Ackers (Society Mentor)*

**Seconders:**

- *Dominic Clare (Activities Zone Councillor For Scrutiny/ Chair Activities Zone)*
- *Emily Green (Activities Zone Councillor For Scrutiny/RAG Vice Chair)*
- *Olivia Tant (Chair RAG)*
- *Emma Hitchenor (Deputy Station Manager - Jam Radio)*
- *Charlie Dorlin (HYMS Societies Representative)*
- *Jack Wade (Chair LINKS)*
- *Ashley Tasker (SEC Publicity Officer/Zoology Society President)*
- *Luke Blair (SEC Communications Officer)*
- *James Hibberd (SEC Treasurer/Anime Society Treasurer)*
- *Huey Arslan (SEC Events Coordinator/Physics Society Treasurer)*
- *Ano Manjanja (SEC Secretary)*

# April 2019 Draft SO 2002

## STANDING ORDER GOVERNING THE ACTIVITIES 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 Activities 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 Activities action and implement HUU's Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Activities and other Zone Members.

All zone members **with the exception of the Publicity Coordinator** 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:

- President of Activities (casting vote only for electing a chair of the zone);
- Chair RAG;
- Two Councilors for Scrutiny;
- Chair LINKS;
- Society Mentors(shared vote);
- HYMS Societies Representative;
- Heads Media Committees (shared vote);
- Publicity Coordinator.**

Ex-Officio members:

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

#### 4. Duties of the Membership

##### President of Activities

The duties of the President of Activities are detailed in S.O. 2001.

##### Chair RAG; Society Mentors and Heads Media Committees

The particular duties of Chair RAG; Chair Societies Executive Committee and Heads Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009 respectively.

##### Councillors for Scrutiny

The Councillors for Scrutiny are to:

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

##### Publicity Coordinator

The zone Publicity Coordinator will;

Chair a 'Discretionary\*' publicity sub-committee consisting of: SEC Publicity Officer, RAG Publicity Officer, LINKS PR and Fundraising Officer, Jam Radio Head of Marketing and a representative of Hullfire and Torch TV<sup>†</sup>.

- President Activities, Sport & Societies Co-ordinator, Community Volunteering Co-ordinator and Student Opportunities Manager, will be Ex-Officio members.
- \*Discretionary – These meetings will held on an adhoc basis as and when they are needed, at the request of the Publicity Coordinator or another member of the sub committee.
- <sup>†</sup>If the publicity related role is vacant then the chair of the respective committee will designate a committee member to be the point of contact for the AZ Publicity Manager.

Coordinate zone publicity through the HUU Societies & Volunteering Page on Facebook and any other appropriate social media channels.

Work with the HUU Marketing Team to ensure all publicity is in HUU's ethos and 'tone of voice'.

#### 5. Election

All members of the Zone, with the exception of the Publicity Coordinator 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. The Publicity Coordinator shall be elected by EGM within the zone, nominees must be a member of; A society, RAG, LINKS or Media. Voting will be conducted via secret ballot by the voting members of the Activities Zone, which would be overseen by and ex-officio member of the Activities zone (eg. President Activities or Societies and sports co-ordinator).

## 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.
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 Activities 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, no confidence and the election of The Publicity Coordinator 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 President of Activities as detailed in the bye laws
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Activities 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 President of Activities.
- (5) Submit questions to an officer at council.
- (6) Propose a motion of caution against an officer to council.

Approved:

UEC: 7th December 2012

Union Council: 10th December 2012

UEC:

Union Council: 20 February 2017

Union Council: 8 May 2017

Union Council: 23 April 2018

Annex A:

Activities Zone Meeting Agenda

## ACTIVITIES ZONE MEETING AGENDA

### ATTENDANCE

Apologies.  
Register.

### MINUTES

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

### REPORTS

Report by President of Activities.  
Questions.

Report by Chair RAG.  
Questions.

Report by Chair Activities Zone.  
Questions.

Report by Chair Societies Executive Committee;  
Questions.

Report by Heads Media Committees;  
Questions.

Report by Councillors of Scrutiny;  
Questions.

### PROPOSALS

Any proposals for action.

### MOTIONS

Motions of caution/ censure/ no confidence.

Questions to trustees.

Questions for Council.

ANY OTHER BUSINESS



# UNION COUNCIL MOTION

## **Title of motion:**

Education Zone Changes

## **HUU Notes:**

In January 2019, the President of Education launched a review of academic representation with the view to transform our current practices to improve academic representation for students at the University of Hull.

The HUU student pulse survey noted that ½ of our students do not know what we do to represent their academic interests. Also that only 1 in 4 students are aware of their rep's achievements. This should be better.

The President of Education launched a consultation period with students, representatives and University staff about what they found limiting and frustrating and what they thought could be improved about how HUU academically represents students.

This consultation engaged with over 500 students, representatives and University staff.

Alongside this consultation, the HUU Education Coordinators researched over 50 TEF rated gold Universities and Unions who scored higher in the NSS question 26.

From consultation and research, changes to how we academically represent students were proposed. These changes were taken to Course Rep Forum for representatives to vote on (as detailed in standing order 3010). Representatives voted on the 4 proposals:

- Changes to the system for postgraduate representation.
- Changes to the system for undergraduate representation.
- Changes to the structure of Student-Staff Forums for undergraduate representation.
- Changes to the structure and purpose of Course Rep Forums.



With 71 representatives who voted on these proposals, the vote surpassed quoracy (as detailed in SO 3010). All four proposals passed with over a 2/3 majority in favour of the proposed changes.

This motion therefore presents these changes as voted upon by the Education Zone in the way of changes/amendments/creation of standing orders in the Education Zone.

### **HUU Believes:**

After a consultation period of 3 months involving over 500 students representatives and University staff, extensive research into over 50 other Universities/Unions and representatives of the Education Zone voting in favour of the proposed changes, that Union Council should approve the proposed changes to Education Zone standing orders.

### **HUU Resolves:**

The following standing orders need amending and updating as they contain out of date role titles, are not consistent in format or information and as a result of the proposed changes require alterations to reflect this. These changes should happen with immediate effect.

President of Education  
Education Zone  
Faculty Reps  
Course Reps  
Mature Students' Officer  
International Students' Officer  
Foundation Students' Officer  
Part-Time Students' Officer  
HYMS Students' Officer

The following standing orders need amending to reflect the proposed changes voted on by representatives. These changes should happen with immediate effect.

