

# Bye-Law 1

## Governance

The governance arrangements, as delegated by the Union's trustee board are set out in this Bye-Law. Union Elections and Referenda are covered in Bye-Law 3 and 7.

### 1. Student Council

- 1.1. The power and duties of the Student Council is set out in Article 60 of the Memorandum and Articles of Association.

### 2. Composition of Student Council

- 2.1. Student Council shall comprise the following members:
  - 2.1.1. The Officer Trustees
  - 2.1.2. The Student Trustees
  - 2.1.3. Campaign Officers
  - 2.1.4. School Community Organisers (SCOs)
  - 2.1.5. A representative from the AU Committee
  - 2.1.6. Student Reps
  - 2.1.7. Society Committee Members
  - 2.1.8. The Union's Chief Executive Officer as an ex-officio member without voting rights
  - 2.1.9. Twenty ordinary students who do not hold an elected position as part of the Students' or Athletic Union.
- 2.2. All UH students are invited to Student Council and can observe the meeting.
- 2.3. The following may attend council as non-voting observers subject to a majority vote of Student Council:
  - 2.3.1. Associate members
  - 2.3.2. Honorary lifetime members

2.3.3. External Trustees in an ex-officio capacity

2.3.4. Members of University staff

2.3.5. The chair has the power to ask the attendees in 2.3. to leave during specified agenda items.

### **3. Meetings of Student Council**

3.1. Student Council shall meet at least five times within an academic year. The Chief Executive Officer shall present the Students' Union's accounts and external affiliations at one of these meetings.

3.2. The quorum of Student Council shall be 20 individual students with voting rights. Proceedings of Student Council can be halted if quoracy is called by an attendee of Student Council. The Clerk of Student Council and the Chair of Student Council shall count the eligible voting members in attendance. If less than 20 individual students with voting rights are in attendance, business shall be halted.

3.3. The Clerk to Student Council shall be the Chief Executive Officer, or their nominee.

### **4. Business of Student Council Meetings**

4.1. There shall be at least ten clear working days' notice of all scheduled Student Council meetings.

4.2. There shall be at least five clear working days' notice of business to be submitted to all Student Council meetings and 48 hours for elected officers to submit their reports; as per their contracts.

4.3. Urgent business may be submitted to Student Council or Scrutiny Committees subject to a majority vote of the members' present.

4.4. The agenda for all Student Council meetings shall be decided by the Chair of Student Council and President of Hertfordshire Students' Union with support offered by the Student Voice team.

4.5. The agenda for all Student Council meetings shall have the following standing items:

4.5.1. Elected Officer reports

4.5.2. Update from Scrutiny Committees

4.5.3. Reports from the Trustee Board

#### 4.5.4. Students' Union update.

- 4.6. Student Council must vote to approve Elected Officers reports. If an Elected Officer report is not approved by Student Council, this is automatically referred to the next Scrutiny Committee for consideration and also the Union's Board of Trustees.
- 4.7. Notice for by-elections or full elections shall be given to Student Council in the meeting preceding the opening of nominations.
- 4.8. A trustee should provide an update from the board at the first Student Council of each academic year.

### 5. Chair of Student Council

- 5.1. At the first meeting of the academic year, Student Council will elect a Chair and Deputy Chair from its membership. The term of office shall be for the remainder of the academic year.
- 5.2. If there are two or more candidates for Chair of Student Council, the student with the second highest number of votes shall be appointed Deputy Chair.
- 5.3. The role of the Chair is to ensure that debate is conducted in an open and balanced way. The Chair is responsible for ensuring Student Council operates in accordance with the Memorandum and Articles of Association and its Bye-Laws. The Chair of Student Council is also responsible for chairing Scrutiny Committees as outlined in 9.
- 5.4. Alongside the Clerk, the Chair of Student Council is responsible for counting votes once the discussion of a motion has finished.
- 5.5. Whilst in the role of Chair, they must remain impartial and shall not participate in debate.
- 5.6. The Chair and Deputy Chair forfeit the right to a vote at Student Council.
- 5.7. The Deputy Chair shall deputise in the absence of the Chair.

### 6. Vote of no confidence in the Chair

- 6.1. If an attendee wishes to hold a vote of no confidence in the Chair, they must do this under a Point of Order.
- 6.2. The procedure is as follows:

- 6.2.1. The Deputy Chair or Clerk shall preside until the vote has been conducted
- 6.2.2. The challenger must state their reason(s) as to why they are proposing a vote of no confidence in the Chair
- 6.2.3. The challenged Chair may then reply
- 6.2.4. The challenger may then give a summary
- 6.2.5. No other attendee has the right to speak, except the Deputy Chair
- 6.2.6. The question shall immediately be put to a vote
- 6.2.7. A vote will be decided by a single majority
- 6.2.8. If the vote passes, the Chair is removed and the Deputy Chair or Clerk will preside over the remainder of the meeting. The Chair regains voting rights and becomes a regular attendee for the remainder of the meeting
- 6.2.9. If the vote falls, the Chair shall reconvene the meeting.  
Hertfordshire Students' Union.

