

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. The Executive Management Board

- 1.1. The Executive Management Board shall be charged by the Board of Trustees with the overall co-ordination, direction and administration of the Unions' affairs.

2. Composition of Executive Management Board

- 2.1. The Executive Management Board shall comprise of:
 - 2.1.1. The Five Officer Trustees
 - 2.1.2. The Senior Management Team (ex- officio)
- 2.2. The quorum for Executive Management Board shall be 50%+1 of its voting members.
- 2.3. The proceedings of the Executive Management Board shall not be invalidated by any vacancy among their number, or any defect in the election or qualifications of any member thereof.
- 2.4. The Executive Management Board shall normally meet once every two weeks during term time and once per month at other times.

3. Chair and Secretary

- 3.1. The Chair of the Executive Management Board shall be the President or their nominee.
- 3.2. The Secretary to the Executive Management Board shall be the Chief Executive or their nominee.
- 3.3. The minutes of the Executive Management Board shall be circulated to all Trustees.

4. Powers and Duties of the Executive Management Board

- 4.1. The Powers and Duties of the Executive Management Board shall be:
 - 4.1.1. Subject to the aims and objectives of the Union and the provisions of the Memorandum and Articles of Association and it's supporting Bye-laws, to implement and administer all recommendations from the Board of Trustees.
 - 4.1.2. Subject to the aims and objectives of the Union and the provisions of the Memorandum and Articles of Association and its supporting Bye-laws, to interpret and administer Union policy on a day-to-day basis.
 - 4.1.3. Subject to the aims and objectives of the Union and the provisions of the Memorandum and Articles of Association and its supporting Bye-laws, to develop new and existing services and facilities for the benefit of the membership of the Union.

- 4.1.4. To delegate the duties and powers of the Executive Management Board to the Officer Trustees and staff as appropriate.
- 4.1.5. To direct, co-ordinate and administer the Unions' affairs on a day to day basis through the Line Management structure.
- 4.1.6. To approve affiliations to external organisations which assist in providing services, providing that such affiliation is not outside the Union's purposes.
- 4.1.7. To report to Student Council and the Board of Trustees on the work of the Executive Management Board
- 4.1.8. To safeguard the funds and assets of the Union.
- 4.1.9. To develop and oversee the implementation of the Union's Strategic Plan.
- 4.1.10. To consider staffing issues as closed business.
- 4.1.11. To consider policies for adoption by the Union, for referral to the Student Council.

5. Student Council

- 5.1. The power and duties of the Student Council is set out in Article 58 of the Memorandum and Articles of Association.

6. Composition of Student Council

- 6.1. Student Council shall comprise the following members:
 - 6.1.1. The Officer Trustees
 - 6.1.2. The Student Trustees
 - 6.1.3. The Part Time Officers
 - 6.1.4. A school student representative from each school
 - 6.1.5. A Research Student
 - 6.1.6. A student from the Consortium Colleges
 - 6.1.7. A student from Herts Halls League from each campus
 - 6.1.8. Media Forum elected chair
 - 6.1.9. Societies Forum elected chair
 - 6.1.10. AU Committee chair
 - 6.1.11. Elected student from volunteer group
 - 6.1.12. The Union's Chief Executive (or nominee) as an ex-officio member without voting rights.

- 6.1.13. Five (5) Ordinary students, nominated and elected by the Members of Student Council.
- 6.2. The following may attend council as non-voting observers subject to a majority vote of Student Council:
 - 6.2.1. Members of the Union as detailed in Article 10
 - 6.2.2. Associate members
 - 6.2.3. Honorary life members
 - 6.2.4. External Trustees in an ex officio capacity
 - 6.2.5. The chair has the power to ask the attendees in 6.2 to leave during specified agenda items.

7. Meetings of Student Council

- 7.1. Student Council shall meet at least five times within an academic year.
- 7.2. The quorum of Student Council shall be 50% + 1 (fifty percent plus one) of its elected members as detailed in point 6.1. The above proceedings of Student Council shall not be invalidated by any vacancy among their number, or by any defect in the election or qualification of any member thereof.
- 7.3. The Clerk to Student Council shall be the Chief Executive, or their nominee.