Course Rep Forum (renamed Education Zone Open Meeting)  
Subject Reps (renamed Course Rep Leaders)



That Standing Order for Postgraduate Officers is revoked and replaced by separate standing orders for PGT Officer and PGR Officer (see below). These changes should happen with immediate effect.

That Standing Orders are created  
Deputy Faculty Representative  
PGT Officer  
PGR Officer  
PG Faculty Representative

That all Education Zone Standing Orders are renumbered as the following. These changes should happen with immediate effect.

3001 President of Education  
3002 Education Zone  
3003 Education Zone Open Meetings  
3004 Faculty Representative  
3005 Deputy Faculty Representative  
3006 Course Rep Leader  
3007 Course Reps  
3008 PGT Officer  
3009 PGR Officer  
3010 PG Faculty Representative  
3011 Mature Students' Officer  
3012 International Students' Officer  
3013 Foundation Students' Officer  
3014 Part-Time Students' Officer  
3015 HYMS Students' Officer



**Proposer:** Isobel Hall, President of Education

**Secunder:**

Sanaa Sabir, Faculty Representative Science and Engineering

Lee Pearson, Councillor of Scrutiny Education Zone

Marc Brooke, Mature Students' Officer

Miguel Beedle, Councillor of Scrutiny Education Zone

Lee Tilling, Faculty Rep Business, Law and Politics

Charlotte Durham, PGR Students' Officer

Saalo Sparkes – Faculty Representative Health Sciences

# SO3001

## STANDING ORDER GOVERNING THE POST OF PRESIDENT OF EDUCATION

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and shall be interpreted accordingly.

### 2. Status of Officer

The President of Education shall be a Principal Officer of the Union; a Trustee of Hull University Union and shall be a voting member of the Union Executive Committee. The President of Education shall be responsible for the academic welfare, support and representation of students at the University of Hull. The President of Education is head of the Education Zone and is to liaise with its officers on a regular basis.

### 3. Election

The President of Education shall be elected in accordance with Hull University Union election regulations<sup>1</sup>.

### 4. Duties

The President of Education shall fulfil those duties and obligations that arise consequentially upon signing the Student Officer Contract for the post of President of Education.

In representing HUU's members the President of Education shall regularly report on progress through media with particular emphasis on the successes achieved for both individual and groups of students.

Particular duties shall include:

- Represent students on academic issues;
- Engage with students on a regular basis;
- Support part-time Officers and fellow Student Officers with their projects;
- Lead the Education Zone and support **Faculty Reps, Deputy Faculty Reps, Postgraduate Faculty Reps, Course Rep Leaders and Course Reps**;
- Promote **the appointment of Faculty Reps, Deputy Faculty Reps, Postgraduate Faculty Reps, Course Reps, and election of Course Rep Leaders**.
- Consult with the student body on education issues that affect students on a local and national level with reference to changes that could impact upon them;
- Campaign on education issues that affect University of Hull students;
- Organise the **Education Zone Open Meetings** and all fortnightly Education Zone meetings;
- Contribute to training of student volunteers and part-time elected officers;
- Ensure that the Education zone budget is not exceeded;
- Attend all relevant University Committee meetings and ensure student representation on all relevant working groups;
- Run campaigns on student issues and assist in campaigns that other officers may be running;
- Liaise with relevant Hull University Union staff on issues affecting the student body.

### 5. Internal

The President of Education shall be:

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<sup>1</sup> Bye Law 15 and Standing Order 8001.

a. Chairperson of:  
(1) Education Zone Open Meeting.

b. Voting Member of:  
(1) Board of Trustees;  
(2) Union Executive Committee; (3)  
Education Zone.

**6. Signatory**

The President of Education shall be an authorised signatory

**7. Budget**

The President of Education shall have responsibility for the following budget heads:

i. Education Zone

Passed at UEC: 16<sup>th</sup> September 2011

Passed at Union Council: 17<sup>th</sup> October 2011

Updated: ME/MT May 2016

Passed at UEC: 26 April 2016

Passed at UC: 9 May 2016

Passed UC: 8 May 2017

Passed at UC: 23 April 2018

# SO3002

## STANDING ORDER GOVERNING THE EDUCATION ZONE

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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 Education Zone;
- b. "HUU" and 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 provide a forum to discuss current academic issues and decide upon a HUU position to be taken in the relevant meetings and events. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Education 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) President of Education (casting vote only for electing a chair of the zone);
- (2) Part-time Students Officer;
- (3) Mature Students Officer;
- (4) **Foundation Students Officer,**
- (5) **HYMS Students Officer,**
- (6) Postgraduate Taught Officer;
- (7) Postgraduate Research Officer;
- (8) Two Councillors for Scrutiny;
- (9) International Students' Officer;
- (10) Faculty Representatives.

Ex-Officio members (non voting):

- (1) Education Co-ordinators;
- (2) Such others that the Zone may deem appropriate.

### 4. Duties of the Membership

#### 1. President of Education

- i. The duties of President of Education are detailed in S.O. 3001.

#### 2. Part-time, Mature, Foundation, HYMS, International, Postgraduate Taught and Postgraduate Research Officers

- 
- i. The particular duties of the Part-time; Mature, Foundation, HYMS, International, Postgraduate Taught and Postgraduate Research Student Officers are detailed in the relevant Standing Orders.
    - I. Part-Time Students Officer duties are detailed in SO 3014
    - II. Mature Students Officer duties are detailed in SO 3011
    - III. Foundation Students Officer duties are detailed in SO 3013
    - IV. HYMS Students Officer duties are detailed in SO 3015
    - V. International Students Officer duties are detailed in SO 3012
    - VI. Postgraduate Taught Students Officers duties are detailed in SO 3008
    - VII. Postgraduate Research Students' Officer duties are detailed in SO 3009

3. ~~**International Students' Officer**~~

- i. ~~Ensure that the views of International Students are represented at Education Zone meetings; ii. Duties in SO 3006.~~

4. **Faculty Representatives**

- i. The particular duties of Faculty Representatives are detailed in the Standing Order 3004

5. **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. 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.

- I. 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. 3002 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. Minutes will be circulated to all members within five days of the meeting taking place.

8. **Quorum**

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

9. **Minutes**



The minutes shall be taken by an [Education Coordinator](#). 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 Education Zone section of the Council agenda. The minutes will be circulated to members and on [hulluniunion.com](http://hulluniunion.com) within five days of the meeting taking place.

10. **Voting**

All votes shall require a greater than fifty percent majority to 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 President of Education as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Education 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 President of Education.
- (5) Submit questions to an officer at Council.
- (6) Propose a motion of caution, censure or no confidence against an officer to council.

