



# Union council training

# Who we are



- The SU is a charity and **not a department of UEA.**
- We're for students
- We're owned by students
- We're run by students
- We're always there for students
- We're more than just a building
- Through our representation, democracy, campaigns, activities, support, events and employment and we engage with students all the time this gives us a unique insight into the student experience.

# Why do we exist?

We are an educational **charity** that exists for...

- 4.1 **promoting the interests and welfare of Students** at the University of East Anglia during their course of study and **representing, supporting and advising** Students;
- 4.2 being **the recognised representative channel between Students and the University** of East Anglia and any other external bodies; and
- 4.3 **providing social, cultural, sporting and recreational activities and forums for discussions and debate** for the personal development of its Students

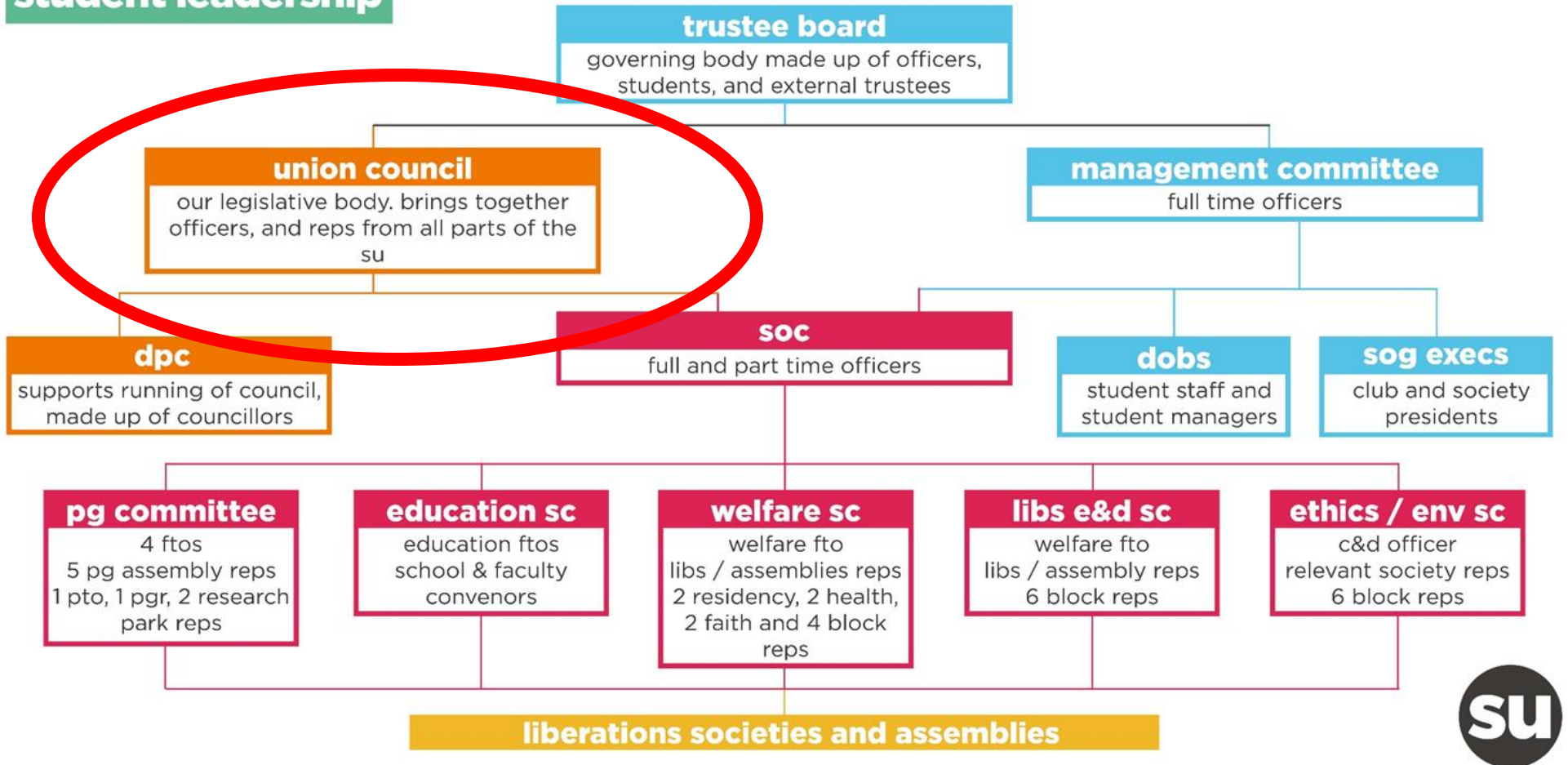
# Union council

- Union Council is where **elected student officers debate and decide what the Union should take a stance on and do** about a number of issues, it also **holds officers to account** and helps to **direct our future work**.
- The Council meets several times a year and discusses issues affecting students: your life, your university life or your union. It can **pass policy**, which requires the Union to work on specific things, or can be a forum for students to raise issues for the Union to take forwards in other ways.