8. Business of Union Meetings

- 8.1. There shall be at least 10 (ten) clear working days' notice of all Student Council meetings and Scrutiny Committees.
- 8.2. There shall be at least 4 (four) clear working days' notice of business to be submitted to all Student Council meetings and Scrutiny Committees
- 8.3. The agenda for all Student Council meetings and Scrutiny Committees shall be displayed and distributed at least 1 (one) day in advance of the meeting. Copies shall be lodged with the Chief Executive.
- 8.4. Urgent business may be submitted at the meeting and accepted by meetings and Scrutiny Committees subject to a majority vote of the members present.
- 8.5. Where the agenda includes proposals for amendments to or rescission of the Bye-laws, there shall be at least 10 (ten) clear working days' notice of meetings of the Student Council and the same notice of the proposed change. Any amendments to motions need to be submitted five (5) clear working days in advance of the meeting. The agenda for the meeting, including the details of the proposed changes shall be available at least five (5) clear working days in advance of the meeting.
 - 8.5.1. Notice of Meeting: 10 clear working days prior to meeting
 - 8.5.2. Notice of Changes: 10 clear working days prior to meeting

- 8.5.3. Amendments: 5 clear working days prior to meeting
- 8.5.4. Agenda Available: 5 clear working days prior to meeting
- 8.6. The agenda for all Student Council and its Scrutiny Committees shall adopt the following order of arrangement:
 - 8.6.1. Election of Chair, Deputy Chair and Secretary, as appropriate;
 - 8.6.2. Apologies for absence;
 - 8.6.3. Acceptance of Urgent Business (if any);
 - 8.6.4. Minutes of the previous meeting;
 - 8.6.5. Matters arising from the minutes;
 - 8.6.6. Regular business arising from the terms of reference of the meeting or Committee;
 - 8.6.7. Business referred from other meeting or Scrutiny Committees;
 - 8.6.8. Business submitted by individual members of the meetings or Committee;
 - 8.6.9. Discussion of Urgent Business (if any);
 - 8.6.10. Any Other Business;
 - 8.6.11. Date of next meeting.

9. Chair and Secretary of Student Council

- 9.1. At the first meeting of the year, Council will elect a Chair and Deputy Chair from its membership. The term of office shall be for the remainder of the academic year.
- 9.2. The role of the Chair is to ensure that debate is conducted in an open and balance way. The Chair is responsible for ensuring Student Council operates in accordance with the Memorandum and Articles of Association and its Bye-Laws.
- 9.3. Whist in the role of Chair, they must remain impartial and shall no participate in debate. They will vacate the chair for the whole of any business on which he/she wishes to speak.
- 9.4. The Chair retains the right to a vote whist in the chair. They shall have a second casting vote which shall only be used when a vote remains tied after a recount.
- 9.5. The Deputy Chair shall deputise in the absence of the Chair.
- 9.6. The Secretary of Student Council shall be the Chief Executive or their nominee.

10. Discussions at Student Council

- 10.1. The chair will allow for all interested parties to discuss any motions, for the motion to be taken to parts and for questions to be asked. Once the chair feels that the debate

has been balanced, the proposer of the motion will be given the opportunity for a summation speech after which a vote will be taken

11. Procedural Motions

11.1. The following procedural motions may be put to Student Council:

- 11.1.1. That the question is put to the vote immediately - if carried by a simple majority the current round of speeches will be completed and a summary allowed before the vote is taken, if not the discussion shall continue.
- 11.1.2. That the question not be put to the vote, and if carried by a simple majority the discussion will end, but may be brought to a subsequent meeting.
- 11.1.3. That the specified officer(s) or committee(s) be censured. All Officer Trustees censures will be then referred to the Board of Trustees for further discussion
- 11.1.4. That there is a temporary adjournment of the meeting for not longer than 30 minutes and with a period of 90 minutes between any two adjournment
- 11.1.5. That the matter is postponed to a later specified meeting
- 11.1.6. That the matter is referred to a specific committee.
- 11.1.7. That the matter is referred back to a specific committee for re-consideration.
- 11.1.8. That the motion is taken in parts.
- 11.1.9. That the matter is taken to a referendum in accordance with Article 13 and the Bye-laws.
- 11.1.10. That the vote is taken to a secret ballot
- 11.1.11. That a presentation should be given for no more than 20 minutes.
- 11.1.12. That a vote of no confidence in the chair is taken

11.2. All procedural motions must be passed by a simple majority to come in to effect except motion (iii) which shall require a two-thirds majority.

11.3. Procedural motions will be taken in the order in which they are put except xii which will be taken first.

12. Points of Order

12.1. Where a member of Council feels that the procedure of the meeting conflicts with these Bye-laws or the Memorandum and Articles of Association, they may raise a point of order. In doing so, they must cite the section of the Memorandum and Articles of Association or the Bye-laws with which they feel there is conflict.

12.2. A point of order may not be raised while a vote is being taken unless it concerns the conduct of the vote.

13. Points of Clarification

- 13.1. A point of clarification may only be used to make points clear to the meeting, and must be made through the Chair.
- 13.2. A point of clarification may be made at any point during the meeting.

14. Challenges to the Chair

- 14.1. If a member wishes to challenge the Chair's ruling on any question, that member may challenge the Chair under a point of order.
- 14.2. The procedure is as follows:
 - 14.2.1. The Deputy Chair shall preside until the question is decided.
 - 14.2.2. The challenger may then propose the challenge.
 - 14.2.3. The challenged Chair may then reply.
 - 14.2.4. The challenger may then give a summary.
 - 14.2.5. No other member has the right to speak, except the Deputy Chair.
 - 14.2.6. The question shall immediately be put to the vote.