## 7. Extraordinary Student Council meetings

- 7.1. Extraordinary Student Council meetings may be organised or called for three particular reasons:
  - 7.1.1. If quorum is not reached as outlined in 3.2, an extraordinary Student Council meeting will be arranged within five working days to discuss the remaining business
  - 7.1.2. If a motion is passed which recommends the arrangement of a Student Council to discuss additional motions or items of discussion, this must be arranged within five working days
  - 7.1.3. An extraordinary meeting is called by the Executive Committee to discuss an urgent motion or item of business. A minimum of three days' notice must be given for the extraordinary Student Council meeting to take place.

## 8. Executive Committee

- 8.1. The power and duties of the Executive Committee are set out in Article 45 of the Memorandum and Articles of Association.

- 8.2. The Executive Committee shall be responsible for setting the political direction of the Students' Union as well as overseeing the implementation of policy agreed by the Student Council.
- 8.3. The composition of Executive Committee, as set in Article 44.1, shall be:
  - 8.3.1. Officer Trustees
  - 8.3.2. Campaign Officers
  - 8.3.3. The Chair of Student Council as an ex-officio member without voting rights
  - 8.3.4. The Union's Chief Executive Officer (or nominee) as an ex-officio member without voting rights.
- 8.4. The Chair of the Executive Committee shall be the President or their nominee.
- 8.5. The Secretary to the Executive Committee shall be the Chief Executive Officer or their nominee.

## 9. Scrutiny Committees

- 9.1. The intention of Scrutiny Committees is to evaluate the performance of full-time elected officers in line with their job description, action plan and manifesto commitments.
- 9.2. Scrutiny Committees shall occur four times per academic year depending on availability.
- 9.3. Elected Officers will be given a minimum of 10 working days' notice before their Scrutiny Committee is due to be.

## 10. Composition of Scrutiny Committees

- 10.1. Scrutiny Committees shall comprise the following members:
  - 10.1.1. Four members of Student Council, as outlined in 2.1.
  - 10.1.2. Chair of Student Council
  - 10.1.3. The Clerk to the Scrutiny Committee shall be the Student Voice Manager, or their nominee. They do not have voting rights.

- 10.2. The quorum of the Scrutiny Committee shall be 60% of the voting membership.

## 11. Business of Scrutiny Committees

- 11.1. The Chair of Student Council and Clerk will meet prior to the Scrutiny Committee to discuss the order of business and lines of inquiry.
- 11.2. Each Elected Officer will have their own individual Scrutiny Committee; however, they may be asked some questions regarding how they work as a team.
- 11.3. Each Elected Officer will prepare a report which highlights their activity since beginning their term in office or since the previous Scrutiny Committee.
- 11.4. The panel will take turns to ask questions in response to the reports and any previous information discussed in the pre-meeting whilst the Clerk takes notes.
- 11.5. Each panel member will give each officer a mark out of 10 which leads to an overall average score. An average score of between 7-10 refers to a pass, for a score of 5 or 6 recommendations for improvements will be made and a follow up panel will be organized within a month's time, for a score of 0-4 will be referred to the Trustee Board for further action.

## 12. Full-Time Officer Reports

- 12.1. Full-time elected officers are expected to produce a report detailing the work they have completed since beginning their position or their previous Scrutiny Committee as stated in 11.3.
- 12.2. A report is expected to be a minimum of 1 A4 page.
- 12.3. Reports should be sent to the Student Voice team no later than 48 hours before the Scrutiny Committee is due to commence.
- 12.4. Officer reports could include but are not limited to:
  - 12.4.1. Updates on manifesto commitments
  - 12.4.2. Fulfilling job description criteria
  - 12.4.3. Completing action plan targets
  - 12.4.4. Reflections on team cohesion

12.4.5. Response to student feedback

12.4.6. Challenges experienced in the role.

12.5. Where possible, elected officers should set some targets for what they want to achieve ahead of the next Scrutiny Committee or the end of their term in office.

### 13. Actions

13.1. Once the process has been completed, the Chair of Student Council and the Student Voice Manager or their nominee, will compile a report outlining the process and evaluating the elected officers' performance.

13.2. The Chair's report will be taken to the next available Student Council meeting.

### 14. Potential Outcomes

14.1. In alignment with 11.5., the following outcomes can occur as a result of a Scrutiny Committee:

14.1.1. Passed scrutiny process

14.1.2. Extraordinary Scrutiny Committee to be arranged

14.1.3. Refer to Trustee Board outlining concerns raised at Scrutiny Committee including censure.

14.2. If an Elected Officer is referred to the Trustee Board for further action the following outcomes can occur:

14.2.1. No further action

14.2.2. Additional action plan to complete

14.2.3. Written warning

14.2.4. Beginning of the process to trigger a motion of no confidence as outlined in 39.2.1. and 39.2.2 of the Articles of Association.

### 15. Extraordinary Scrutiny Committees

- 15.1. An Extraordinary Scrutiny Committee can be organised for numerous reasons, these include but are not limited to:
- 15.1.1. The panel are unsatisfied with an elected officers' planned Scrutiny Committee, as outlined in 11.5. and 14.1.3.
  - 15.1.2. Significant concerns have been raised by members of Student Council, members of the Trustee Board and/or substantive claims made by members of the student body regarding a full-time elected officer
  - 15.1.3. An elected officer fails to attend a previously arranged Scrutiny Committee.

## 16. Appeals Process

- 16.1. If an elected officer is not satisfied with the outcome of a Scrutiny Committee, they must contact the Chief Executive Officer within 10 working days of the original decision being made. Appeals can be made on the grounds of procedural irregularity, perceived bias of the panel or exceptional circumstances.