MB/LF/AM/EZ November 2011-12-14  
Passed at Union Council: 12/12/11

Updated 2016 ME/KB  
Passed at UEC: 6 April 2016  
Passed at Union Council: 11 April 2016

Passed UEC: 26 April 2016  
Passed UC: 9 May 2016

Updated: MT/AJ October 2016  
Passed UEC: 4 October 2016  
Passed UC: 17 October 2016

Updated: MT/AJ May 2017  
Passed UC: 8 May 2017

Passed at UC: 23 April 2018

**EDUCATION 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 President of Education.  
Questions.
2. Faculty Representatives Report.  
Questions.
3. Report by Part-time Student Officer.  
Questions.
4. Report by Mature Student Officer.  
Questions.
5. Report by Postgraduate Research Officer.  
Questions.
6. Report by Postgraduate Taught Officer.  
Questions.
7. Report by Scrutiny Councillors.  
Questions.
8. Report by International Students' Officer. 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

# SO3003

## STANDING ORDER GOVERNING ~~COURSE REP FORUM~~ EDUCATION ZONE OPEN MEETINGS

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

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

### 2. ~~MISSION~~ Purpose of Meeting

The Meeting may consider any matter affecting the educational welfare and interests of students of the University and formulate policy for recommendation to the Education Zone, Council and University Committees, on any such matters.

The Meeting should hear the reports of the President of Education, Faculty Representatives, Deputy Representatives and Part-Time Officers of the Education Zone.

The Meeting should have relevant University staff attending for representatives and students to have discussion with on current academic issues.

### 3. Function

The Education Zone Open Meeting shall be responsible for ensuring:

- a) Collection of information regarding the educational welfare and interests of all students;
- b) Dissemination of information regarding the educational welfare and interests of all students;
- c) Recommending policy on educational matters arising from University policies and decisions for referral to the Education Zone;
- d) Recommending policy on educational matters arising from Government or other outside bodies' policies/decisions for referral to the Education Zone;
- e) Communication between the Course Reps, Course Rep Leaders, Deputy Faculty Representatives and Faculty Representatives, ~~School Reps and~~ President of Education;
- f) The promotion of student representation and engagement in all areas of the University.

### 4. Membership

There shall be an Education Zone Open Meeting of the Union consisting of student representatives of the University.

- a) The voting membership of the Education Zone Open Meeting shall be:
  - I. Course Representatives
  - II. Course Rep Leaders
  - III. Deputy Faculty Representatives
  - IV. Faculty Representatives
  - V. All Education Zone Voting Members
- b) All Full Members of the Union shall be eligible and are encouraged to attend meetings of the Education Zone Open Meeting as observers with speaking rights.

## 5. Meetings of the Committee

- a) Category of meeting. There shall be two categories of meetings of the Forum.
    - I. Ordinary Meetings.

There shall be five Ordinary Meetings in every academic year. They shall be called by the President of Education and shall be formally announced at least five clear days before, and the agenda thereof shall be distributed to members at least two days in advance.
    - II. Extraordinary Meetings.

An Extraordinary Meeting shall be called by the President of Education on their own initiative or at the request of five voting members of Education Zone Open Meeting, Union Council or 25 Full members of the Union.
  - b) Announcement of Meetings.

All Meetings should be announced to reps and students. This may be via social media, student newsletter and any other means deemed appropriate to ensure that all students have the opportunity to attend should they wish.
  - c) Format.

Education Zone Open Meetings should be live streamed via Canvas site for reps and if appropriate through social media. During the meeting feedback/questions should be noted from the Canvas live stream as well as allowing reps and students ways of asking questions/giving feedback anonymously.
  - d) Quorum.

The quorum for all meetings shall be twenty-five members.
  - e) Chairperson.

President of Education to be Chair.
  - f) Minutes.

Minutes shall be taken of all Education Zone Open Meeting meetings, posted on the website after ratification by email forum of all members. Minutes of all meetings shall be open to inspection by any member of the Union. Minutes will be sent for discussion to University Learning & Teaching Committee.
  - g) Voting.

All votes shall require a greater than fifty percent majority to pass.
  - h) Powers.

The Meeting will be able to:
- I. Pass a motion to mandate the President of Education, Education Zone members, Faculty Representatives, Deputy Faculty Representatives, Course Rep Leaders or Course Reps.
- II. Pass a motion to recommend policy on educational matters for referral to the Education Zone

Passed UEC: 16<sup>th</sup> September 2011  
Passed Union Council: 17<sup>th</sup> October 2011

Updated: ME/MT May 2016  
Passed UEC: 26 April 2016  
Passed UC: 9 May 2016

Updated: MT/AJ October 2016  
Passed UEC: 4 October 2016  
Passed UC: 17 October 2016

Updated MT/AJ May 2017  
Passed UC: 8 May 2017

Passed at UC: 23 April 2018

# SO3004

## STANDING ORDER GOVERNING THE POST OF FACULTY REPRESENTATIVES

1. **Interpretation:**  
These Standing Orders shall be read in conjunction with the Articles, Bye Laws and other relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.
2. **Status of Representative**  
The Faculty Representative shall be responsible for representing the interests of students in their faculty at the University of Hull and leading a team of Course Rep Leaders and Deputy Faculty Representative. The Faculty Representative is responsible to the President of Education.
3. **Appointment:**  
The representatives shall be selected through an interview process in Trimester 2, to take position in the following academic year. Candidates must be members of the Faculty for which they are applying. The positions available will be:
  - a. The Faculty of Arts, Cultures & Education Faculty Representative.
  - b. The Faculty of Science and Engineering Faculty Representative.
  - c. The Faculty of Business, Law & Politics Faculty Representative.
  - d. The Faculty of Health Sciences Faculty Representative.
4. **Duties:**  
The Faculty Representatives shall carry out such duties and fulfil such obligations as arise consequent upon being appointed to the post. In particular:
  - a. **Attend:**
    - i Training events
    - ii Education Zone meetings
    - iii Education Zone Open Meetings
    - iv Union Council
  - a. Lead a team of Course Rep Leaders and co-ordinate the work of Course Rep Leaders within their Faculty so that representation is on behalf of and in support of the student body;
  - b. Regular liaison with the Education Zone;
  - c. Attending ~~Course Rep Forum~~ Education Zone Open Meetings and Education Zone meetings;
  - d. Will hold forums with ~~Subject Representatives~~ Course Rep Leaders on a regular basis in advance of Education Zone meetings for the purpose of consultation with the student body within their area on issues of academic change;
  - e. To represent and support mature students and act as a channel of communication between them, the Union and the University;
  - f. To engage students in their faculty on policy developments of Union Council;
  - g. Campaigning on educational issues;
  - h. Attend their own subject area Student Staff Forum (SSF).
5. **Internal:** The Faculty Representatives shall be responsible for the following:

- a. A voting member of ~~Course Rep Forum~~. Education Zone Open Meetings
  - b. A voting member of Education Zone
  - c. A voting member of Union Council.
  - d. Reporting on activities at Education Zone meetings and Education Zone Open Meetings
  - e. Actively support the promotion of recruitment of Course Reps and ~~Subject reps~~ Course Rep leaders in programmes within their area, with the support of the President of Education and the Education Co-ordinator.
  - f. Any other committees, groups or responsibilities deemed necessary for the position.
6. **External** The Faculty Representatives shall represent Hull University Union to the University and be a voting member on the following University committees:
- a. University Senate (2 places only).
  - b. ~~Relevant Faculty Board~~.
  - c. Faculty Education and Student Experience Committees.
  - d. Any other Committees deemed necessary.



MB/LF/AM/EZ November 2011

Passed at Union council: 12/12/11

Updated: ME/MT May 2016

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Passed UC: 8 May 2017

Passed UC: 4 December 2017

Passed at UC: 23 April 2018

# SO3005

## STANDING ORDER GOVERNING THE POST OF DEPUTY FACULTY REPRESENTATIVES

1. **Interpretation:**  
These Standing Orders shall be read in conjunction with the Articles, Bye Laws and other relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.
2. **Status of Representative**  
The Deputy Faculty Representative shall be responsible for representing the interests of students in their faculty at the University of Hull and supporting the Faculty Representative. The Deputy Faculty Representative is responsible to the Faculty Representative.
3. **Appointment:**  
The representatives shall be selected through an interview process in Trimester 2, to take position in the following academic year. Candidates must be members of the Faculty for which they are applying. The positions available will be:
  - a. The Faculty of Arts, Cultures & Education Faculty Representative.
  - b. The Faculty of Science and Engineering Faculty Representative.
  - c. The Faculty of Business, Law & Politics Faculty Representative.
  - d. The Faculty of Health Sciences Faculty Representative.
4. **Duties:**  
The Deputy Faculty Representatives shall carry out such duties and fulfil such obligations as arise consequent upon being appointed to the post. In particular:
  - a. **Attend:**
    - i. Training events
    - ii. Education Zone Open Meetings
  - b. Support their Faculty Representative to lead a team of Course Rep Leaders and co-ordinate the work of Course Rep Leaders within their Faculty so that representation is on behalf of and in support of the student body;
  - c. Attending Education Zone Open Meetings
  - d. Campaigning on educational issues;
  - e. Attend their own subject area Student Staff Forum (SSF).
5. **Internal:** The Deputy Faculty Representatives shall be responsible for the following:
  - a. A voting member of Education Zone Open Meetings
  - b. Reporting on activities at Education Zone Open Meetings
  - c. Actively support the promotion of recruitment of Course Reps and Course Rep leaders in programmes within their area, with the support of the President of Education and the Education Co-ordinator.
  - d. Any other committees, groups or responsibilities deemed necessary for the position.

# SO3006

## STANDING ORDER GOVERNING THE POST OF ~~SUBJECT REPRESENTATIVES~~ COURSE REP LEADERS

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and other relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Representative

The Course Rep Leader shall be responsible for representing the interests of students on their course at the University of Hull and leading a team of Course Representatives. The Course Rep Leader is responsible to the Faculty Representative and Deputy Representative.

### 3. Appointment

The Course Rep Leader will be elected in accordance with SO 8001. Candidates wishing to stand for a position can only stand for their respective unit area.

~~The representatives shall be appointed, in semester 2 to take office the following academic year by signing up on hullstudent.com. Candidates wishing to stand for a position must be full members of Hull University Union and can only stand for their respective subject group. Should there be more than one candidate per position, the candidates may decide to share the role or the Returning Officer may hold an election.~~

### 4. Duties

The representatives shall carry out such duties and fulfil such obligations as arise consequent upon taking up their post. In particular:

- (a) Attend training held by Hull University Union.
- (b) Act as the Chair of their respective Student Staff Forums and liaise with other representatives, on behalf of and in support of the wider student body.
- (c) Liaison with the President of Education, Faculty Representatives and Deputy Faculty Representatives;
- (d) Attend ~~Course Rep Forum~~ Education Zone Open Meetings;
- (e) To represent and support students on their course and act as a channel of communication between them, the Union and the University;
- (f) Consult with the student body within their subject group on issues of academic change;
- (g) ~~Gather information from Course Representatives and meet with them on a regular basis;~~ Lead a team of Course Representatives and hold meetings with them on a regular basis to gather information;
- (h) Represent students within their subject group to University staff;
- (i) Feedback information gathered from committee meetings to Student Staff Forums;
- (j) Campaign on educational issues.

5. **Internal**

The ~~Student Representatives at subject group level~~ Course Rep Leaders shall be responsible for the following:

- (a) A voting member of:
  - (1) ~~Course Rep Forum~~ Education Zone Open Meetings
- (b) Actively support the recruitment of Course Representatives in programmes within their area according to Standing Order 3007.

6. **External**

The ~~Student Representatives at subject group level~~ Course Rep Leaders shall represent Hull University Union to the University and be a voting member on either of the following University committees/ groups:

- (a) ~~School~~ Academic Unit Learning & Teaching Committee;
- (b) Programme Board of Study;
- (c) Any other committees, groups or responsibilities deemed necessary for the position.



MB/LF/AM/EZ November 2011

Passed at Union Council 12/12/11

Updated: ME/MT May 2016

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Passed UC: 8 May 2017

Passed UC: 4 December 2017

Passed at UC: 23 April 2018

## STANDING ORDER GOVERNING COURSE REPRESENTATIVES

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and other relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Representative

The Course Representative shall be responsible for representing the interests of students on their course at the University of Hull. The Course Representative is responsible to the Course Rep Leader.

### 3. Election

~~The representatives shall be elected in semester 1 in accordance with Hull University Union election regulations SO-8001. Candidates wishing to stand for a position must be full members of Hull University Union.~~

### Appointment

Course Representatives will be appointed by a self-nomination process in accordance and managed by Hull University Union regulations and the joint Code of Practice. The self-nomination process will be open online via the HUU website (hulluniunion.com) during April/May of the preceding academic year, the start of Trimester 1 and the start of Trimester 2 for set periods of time.