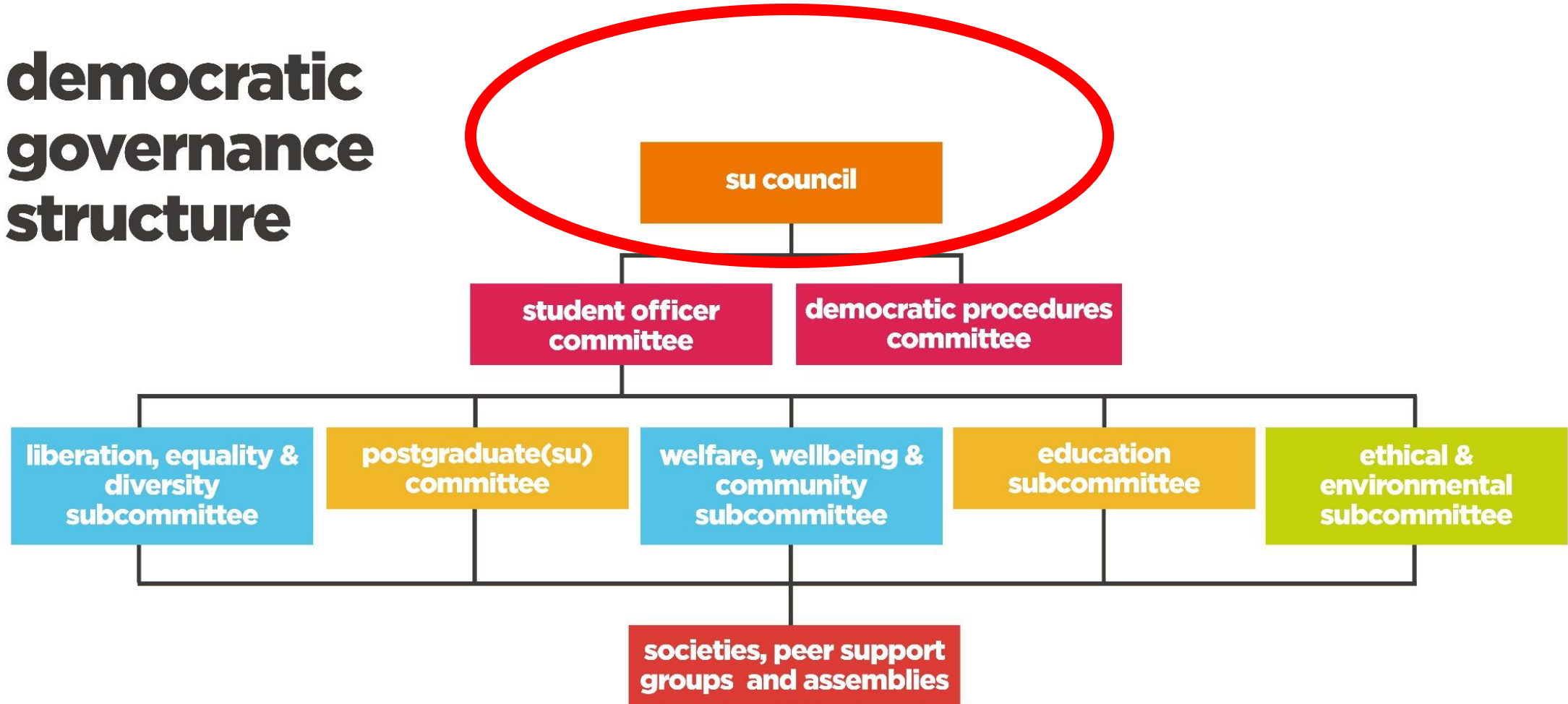
# Union council

- As we are a membership organisation, **we must have a way for our members (students) to direct the work we do and shape us as a union, this is Union council.** You, as union councilors are elected from your various groups to represent students. You then act as student representatives by submitting motions to change things, voting on motions on behalf of your constituents and holding your officers to account.

# governance structure and student leadership




# democratic governance structure



# Core terms, bye laws, articles...


- We are governed by our **bye laws** and the **articles of associations**
- **Byelaws** ‘a rule made by a company or society to control the actions of its members’
- **Articles of association** ‘legal document that serves as the constitution of the company. It is comprised of rules and regulations that govern the company’s internal affairs’
- You can find both here: [uea.su/union/governance/constitution/](http://uea.su/union/governance/constitution/)





# Union Council: When, where, what?

- Normally we have around 7 union councils a year, with four being held in the first term, normally one a month.
- A schedule of dates is initially drawn up by the Campaigns and Democracy Officer, and then approved and confirmed by SOC
- Due to covid we need to scale back to reflect lack of staff support for the normal amount of councils
- Usually takes place in one of the lecture theatres. However due to Covid we are planning to keep most online via Teams which we will continue using



When, where,  
what?

The following are for in person meetings:

- When you arrive you will receive a clicker which is what you use to physically cast a vote- you just have to say who you are and who you represent, and you are assigned one
- We have a quorum check to make sure enough people are in the room for council to take place. Our byelaws dictate there must be 40 members in the meeting.
- If you can't make it, don't worry, just send apologies to the Chair in advance

# When, where, what?

## Teams online meetings

- You will log onto the teams meeting 5 minutes before the meeting ensuring you are on mute, and your camera is off
- We encourage you to have a copy of the agenda on an alternative window/screen if possible
- Quorum check is done by checking the number of people in the call, this must be 40
- The chair will be the only visible person with the deputy chair managing the chat function.
- You are not to use the chat function for anything other than when prompted by the chair
- You will vote via an online voting tool- a link will be sent to you when every vote goes live in the meeting

# The agenda



You will receive this a week before the meeting via a link and message being sent in the Union council teams chat. You can access the agenda and any additional documents here: [www.uea.su/democracy/union-council/councildocumentsandnotices/](http://www.uea.su/democracy/union-council/councildocumentsandnotices/)



You are expected to have read the agenda before the meeting. No time will be given to read through things during the meeting.



The agenda is organised into a few key areas and the chair will work chronologically through it

