

Bye-Law 2 – Union Chair

1. The Union Chair will ensure that Student Ideas, All Student Meetings, Annual General Meetings and Executive Question Time are well run, productive and participative. To do this the Union Chair may choose to:
 - A. Decide the order or speaking and length of discussion to allow all agenda points to be considered.
 - B. Where necessary, ask for clarification in order to help proceedings.
 - C. Temporarily remove any person present in any meeting who is preventing the meeting from proceeding in a fair manner.
2. Once appointed the Union Chair may not be able to submit ideas.
3. The Union Chair will be a Union member.
4. The Union Chair will be appointed before the start of the academic year.
5. The Students' Union will ensure the Union Chair is supported effectively in their role and will review the Union Chair's work using feedback from students who have submitted ideas or attended an All Student Meeting.
6. The Students' Union will ensure that any meetings are facilitated effectively through a substitute if the Union Chair is ill or unable to attend.

Bye-Law 3 – Student Ideas and All Student Meetings

Student Ideas will allow students to have an impact on what the Students' Union does for their members. Through Student Ideas, members of the Union can create Union Policy, remove a representative from their position in line with the Bye-Laws and set Direction of Travel for Student Representatives to work on.

1. Submitting an Idea

- A.** Any member of the Union can submit an idea. They can be submitted using the website or a paper form. The submission must include the name and student number of the member(s) proposing the idea.
- B.** Ideas must include what the member(s) want to change and why, and where necessary any changes to be made to the by-laws.
- C.** The idea must have a title that reflects the proposed changes.
- D.** The idea will be approved by the Chair. Ideas will not get approved for discussion on the following basis: -
 - i.** Idea has already been submitted that has gone through this process.
 - ii.** Clarification maybe required by the Chair.
- E.** Once the idea has been approved, students will have an opportunity to discuss the proposal online.

2. Online Discussion

- A.** Once approved by the Union Chair the idea will be posted online where discussion will take place for 5 days.
 - i.** During this time members will be able to comment on the idea and suggest alterations.
 - ii.** It is at the discretion of the proposer of the idea to implement these suggested changes or reject them.
 - iii.** If changes are made to the idea these need to be approved by the Union Chair before voting takes place.
- B.** Any students deemed making threatening or harassing comments may be referred to the disciplinary process of the Students' Union (as found in the Disciplinary Procedure) or to the University's Disciplinary Procedure by the Chair.
- C.** Once the discussion period is ended, and any changes have been approved by the Union Chair, voting will open for 5 days.
 - i.** Members will still have the ability to comment on the idea during the voting period but will not be able to suggest changes.
- D.** Ideas at the end of voting will only be considered if the idea receives at least 25 yes votes or 40% yes votes, whichever number is largest. If the idea meets this requirement one of the following will happen:
 - i.** The idea will be referred to an All Student Meeting or, if appropriate, a liberation/section meeting if the idea gets between 40% and 60% votes in favour.
 - ii.** The idea will be actioned by the Executive Committee if the idea receives 60% or more of the vote in favour. However the Executive Committee can refer the idea to the relevant student meeting if clarification is needed.

However, in a case where changes to the Bye-Laws, Disciplinary Process or supporting documents of the Students' Union are being suggested a two-thirds majority would be required with at least 25 yes votes.

3. All Student Meeting

- A.** An All Student Meeting shall take place within 10 working days of the idea being referred to this meeting.
- B.** Agenda items will be made available 5 working days before the meeting takes place.
- C.** Meetings shall last a maximum of two hours. Any agenda item that has yet to be discussed shall be deferred until the next meeting.
- D.** Each agenda item will receive an equal amount of time for discussion to take place. If discussions for an item of business lapses a student can request for additional time.
- E.** Students will be able to suggest changes to the ideas on the agenda. The proposer(s) will be able to accept or reject these suggestions.
- F.** All meetings will be streamed online and made available after the meeting has taken place.
- G.** The proposer(s) shall have an opportunity to speak about the idea. A student shall have the opportunity to speak against the idea.
- H.** Questions and debate will take place once a speech for and against the idea has concluded. Every member has the right to speak and shall indicate their request to the Chair.
- I.** A closing statement will be allowed for and against the idea.
- J.** Voting will take place online the first working day after the meeting has concluded.

4. Voting

- A.** Ideas that have been referred to an All Student Meeting will be subject to an online vote. This will be a simple 'Yes', 'No' vote unless changes have been made to the idea where students will also have the option to vote 'Yes with Amendments.'
- B.** An online vote shall last for three days. Voting will open at 10am on the first day and close at 4pm on the final day. Results will be announced at 4.30pm.
- C.** In order for an idea to pass the proposer would need to receive at least 25 yes votes and a simple majority, except in the case of changes to a Bye-Law, Disciplinary Procedure or support documents as listed which would need a two thirds majority.
- D.** If the proposer does not successfully achieve the votes required they can either resubmit the idea in the following academic year, or take the idea to referenda (see Bye-Law 7).

5. Liberation/Section Ideas

- A.** Ideas that relate to a student liberation or section shall only be discussed by self-identifying students at the discretion of the Union Chair.
- B.** The idea will follow the same process as listed in part 2, 3 and 4.

- C. Liberation/section student meetings will be chaired by the appropriate liberation/section officer. If the officer is unable to carry out this duty the Union Chair will chair the meeting.

6. Emergency Ideas

- A. An emergency idea can be submitted to the Chair and the Executive Committee.
- B. If the Chair and Executive Committee agree the idea will be discussed at the next All Student Meeting before being taken to a vote.
- C. If the Chair and Executive Committee do not agree the idea will have to go through the process as indicated above.