### 4. Duties

Course representatives shall carry out such duties and fulfil such obligations as arise consequent upon being ~~elected~~ appointed into post. In particular:

- (a) Attend training held by Hull University Union;
- (b) Attend ~~Course Rep Forum~~ Education Zone Open Meetings;
- (c) Attend Student Staff Forums;
- (d) Attend meetings held by their Course Rep Leader
- (e) To represent and support students on their course and act as a channel of communication between them, the Union and the University;
- (f) Consult with the student body within their ~~School~~ Units or programme on academic issues;
- (g) Represent the views of student body within their department or programme to ~~Course Rep Forum~~ Education Zone Open Meetings and Student Staff Forums;
- (h) Feedback information to students within their ~~School~~ Unit/programme; (g) Campaign on educational issues.

### 5. Internal The Course Representatives at subject/programme/course level shall be responsible for the following:

- (a) a voting member of:
  - (i) ~~Course Rep Forum~~ Education Zone Open Meetings

(b) Any other committees, groups or responsibilities deemed necessary for the position.

6. **External** The Course Representatives at subject/programme/course level shall represent Hull University Union to the University and be a voting member on either of the following University committees/ groups:

- (a) Student Staff Forums.
- (b) Any other groups deemed relevant.

MB/LF/AM/EZ November 2011

Passed at Union Council 12/12/11

Updated: May 2016 ME/MT

Passed UEC: 26 April 2016

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Updated: MT/AJ October 2016

Passed UEC: 4 October 2016

Passed UC: 17 October 2016

Passed UC: 8 May 2017

# SO3008

## STANDING ORDER GOVERNING POST GRADUATE TAUGHT OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Post Graduate Taught (PGT) Officer shall be responsible for representing the interests of PGT students at the University of Hull and leading a team of PGT Faculty Reps. The PGT Officer is responsible to the President of Education.

### 3. Election

The PGT Officer will be elected in accordance with SO 8001. The PGT Officer role is open to all postgraduate students on a taught programme.

### 4. Duties

The PGT Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

- a) Attend:
  - a. Training events
  - b. Their own faculty Postgraduate Faculty Open Forum
  - c. Education Zone meetings
  - d. Education Zone Open Meetings
  - e. Union Council
- b) Will hold forums with the PGT Faculty Reps on a regular basis in advance of Education Zone meetings for the purpose of consultation with the student body on issues of academic change.
- c) To represent and support PGT students and act as a channel of communication between them, the Union and the University;
- d) To promote within the University an environment favourable for PGT students;
- e) To increase the PGT student involvement with Union activities and structures;
- f) To engage PGT students in the policy developments of Union Council;
- g) To engage others in the views of PGT students;
- h) To communicate regularly with PGT students on events, news and anything they may wish to get involved with;
- i) To represent PGT students both nationally and locally.

### 5. Internal

The PGT Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings
- c) A voting member of Union Council
- d) A voting member of their own faculty Postgraduate Faculty Open Forum
- e) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- f) Any other committees, groups or responsibilities deemed necessary for the position.

### 6. General Policy

- a. The PGT Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

# SO3009

## STANDING ORDER GOVERNING POST GRADUATE RESEARCH OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Post Graduate Research (PGR) Officer shall be responsible for representing the interests of PGR students at the University of Hull and leading a team of PGR Faculty Reps. The PGR Officer is responsible to the President of Education.

### 3. Election

The PGR Officer will be elected in accordance with SO 8001. The PGR Officer role is open to all postgraduate students on a taught programme.

### 4. Duties

The PGR Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

- a) Attend:
  - a. Training events
  - b. Their own faculty Postgraduate Faculty Open Forum
  - c. Education Zone meetings
  - d. Education Zone Open Meetings
  - e. Union Council
- b) Will hold forums with the PGR Faculty Reps on a regular basis in advance of Education Zone meetings for the purpose of consultation with the student body on issues of academic change.
- c) To represent and support PGR students and act as a channel of communication between them, the Union and the University;
- d) To promote within the University an environment favourable for PGR students;
- e) To increase the PGR student involvement with Union activities and structures;
- f) To engage PGR students in the policy developments of Union Council;
- g) To engage others in the views of PGR students;
- h) To communicate regularly with PGR students on events, news and anything they may wish to get involved with;
- i) To represent PGR students both nationally and locally.

### 5. Internal

The PGR Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings
- c) A voting member of Union Council
- d) A voting member of their own faculty Postgraduate Faculty Open Forum
- e) Attend the Research Degrees Committee with/or in place of the President of Education
- f) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- g) Any other committees, groups or responsibilities deemed necessary for the position.

6. **General Policy**

- a. The PGR Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

# SO3010

## STANDING ORDER GOVERNING POST GRADUATE FACULTY REP

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Post Graduate (PG) Faculty Representatives shall be responsible for representing the interests of PG students at the University of Hull in their respective faculty. The PG Faculty Representatives are responsible to the PG Officers.

### 3. Appointment

The representative shall be appointed in Trimester 1 to take office that academic year by signing up on hulluniunion.com. Candidates wishing to stand for a position must be full members of Hull University Union and can only stand for their respective faculty. Should there be more than one candidate per position, the candidates decide to share the role or the Returning Officer may hold an election. The positions available will be:

- a) PGT Faculty Representative: Faculty of Arts, Cultures and Education.
- b) PGT Faculty Representative: Faculty of Science and Engineering.
- c) PGT Faculty Representative: Faculty of Business, Law and Politics.
- d) PGT Faculty Representative: Faculty of Health Sciences
  
- e) PGR Faculty Representative: Faculty of Arts, Cultures and Education.
- f) PGR Faculty Representative: Faculty of Science and Engineering.
- g) PGR Faculty Representative: Faculty of Business, Law and Politics.
- h) PGR Faculty Representative: Faculty of Health Sciences

### 4. Duties

The PG Faculty Representatives shall carry out such duties and fulfil such obligations as arise with respect to their faculty consequent upon being appointed to the post. In particular:

- a) Attend:
  - a. Training events
  - b. Co-chair their respective Postgraduate Faculty Open Forum
  - c. Education Zone meetings
  - d. Education Zone Open Meetings
  - e. Union Council
- b) Will meet with their respective PG Officer on a regular basis in advance of Education Zone meetings for the purpose of consultation with the student body on issues of academic change.
- c) To represent and support PG students within their faculty and act as a channel of communication between them, the Union and the University;
- d) To promote within the University an environment favourable for PG students;
- e) To increase the PG student involvement with Union activities and structures;
- f) To engage PG students in the policy developments of Union Council;
- g) To engage others in the views of PG students;
- h) To communicate regularly with PG students on events, news and anything they may wish to get involved with;
- i) To represent PG students both nationally and locally.