# The Agenda

**Date: 05-12-19 Room: LT2 Time: 6pm-10pm**

## **Agenda**

UC01	<b>Housekeeping</b> SEB	5 Mins
UC02	<b>Statements from the Chair</b> SEB	5 Mins
UC03	<b>Minutes of the Last Meeting / matters arising from last minutes</b> <ul style="list-style-type: none"> <li>The committee is asked to check the minutes for accuracy <a href="https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/">https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</a></li> </ul>	5 Mins
UC04	<b>Reports</b> <ol style="list-style-type: none"> <li>Student Officer Committee (SOC) Report</li> <li>Full time Officer Reports</li> </ol>	25 Mins
	<b>Access Break</b>	15 Mins
UC05	<b>Society and Peer Support Group Constitutions</b>	15 Mins
UC06	<b>Finance Update:</b> <ol style="list-style-type: none"> <li><a href="#">Finance Update AP</a></li> <li><a href="#">Management Committee Sept Summary AP</a></li> </ol>	10 Mins
UC07	<b>Policy Papers</b> <ol style="list-style-type: none"> <li>Policy Lapse <b>SA</b> (<b>See Policy Lapse Documents on Website here:</b> <a href="https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/">https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/</a>)</li> <li>Amendment to the bye-laws 4.22.3: Allow a delegated member of the postgraduate committee to attend the Student Officer Committee</li> <li>Permanent Space for Commuters</li> <li>transparency of Process and Communication for Associate Tutor Applications</li> <li>We have (some) beef with the beef beef (Amendment to motion 'We have beef with beef' passed at Union Council 7<sup>th</sup> November 2019)</li> </ol>	40 Mins
UC08	<b>Any other Business / Open Discussion</b> <ul style="list-style-type: none"> <li>Democracy Review- New Structure Outlines (<a href="#">Model A</a> and <a href="#">Model B</a>) <b>SA</b></li> </ul>	10 Mins
<b>Date, time and place of next meeting</b>		

The initials after each thing represent the chair or who is assigned to each item

UC stands for Union council. This column simply lists the agenda items UC item 01, UC item 02 ect..

This column dictates how long is suggested to spend on each item

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Where items are referring to a large document such as this finance update, they will be a link to the referenced document rather than included in the agenda

# Section 1: Housekeeping

- This is where the chair will talk through all the key info for the meeting such as the code of conduct and how to claim expenses. This is also where you can find links to our byelaws and articles. These links will be on every agenda and act as a useful point of information.

## **Section 1: Housekeeping**

*To note*

**a) Code of conduct**

<https://www.uea.su/union/memberscodeofconduct/>

**b) Minutes from the previous meeting**

<https://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/>

**c) Expenses** <https://www.uea.su/democracy/unioncouncil/councilinfo/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 Esin D’Amery, Head of Campaigns and Policy on [E.DAmery@uea.ac.uk](mailto:E.DAmery@uea.ac.uk) for more details.

**d) Online meeting facility [on website]**

If you cannot attend in person on Thursday and would like to use the online facility, please email Esin at [E.DAmery@uea.ac.uk](mailto:E.DAmery@uea.ac.uk) before 5pm on the day of the meeting.

**e) Articles of Association & Bye-Laws** <https://www.uea.su/union/governance/constitution/>

The SU is governed by the [Articles of Association](#), and its attached rule book, the [Bye-Laws](#).

## Section 2 and 3: Statements from the Chair and minutes of the last meeting

**Section 2** – statement from the chair is an opportunity for the chair to give you any important information. This could be about an upcoming election, a change in how the meeting will run.

**Section 3** - Every meeting is minuted. This means discussions and decisions are written down for public record. Every meetings minutes needs to be approved by the next meeting to ensure it is a true reflection of the discussions that have been had. You will have been expected to check the previous meetings minutes when the agenda comes out so you can just vote to approve/rejec.minutes are uploaded here [www.uea.su/democracy/unioncouncil/councildocumentsandnotices/](http://www.uea.su/democracy/unioncouncil/councildocumentsandnotices/)

**Section 2: Statements from the Chair: SE-B**

*To Note*

**Section 3: Minutes of the Last Meeting / matters arising from last minutes**

*To Approve*



# Section 4 reports

- **Section 4** is where you will find the reports section. A key responsibility of Union council is to hold your officers to account.

