

# Agenda



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|-----------------|----------------------------------|
| <b>Meeting</b>  | <b>Union Council</b>             |
| <b>Date</b>     | 10 <sup>th</sup> of October 2024 |
| <b>Location</b> | Lecture Theatre 2                |
| <b>Status</b>   | Closed                           |

## **Useful Information:**

### ***Code of Conduct***

All students are members of the union, and so should behave appropriately in line with our Code of Conduct.

<https://www.ueasu.org/union/memberscodeofconduct/>

### ***Expenses***

Remember – the Union (of UEA Students) may be able to reimburse you for travel or career expenses that you incur attending this meeting. Please contact [union.council@uea.ac.uk](mailto:union.council@uea.ac.uk) for more details.

<https://www.ueasu.org/democracy/unioncouncil/councilinfo/>

### ***Articles of Association and Bye-Laws***

The Union's governing document, the Articles of Association, and its rule book, the Bye-Laws, can be found online.

<https://www.ueasu.org/union/governance/constitution/>

### ***Support for writing policy***

Information on how to write policy and the policy template is available online.

<https://www.ueasu.org/democracy/unioncouncil/writingpolicy/>

### ***How to access the online writing policy***

If you cannot attend in person on Thursday and would like to use the online facility, please join via the Teams link in your Outlook calendar. If you have any issues accessing this, please email [union.council@uea.ac.uk](mailto:union.council@uea.ac.uk).

### ***Attendance***

The full list of union councillors can be found online.

<https://www.ueasu.org/democracy/unioncouncil/listofunioncouncillors/>

### ***Quorum***

"1.15 Business shall not be conducted by the Union Council: 1.15.1 unless over 40 representatives are present at a meeting;"

## Section A - Housekeeping

### UC001 Elections of Chair/Deputy Chair

To elect a Chair and Deputy Chair of Union Council Candidates. That candidates including non-members of Council must register their interest by emailing [union.council@uea.ac.uk](mailto:union.council@uea.ac.uk) by 5pm on the 8<sup>th</sup> of October to be considered.

More information can be found on these positions [here](#) or email Chris at [c.kershaw@uea.ac.uk](mailto:c.kershaw@uea.ac.uk)

### UC002 Statements from the Chair

To receive statements from the Chair.

### UC003 Approval of minutes of the previous meeting

Approve or make amendments to the Minutes.  
There are no minutes of the previous meeting.

### UC004 Matters arising

To consider any matters arising.

### UC005 Approval of Societies and Peer Support Groups

To approve any Societies and Peer Support Groups which have gotten 20 or more upvotes and got approved by the SU Opportunities Team.

- [Anki Society](#)
- [CEES Peer Support Group](#)
- [Filmmaking Society](#)
- [Handball Society](#)
- [Hot Drink Society](#)
- [Iranian Society](#)
- [Mauritian Society](#)

### UC006 Cycle of Business

In accordance with Bye-Law 2.34: 'A cycle of business will be proposed by the Chair of Union Council, in collaboration with the Campaigns & Democracy Officer, at the first Union Council of the academic year'.

#### **All Meetings to Include: (Standing Items)**

- Statements from the Chair
- Approval of the Minutes
- Matters Arising from The Minutes
- Reports from Office Holders and Committee Representatives
- Formative Open Discussions on Topics Decided by SOC
- Motions and Policy
- Club and Society Approvals (Termly)
- Details of the Next Meeting

#### **Any Other Business:**

Council typically invites the following people to address Union Council:

- The Vice Chancellor (usually in the November meeting)
- The President of the NUS (usually in the May meeting/AGM)

- The Chairs of Campus Trade Unions (in the event of strike action)

**By Union Council:**

**Term 1:**

October:

- Election of Chair and Deputy Chair of Union Council (2 positions) (Yearly)
- Approval of Cycle of Business (Yearly)
- Election of Democratic Procedures Committee (8 positions) (Yearly)
- Election of Trustee Sub-committee (4 positions) (Yearly)
- Election of Code of Conduct Panel (Yearly)
- Club and Society Approvals (Termly)

November:

December:

- Policy Lapse (Yearly)

**Term 2:**

February:

- Club and Society Approvals (Termly)

March:

- Presentation from chair of finance committee on budgets and estimates (Yearly)

April:

- Elections Results Report (Yearly)

**Term 3:**

May:

- Club and Society Approvals (Termly)
- NUS National Conference Report (Yearly)
- Annual General Meeting (Yearly)
- Affiliations (Yearly)
- Approval of budgets and financial estimates (Yearly)
- Set minimum membership count for club/society continuity (Yearly)

**UC007 Appointment to UEASU Code of Conduct Panel**

To volunteer for being considered to sit on the UEASU Code of Conduct Panel please say at this point on the agenda, or email [union.codeofconduct@uea.ac.uk](mailto:union.codeofconduct@uea.ac.uk)

**UC008 Election of Trustee Board sub-committee Members**

More information on the positions on the following committees can be found here: add link once it's updated

- Risk and Audit Committee (2 positions)
- Finance Committee (2 positions)

**UC009 Election of Democratic Procedure Committee Members**

To elect students to sit on the Democratic Procedure Committee (8 positions)

## Section B - Reports

### **UC010 Student Officer Committee Report**

The elected Student Officers meet as the Student Officer Committee (SOC) where they decide on how to run campaigns and on how to implement the policies passed by Union Council. This section is your chance to scrutinise the work of SOC and to hold the Student Officers to account for the work they have been doing on your behalf.

There has been no SOC this academic year.

Approved minutes of all meetings of SOC can be viewed online.

[Student Officers \(ueasu.org\)](http://ueasu.org)

### **UC011 Trustee Board Report**

The Trustee Board is the governing body of the Union and is responsible for setting the strategy of the Union, ensuring its good governance, overseeing its financial performance and its legal compliance. The Board is made up of Full Time Officer Trustees, Student Trustees and four external expert Trustees. As the Chair is external, the Deputy Chair who is a Full Time Officer Trustee reports to Council and you can scrutinise the work of the Trustees and hold them to account.

Written report below:

No report received.

A verbal question time by the Chair of Trustee Board.

Approved minutes of all meetings of the Board can be viewed online.

[Trustee Board Documents \(ueasu.org\)](http://ueasu.org)

### **UC012 Full-Time Officer Reports**

An opportunity for Students to ask Officers on their written report.

**Activities and Opportunities Officer – Olivia Hunt**

[Click here to view Officer Update](#)

**Campaigns and Democracy Officer – Chris Kershaw**

[Click here to view Officer Update](#) (further down in Document)

**Postgraduate Officer – Bhaskar Bukkanahalli Shivanna**

[Click here to view Officer Update](#)

**Undergraduate Education Officer – Rebekah Temple-Fielder**

[Click here to view Officer Update](#)

**Welfare, Community & Diversity Officer – Nathan Wyatt**

[Click here to view Officer Update](#)

Any Officer updates can be found online.

[Officer Updates \(ueasu.org\)](http://ueasu.org)

## **Section C – Open Discussion**

Time set for group discussion and direct student consultation that can ultimately influence policy and Union strategy. Union Council representatives may request items for open discussion with the Chair before the agenda deadline. For this meeting any topics are welcome to be discussed.

## **Section D – Policy Making**

If you would look to propose an amendment to any of the resolutions, please send it to proper and the Chair at the earliest opportunity before the meeting to see if the proposer is willing to incorporate it into their resolution. Please email your amendment to [union.council@uea.ac.uk](mailto:union.council@uea.ac.uk) and inform us whether it was accepted or rejected by the proposer. The deadline for amendments is 48 hours before the start of the meeting. All current Union Policy is available online.

[Union Policy \(ueasu.org\)](http://ueasu.org)

No Motions were submitted.

## **Section E – Any Other Business**

### **UC013 Any Other Business**

Any other business items are matters which representatives could not have become aware of before the agenda deadline. These items can be requested from the Chair up to 24 hours before the start of the meeting.

### **UC014 Next Meeting**

The next meeting is held on the 7<sup>th</sup> of November 2024.

The deadline for agenda items is the 25<sup>th</sup> of October 2024.

[Dates of Union Council 24-25](#)