5. **Internal**

The PG Faculty Representative shall be responsible for the following:

- a) A voting member of Education Zone Open Meetings
- b) Co-chair their Postgraduate Faculty Open Forum
- c) A voting member of their own faculty Postgraduate Faculty Open Forum
- d) Any other committees, groups or responsibilities deemed necessary for the position.

6. **General Policy**

- a. The PG Faculty Rep will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

# SO3011

## STANDING ORDER GOVERNING THE MATURE STUDENTS' OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Mature Students Officer shall be responsible for representing the interests of mature students at the University of Hull. The Mature Students Officer is responsible to the President of Education.

### 3. Election

The Mature Students Officer will be elected in accordance with SO 8001.

### 4. Duties

The Mature Students' Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

#### a. Attend:

- i Training events
- ii Education Zone meetings
- iii Education Zone Open Meetings
- iv Union Council

b. To represent and support mature students and act as a channel of communication between them, the Union and the University;

c. To promote within the University an environment favourable for mature students;

d. To increase mature student involvement with Union activities and structures;

e. To engage mature students in the policy developments of Union Council;

f. To engage others in the views of mature students;

g. To communicate regularly with mature students on events, news and anything they may wish to get involved with.

### 5. Internal

The Mature Students' Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings
- c) A voting member of Union Council
- d) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- e) Any other committees, groups or responsibilities deemed necessary for the position.

~~The Officer is a member of the Education Zone and will report on activities at Zone meetings.~~

### 6. General Policy

- a) Support from both Hull University Union and the University will be given to organise and hold regular forums for Mature Students to come along and voice their concerns about a particular issue or any academic issues.
- b) The Mature Students' Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

PT/JH March 2010

Passed at UEC: 15<sup>th</sup> June 2010

Passed at HUU Council: 18<sup>th</sup> October 2010

Updated: ME/PY

Passed at UEC: 6 April 2016

Passed at UC: 11 April 2016

# SO3013

## STANDING ORDER GOVERNING THE FOUNDATION STUDENTS' OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Foundation Students Officer shall be responsible for representing the interests of Foundation students at the University of Hull. The Foundation Students Officer is responsible to the President of Education.

### 3. Election

The Foundation Students Officer is elected according to SO 8001.

### 4. ~~The aims of the role are as follows:~~ Duties

The Foundation Students' Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

#### a) Attend:

- I. Training events
- II. Education Zone meetings
- III. Education Zone Open Meetings
- IV. Union Council

- a) To represent and support Foundation students and act as a channel of communication between them, the Union and the University.
- b) To promote within the University an environment favourable for Foundation students.
- c) To increase Foundation student involvement in the Union activities and structures.
- d) To engage Foundation students in the policy developments of Union Council.
- e) To engage others in the views of Foundation students.
- f) To communicate regularly with Foundation students on events, news and anything they may wish to get involved with.

### 2. Internal

The Foundation Students' Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings

- c) A voting member of Union Council
- d) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- e) Any other committees, groups or responsibilities deemed necessary for the position.

~~The Officer is a member of the Education Zone and will report on activities at Zone meetings.~~

### 3. General Policy

- a) Support from both Hull University Union and the University will be given to organise and hold regular forums for Foundation Students to come along and voice their concerns about a particular issue or any academic issues.
- b) The Foundation Students' Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

December 2018

# SO3012

## STANDING ORDER GOVERNING INTERNATIONAL STUDENTS' OFFICER

1. **Interpretation**  
These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.
2. **Status of Officer**  
The International Students' Officer shall be responsible for representing the interests of International Students at the University of Hull. The International Students' Officer is responsible to the President of Education.
3. **Election**  
The International Students' Officer shall be elected in accordance with SO 8001 Hull University Union election regulations<sup>1</sup>.
4. **Duties**  
The International Students' Officer is required to liaise with the Student Presidents over their actions relating to International Students. ~~Particular duties shall include:~~ The International Students' Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:
  - a) **Attend:**
    - I. Training events
    - II. Education Zone meetings
    - III. Education Zone Open Meetings
    - IV. Union Council
  - b) To represent and support international students and act as a channel of communication between them, the Union and the University.
  - c) To promote within the University an environment favourable for international students.
  - d) To increase international student involvement in the Union activities and structures.
  - e) To engage international students in the policy developments of Union Council.
  - f) To engage others in the views of international students.
  - g) To communicate regularly with international students on events, news and anything they may wish to get involved with.
  - h) To represent international students both nationally and locally.
5. **Internal**  
The International Students' Officer shall be responsible for the following:
  - a) A voting member of the Education Zone
  - b) A voting member of Education Zone Open Meetings
  - c) A voting member of Union Council
  - d) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
  - e) Any other committees, groups or responsibilities deemed necessary for the position.

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<sup>1</sup> Standing Order 8001

~~The International Students' Officer shall be:~~

- (a) ~~Voting Member of: —  
(1) — The Education Zone.~~

6. **External**

The International Students' Officer shall represent the Union to the University on the following committees; sub-committees; groups and panels:

- (a) University Senate.

7. **General Policy**

- a) Support from both Hull University Union and the University will be given to organise and hold regular forums for International Students to come along and voice their concerns about a particular issue or any academic issues.
- b) The International Students' Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

SR  
October 2012

Passed at Union Council: 15/10/12

Updated ME/KB  
Passed UEC: 6 April 2016  
Passed UC: 11 April 2016

Passed UC: 8 May 2017

Passed at UC: 23 April 2018

# SO3014

## STANDING ORDER GOVERNING THE PART-TIME STUDENTS OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The Part-Time Students Officer shall be responsible for representing the interests of part-time students at the University of Hull. The Mature Students Officer is responsible to the President of Education.

### 3. Election

The Part-time Student Officer is elected according to SO 8001.

### 4. Duties

The Part-Time Students' Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

#### a. Attend:

- i Training events
- ii Education Zone meetings
- iii Education Zone Open Meetings
- iv Union Council

- b. To represent and support Part-time students and act as a channel of communication between them, the Union and the University.
- c. To promote within the University an environment favourable for part-time students.
- d. To increase part-time student involvement in the Union activities and structures.
- e. To engage part-time students in the policy developments of Union Council.
- f. To engage others in the views of part-time students.
- g. To communicate regularly with part-time students on events, news and anything they may wish to get involved with.