## **Section 4: Reports**

*To Note*

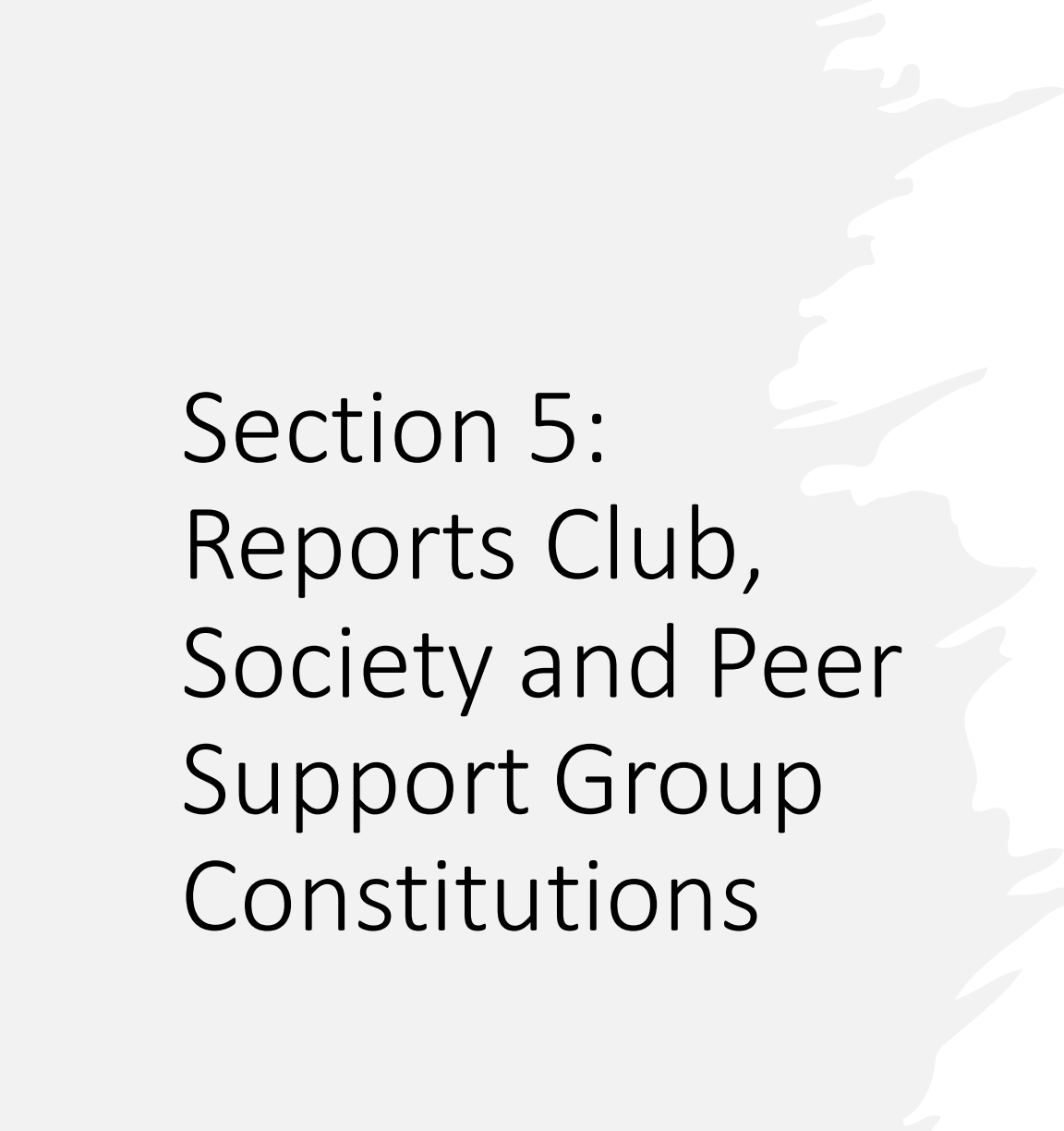
### **a) Student Officer Committee (SOC) Report - TB**

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.

### **b) Full time Officer Reports**

- **Section A** – SOC report is where a report is presented by the chair of SOC (Student officer committee- a monthly meeting where all full and part time officers meet to discuss their campaigns and projects). The chair will give a summary of any key points from the wider officer team.