15. Voting

- 15.1. A vote will normally be taken by a show of hands.
- 15.2. The Chair may deem the vote carried if no dissent is shown.

16. Extraordinary Meetings of the Union

- 16.1. Requests for extraordinary meetings of the Student Council or its Scrutiny Committees shall be made in writing to the Chief Executive at least 3 (three) clear working days in advance of the proposed date of the extraordinary meeting.
- 16.2. The written request for extraordinary meetings of the Student Council or its Scrutiny Committees shall specify the nature of the business to be discussed.
- 16.3. Requests for extraordinary meetings of the Student Council or its Scrutiny Committees shall be made only by those individuals in paragraph 6.1 of this Bye-Law.
- 16.4. The agenda for an extraordinary meeting of the Student Council or its Scrutiny Committees shall be displayed 1 (one) day in advance of the extraordinary meeting.
- 16.5. Extraordinary meetings of the Student Council or its Scrutiny Committees shall only discuss the business for which the extraordinary meeting was called.
- 16.6. Extraordinary meetings of the Student Council or its Scrutiny Committees shall not consider Urgent Business or Any Other Business.

16.7. Requests for extraordinary meetings of the Student Council which have been called in order to discuss amendments to the Bye-Laws or Union policy shall be made at least 10 (ten) clear working days in advance of the proposed extraordinary meeting. Any amendments to motions need to be submitted five (5) clear working days in advance of the meeting. The detailed agenda shall be made available at least 5 (five) clear working days in advance of the extraordinary meeting.

17. Executive Committee

17.1. The power and duties of the Executive Committee is set out in Article 44 of the Memorandum and Articles of Association.

17.2. The Executive Committee shall be responsible for overseeing the implementation of policy agreed by the Student Council.

18. Composition of the Executive Committee

18.1. The composition of Executive Committee, as set in Article 44.1, shall be:

18.1.1. the Officer Trustees;

18.1.2. the Part-Time Officers; and

18.1.3. The Union's Chief Executive (or nominee) as an ex-officio member without voting rights.

19. Chair and Secretary of Executive Committee

19.1. The Chair of the Executive Committee shall be the President or their nominee.

19.2. The Secretary to the Executive Committee shall be the Chief Executive or their nominee.

20. Question Time Meetings

20.1. Town hall meetings are to give students the opportunity to discuss a particular topic with the Students' Union and any other relevant party.

20.2. The Union will undertake no less than 4 town hall meetings during an academic year. There will be no upper limit on the number of meetings.

20.3. The topic of these meetings will be formally decided by the Executive Committee after taking into account student opinion.

21. Chair and Secretary of Question Time Meetings

21.1. The Chair of the Question Time Meetings shall be the Vice President Democracy and Service or their nominee.

21.2. The Secretary to the Question Time Meetings shall be the Chief Executive or their nominee.

22. Scrutiny Committees

22.1. From time to time, Student Council may establish scrutiny committees to review and recommend on specific areas of the Unions strategic direction. No other business should be discussed. Scrutiny Committees may recommend policy to be adopted by the Student Council.

23. Composition of Scrutiny Committees

23.1. At least three (3) and no more than eight (8) members of Student Council, excluding the Officer Trustees.

23.2. The relevant Officer Trustee (or nominee).

23.3. The Union's Chief Executive (or nominee) as an ex-officio member without voting rights.

23.4. Relevant members of Union staff as nominated by the Chief Executive as ex-officio members without voting rights.

24. Chair and Secretary of Scrutiny Committees

24.1. The Chair of the Scrutiny Committee shall be the elected from the members of the committee.

24.2. The Secretary to the Scrutiny Committee shall be the Chief Executive or their nominee.

25. Conduct of Elections at Union Meetings

25.1. Any elections conducted at meetings of the Students' Union should be conducted using this format.

25.2. The chair of the meeting shall call for nominations of eligible candidates.

25.3. Candidates shall be proposed and seconded by two ordinary members of the meeting.

25.4. Candidates will be invited to make a brief speech in support of their candidacy.

25.5. At the discretion of the meeting, questions may be addressed to candidates. Questions shall be applicable to all candidates and answered by each in turn.

25.6. Where the election is for a single post, the Alternative Transferable Vote System shall be used.

25.7. Where the election is for multiple posts, the Single Transferable Vote System shall be used.

25.8. Where there is only one candidate more than the number of posts available the vote may be taken by a show of hands, after candidates have been asked to leave the room.

25.9. The vote shall be taken by secret ballot at the request of any member of the meeting.

25.10. "Re-open nominations" shall be entered in all elections held at Students' Union meetings and should be treated as another candidate.

25.11. Only full members of the Students' Union are entitled to vote at meetings of the Union. The chair of the meeting may ask for members to produce a valid University of Hertfordshire Student ID card as proof of membership.