### 5. Internal

The Part-Time Students' Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings
- c) A voting member of Union Council
- d) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- e) Any other committees, groups or responsibilities deemed necessary for the position.

~~The Officer is a member of the Education Zone and will report on activities at Zone meetings~~

## 1. General Policy

- a) Support from both Hull University Union and the University will be given to organise and hold regular forums for Part-Time Students to come along and voice their concerns about a particular issue or any academic issues.
- b) The Part-Time Students' Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

PT/JH March 2010

Passed at UEC: 14<sup>th</sup> June 2010

Passed at Union Council: 13/12/10

Updated ME/MM

Passed at UEC: 6 April 2016

Passed at UC: 11 April 2016

# SO3015

## STANDING ORDER GOVERNING THE HULL YORK MEDICAL SCHOOL (HYMS) STUDENTS' OFFICER

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union and joint Code of Practice (partnership with students) (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly.

### 2. Status of Officer

The HYMS Students Officer shall be responsible for representing the interests of HYMS students at the University of Hull. The HYMS Students Officer is responsible to the President of Education.

### 3. Election

The HYMS Students Officer is elected according to SO 8001.

### 4. ~~The aims of the role are as follows:~~ Duties

The HYMS Students' Officer shall carry out such duties and fulfil such obligations as arise consequent upon being elected to the post. In particular:

#### a. Attend:

- i Training events
- ii Education Zone meetings
- iii Education Zone Open Meetings
- iv Union Council

b. To represent and support HYMS students and act as a channel of communication between them, the Union and the University.

c. To promote within the University an environment favourable for HYMS students.

d. To increase HYMS student involvement in the Union activities and structures.

e. To engage HYMS students in the policy developments of Union Council.

f. To engage others in the views of HYMS students.

g. To communicate regularly with HYMS students on events, news and anything they may wish to get involved with.

### 5. Internal

The HYMS Students' Officer shall be responsible for the following:

- a) A voting member of the Education Zone
- b) A voting member of Education Zone Open Meetings
- c) A voting member of Union Council
- d) Reporting on activities at Education Zone meetings and Education Zone Open Meetings
- e) Any other committees, groups or responsibilities deemed necessary for the position.

~~The Officer is a member of the Education Zone and will report on activities at Zone meetings.~~

6. General Policy

- a) The HYMS Students' Officer will have a close working relationship with the HYMS representation system..
- b) The HYMS Students' Officer will have a close working relationship with all Faculty Representatives, Deputy Faculty Rep Representatives, Course Rep Leaders, Course Reps and other Education Zone members. They will receive support from Hull University Union's President of Education and the Education Coordinator.

December 2018



# UNION COUNCIL MOTION

## Title of motion:

Motion to standardise President reports.

## HUU Notes:

Presidents have to submit different reports to Union Council, UEC, and the Board of Trustees.

There are no set rules over what should be in each report.

## HUU Believes:

Having no set rules for what's in reports makes it difficult to track the progress of Presidents month on month.

The need to create multiple different reports is an unnecessary burden on the time of Presidents, which could be better spent on other tasks.

## HUU Resolves:

Presidents should submit the same reports to Union Council, UEC, and Zone meetings.

Those reports should cover four main areas: progress on objectives, engagement with students, meetings attended, and feedback to students.

These reports should be published on a visible space on the HUU website.

**Proposer:** Daniel Ingram, Councillor of Scrutiny for Governance and Chair of Governance zone.

**Seconder:**

Dan Bill, Councillor of Scrutiny and Chair Sports Zone, Secretary Governance Zone.

Marc Brooke, Mature Students Officer.

Osaro Otobo, President of the Students' Union.



# UNION COUNCIL MOTION

## Title of motion:

Motion to reform scrutiny of part-time officers.

## HUU Notes:

Currently PTOs give reports as a Zone in Union Council.

There is little to no communication to the wider student body regarding the activities of PTOs.

## HUU Believes:

Reports being given as a zone makes it hard to see what individual PTOs are doing.

## HUU Resolves:

PTOs should create short, individual reports detailing what they've been doing, and present those reports in zone meetings.

These reports should contain what they've done over the last month, their successes, and their plans for the next month.

Reports need only be about 200 words in length.

Reports submitted by PTOs should be published on a visible space on the HUU website.

No reports from PTOs or zone chairs will be presented during Union Council.

Minutes from zone meetings will be submitted to Union Council for review by the council.



**Proposer:** Daniel Ingram, Councillor of Scrutiny for Governance and Chair of Governance zone.

**Secunder:**

Dan Bill, Councillor of Scrutiny and Chair Sports Zone, Secretary Governance Zone.

Marc Brooke, Mature Students Officer.

Osaro Otobo, President of the Students' Union.



# UNION COUNCIL MOTION

## Title of motion:

Motion to create Scrutiny Panels.

## HUU Notes:

Currently Presidents submit reports to Union Council to be scrutinised.

## HUU Believes:

Reports are often taken as read, and when they are few questions are asked, and little feedback is given to Presidents.

In situations where Presidents do read out their reports, scrutinising can take over an hour, prolonging Union Council. When Union Council lasts too long:

- Worse decisions are made by the end of the meeting, as people just want it to finish.
- Non-elected students who come to Union Council are put off by its length, and often leave half way through, never to return.

## HUU Resolves:

That Union Council should delegate the task of scrutinising Presidents to a “Scrutiny Panel”, as outlined by the following Standing Orders:

## STANDING ORDER GOVERNING SCRUTINY PANEL MEETINGS

### INTRODUCTION

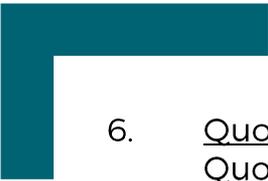
1. Interpretation  
These Standing Orders shall at all times be subject to the provisions of the Articles and Bye Laws and shall be read in conjunction therewith.
2. Amendments  
These Standing Orders shall be amended from time to time by Union Council, or the board of trustees.

### ADMINISTRATIVE ARRANGEMENTS FOR A MEETING

3. Convening a Meeting  
Meetings shall take place once per month, and will be convened by the Chair. They should take place no less than two weeks prior to Union Council.
4. Submissions of Reports  
Reports from Presidents should be submitted four clear working days before the meeting. They will then be circulated to all councillors of scrutiny, and uploaded to the Union website, two clear working days before the meeting.