**Section B** is your full-time officer report section. Every full-time officer will present a report on the work they have done. These will be printed in the agenda and you are expected to have read them in advance. You get to ask any questions on what the officers have done, their remit or manifesto points.



# Section 5: Reports Club, Society and Peer Support Group Constitutions

- **Section 5** is where you as union councillors vote to approve new societies. **This only happens a few times a year.** You will be given a list of societies in the agenda that were previously presented to Societies Exec who have gone through all the applications and then present council with recommendations for approval. Union council acts as the rubber stamp on Societies Exec's decision. Council should only reject a society if they believe it has a conflict of interest or goes against the unions values.

- The recommendation Societies Exec give is in the agenda to help guide the way council votes
  - **Green if it's good to go**
  - **Red if it's a no**
  - **Amber- we have a debate (we'll talk through this process more later)**
- Union council should uphold Societies Exec's decision unless they believe there is a conflict of interest or goes against the unions values.

## Section 5: Reports Club, Society and Peer Support Group Constitutions

- Council has the opportunity to vote for the recommendations as a Block (as they are recommended as a whole) or to split them up. This means to take one society out and debate it specifically then vote individually on them.

<b>Proposed society</b>	<b>Exec Recommendation</b>	<b>Context</b>
<b>ELSA (European law students association)</b>	Yes	Previously existed at UEA and very successful at other universities in the UK and abroad
<b>Gastroenterology</b>	Yes	Specific discipline medical socs already exist and are very popular. E.g. cardiology, respiratory, ENT etc

# Section 6: finance update

- **Section 6:** This section is where finance updates are presented if there are any. This can be anything from updates from the unions finance committee, or anything of use for union council to know. There are only normally a couple of finance updates a year, to which documets are linked in, but if not there will be a N/A next to this section.

UC06	<b>Finance Update:</b> a) <a href="#">Finance Update AP</a> b) <a href="#">Management Committee Sept Summary AP</a>	10 Mins	
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# Section 7: Policy Papers/Motions

- **Section 7:** This is the main section of the agenda and where motions are submitted. We will go through motions in more detail later on. **Councillors are expected to read the motions before the meeting.** During the meeting the proposer has the opportunity to discuss this motion, and council can ask questions and have a debate. At the end of a debate a vote is taken to either approve or reject motions. Approved motions become union policy.

## **Amendment to the bye-laws 4.22.3: Allow a delegated member of the postgraduate committee to attend the Student Officer Committee**

**Proposer:** Matt Gallagher (chair of Postgraduate Committee)

**Seconder:** Lewis Martin (Deputy Chair of Postgraduate Committee)

### **Summary:**

#### **Council Notes**

1. That Currently the Chair of the Postgraduate Committee can attend Student Officer Committee as an ex-officio member as part of bye-law 4.22.3
2. That in recent years the deputy chair has been able to chair in place of the chair when conflicting commitment arise
3. That the Student Officer Committee routinely decides on issues effecting Postgraduates

#### **Council Believes**

1. That PG representation at Student Officer Committee is exceptionally important
2. That due to the bye-laws it is not currently possible to send a deputy if the Chair is unable to attend.
3. That this caused large difficulties in the previous Student Officer Committee meeting.
4. That this undermines the spirit of democracy, and sets goes against the spirit of representation.
5. That, for the functionality of both committees, the person who attends the student officer committee should be able to be delegated out if the Chair is not able to make the meeting.

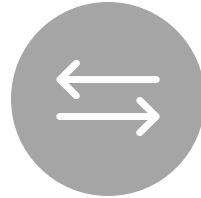
#### **Council Resolves**

1. To amend Bye Law 4.22.3 to say the following:  
4.22.3.1 a member of the postgraduate committee shall Be an ex-officio member of the Student Officer Committee, which shall be decided at the first meeting of the committee of and communicated to the chair of the Student Officer Committee
2. 4.22.3.2 If that member is unable to attend a meeting they will be able to delegate another member of the postgraduate committee to represent them with approval from the Chair of PG Committee

# Motions- the structure



**Title of the motion:** Name of the motion



**Proposer and seconder:** Proposer is the main person who put the motion forward and the seconder is a support. Both must be union councillors



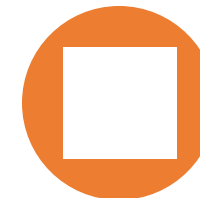
**Summary:** what the motion is aiming to do



**Union Notes:** The current facts/what the current situation looks like or things they have identified.



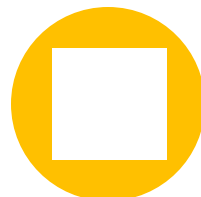
**Union Believes:** What the proposer and seconder thinks the SU should believe going forward



**Union Resolves-** what we should do next to achieve what the motion sets out to do



Then we debate: 5 mins for, 5 mins against, 2 mins for, 2 mins against Summation (summary)



A vote then happens, a majority is needed for motions to pass with the exception of bye laws which need a 2/3rd majority. If the motion passes it becomes our policy and we will enact it. If not, it fails.

# Amendments to motions

- Sometimes motions receive amendments to them before Union Council. An amendment to a motion may be proposed to the proposer and the Chair up to 48 hours before the meeting begins. Should the proposer reject such an amendment, it may be considered at the meeting.
- The proposer may have accepted these beforehand so the motion will be voted on as amended
- If the proposer hasn't, there will be a debate (the same as for motions)

# Top Tips for debating a motion

- Don't be afraid to ask a question
- Bring some food and a drink along with you
- Have a skim/ read of the agenda before hand so you know what's going on (staff are more than happy to talk you through this before the meeting)
- Have a copy of the jargon buster (core terms)
- You should now know what a motion is, how to write and propose it
- Knowing how to hold officers to account, remember you represent 17,000 students!
- Who to get in touch with if you need any help
- We're always looking for feedback or if you have any questions about Union Council, email me at [e.damery@uea.ac.uk](mailto:e.damery@uea.ac.uk)



# Helpful people

## **Esin D'Amery**

*Student Voice and Equality  
Manager*

- Oversees the running of Union Council
  - Puts together the agenda
  - Ensures that everyone has a clicker

## **Hamish Williams**

*Campaigns and Democracy  
Officer*

- Responsible for the SU's democracy
  - Runs campaigns with students
  - Supports Union Council running well

## **Lizzie Payne**

*Activities and Opportunities  
Officer*

- Chairs sports and societies execs
  - Responsible for clubs and societies
  - Mic runner at Union Council



# Electing a Chair and deputy chair

During the first meeting, council will vote to elect a chair and deputy chair from the pool of all council members. The position of chair is very important as they in turn control the meetings for the year. The powers of the chair are outlined below as set out in our byelaws:

- 2 A speaker shall always address the Chair, who shall remain impartial. No-one may speak whilst the Chair is speaking.
- 2.3 A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year, subject to clauses 81 to 82 of the Articles of Association. In their absence the meeting can elect its own Chair, who must be an Ordinary member of the Union, subject to Clauses 81 and 82 of the Articles of Association.



# Electing a Chair and deputy chair

- 2.4 Subject only to a challenge, as provided in this Bye Law, the Chair's ruling on any question shall be final.
- 2.5 The Chair shall ensure that the meeting is in order and that remarks are relevant to the question under debate.
- 2.6 If any member causes a disturbance the Chair may record the offender's name in the minutes. If that member persists, they shall be expelled from that meeting and may not return until an apology satisfactory to the meeting has been given in writing.

Councilors who wish to be chair will announce this when asked during the first meeting and given the chance to give a speech. Coincidentally will then vote for their chair and deputy. Successful candidates will be given training and support.

## Key website pages

**Main union council page:** [Union Council \(uea.su\)](http://uea.su)

**Agenda and minutes:** [Agendas and Minutes \(uea.su\)](http://uea.su)

**writing policy:** [writing policy \(uea.su\)](http://uea.su)