### ATTENDANCE

5. Attendance  
The following shall be present at these meetings:
  - a) The chair of Union Council, or in their absence the deputy chair, who will be responsible for chairing the meetings.
  - b) A member of HUU staff who will act as an aid to the chair.
  - c) One councillor of scrutiny from each zone, or a temporary councillor of scrutiny as outlined in the Standing Orders for each Zone.
  - d) The President being scrutinised.
  - e) Optional: an accompanying President of the aforementioned President's choosing.
  - f) Anyone who is a member of, or a member of staff at Hull University Union.



6. Quorum

Quoracy of this meeting is 50% + 1 of councillors of scrutiny.

## CONDUCT OF MEETING

7. Order of Scrutinising

Presidents shall be scrutinised in the following order: President of HUU, President of Activities, President of Education, President of Sports, President of Inclusivity and Diversity, unless a different order is agreed by the Chair prior to the meeting.

8. Procedure of Meeting

Each President shall be scrutinised via the following procedure:

- a) The President and Councillors of Scrutiny will go through the report of the President being together. Councillors of Scrutiny should take this opportunity to ask questions relevant to the report and the President's activities. This should last no more than fifteen minutes.
- b) The President being scrutinised will then leave the room. The accompanying President, if one of present, will stay in the room to provide context or answer further questions.
- c) The Councillors of Scrutiny will then have a brief discussion about the report and discussion they had with the President being scrutinised.
- d) After this conversation, they'll score the President on each area of their report. If they each have a different score then they'll have a brief discussion to try and come to a consensus. If no consensus can be reached quickly, an average of their scores will be taken. It will be the Chair's responsibility to decide when a vote should be taken. This should last no more than ten minutes.
- e) The Chair's aid will note down these scores, as well as any feedback the scrutiny councillors have, on a feedback document that is to be given to the President the next day.
- f) After all this the next President, and corresponding accompanying President, will enter the room and the process will begin again until all Presidents have completed this process.
- g) Presidents can comment on the feedback given to them, comments may include; what steps they're going to take to



improve over the next month, reasons why particular score may be low, or if they disagree with a score given to them.

#### OVERSIGHT BY UNION COUNCIL

9. Reporting to Union Council

All minutes and feedback forms will be submitted to Union Council for review.

10. Nullification

Union Council may nullify a report given by the Scrutiny Panel, as outlined in paragraph 25. I) of Standing Order 8003.



Amend the following Bye-Laws and Standing Orders:

Indicate additions to existing paragraphs.

Indicate where a paragraph has been completely changed.

Bye-Laws:

65. Role In addition to authority set out in the Articles, the role of Council will be to:
- a) Scrutinise the performance and conduct of Sabbatical Trustees, the Union Executive Committee, Zone committees and their individual chairs and all student positions elected to Council. Council will normally delegate the scrutiny of full-time officers to the "Scrutiny Panel", but may recall that power at any time.

Union Council:

Existing:

21. Section 3 - Minutes

Minutes shall normally be noted and ratified by assent, subject to a Procedural Motion to refer a minute back. Questions under 'matters arising' shall be taken at the discretion of the Chairperson.

22. Section 4 - Reports

Reports by members of the Union Executive Committee shall be promulgated on the official Hull University Union website, and reinforced by a verbal report at Council meetings which should not exceed three minutes and be so framed as to bring to the attention of Council matters of importance. Questions shall only be asked if:

- a) it is a question to which a satisfactory answer cannot be obtained privately;
- b) it is a question designed to bring an important matter to the notice Council.

Written questions may also be submitted either for inclusion on the agenda or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute. Any supplementary questions either written or oral, shall not exceed two, and shall also be limited to one minute duration. Reports shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote.



Proposed:

21. Section 3 - Minutes and Reports

Minutes and reports from the previous Union Council, Scrutiny Panel, and Zone meetings shall normally be noted and ratified by assent, subject to a Procedural Motion. Questions under 'matters arising' shall be taken at the discretion of the Chairperson.

Minutes and reports shall be presented in the following order:

- i) Minutes from previous Union Council.
- ii) Minutes and reports from the most recent Scrutiny Panel meeting.
- iii) Minutes from the previous Zone meeting of all Zones.

Remove "Section 4 - Reports".

27. Procedural Motions Procedural Motions, as detailed below, may be proposed by any member of Council as a 'point of order'. Such motions require a proposer and seconder unless otherwise stated. Where two or more Procedural Motions are proposed, they shall be debated in accordance with the following order of precedence.

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. .  
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- l) A motion that Union Council assume the powers of scrutiny. This must happen on a President by President basis. If the motion passes, the verdict given by the Scrutiny Panel on that particular President will be nullified, and the Council may scrutinise the President as they see fit. This nullification will only be valid for the Scrutiny Panel directly proceeding that Union Council, and following Scrutiny Panels will be unaffected, unless Council decides to nullify their verdict again. This point of order must be raised during paragraph 22 of the meeting, and only needs a simple majority to pass.

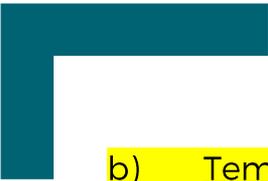
Zone Meetings:

5. Councillors of Scrutiny

a) Responsibilities

The councillors of 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. Assist if required in tasks and objectives the Zone is undertaking.



b) Temporary Councillors of Scrutiny

i) Description

If this is last zone meeting before the next Scrutiny Panel meeting, and no dedicated councillors of Scrutiny have been elected to this Zone via the main elections in March, the by-elections, or by being co-opted in, then the Zone must vote for one of it's members to act as a temporary Councillor of Scrutiny for the next Scrutiny Panel meeting. They will assume all the rights and responsibilities of a normal Councillor of Scrutiny for the following Scrutiny Panel meeting, but have no additional rights and responsibilities outside of it.

ii) Election

Anyone who wishes to be a temporary Councillor of Scrutiny must make themselves known when the chair asks. If the Chair of the Zone wishes to stand, then the President attending the Zone meeting will take over as Chair until the election is over. Each Candidate will have to opportunity to give a one minute speech as to why the other members of the Zone should vote for them. After each candidate has given their speech, the voting members of the Zone (including the candidates) will vote for their preferred candidate.

**Proposer:** Daniel Ingram, Councillor of Scrutiny for Governance and Chair of governance zone.

**Secunder:**

Dan Bill, Councillor of Scrutiny and Chair Sports Zone, Secretary Governance Zone.

Marc Brooke, Mature Students Officer.

Osaro Otobo, President of the Students' Union.