

Appendix 2 – Student Council Policy Process

Developing and enacting Student Council policy is one of the key roles of Student Councillors. It provides the basis for actions to be taken and stances to be held by the entire Union.

Policy defines UUSU as a membership led organisation that sets the direction, we take either on your course, on your campus, in your Students' Union, in the University, in your community, or in the world!

Members submitting policy for Council approval will utilise the process outlined below.

Councillor/UUSU Member guide on how to develop an idea into Student Policy

*Any member of UUSU can attend Student Council and present policy to be passed, however only members may cast a vote.
The Student Executive will act as the proposer and seconder of policy proposed by an ordinary member*



You've got a policy idea!

- Contact the UUSU Governance & Policy Coordinator (*Clerk of Council*) to chat through your idea in a little more detail.
- Once you're sure your SU can fulfil the aims and asks of your policy we can assign a student officer help you further research and develop your idea.

Complete the policy template

- To help gather and lobby for support its important to have an engagement plan in place around how you will gather the necessary students signatures to enable your policy to progress to Council for debate.
- The Governance & Policy Coordinator will provide all the guidance you'll need along with a link to the official UUSU form to collect signatures.

Policy submitted to Student Council

To get to this stage you will have completed the checklist below

- Your Policy is clearly defined within the official template with a proposer & seconder
- UUSU can fulfil the aims of the policy within its organisational and operational constraints and responsibilities
- You have the required 50 supporting signatures, collated using the official UUSU online form
- Your Policy proposal has been verified by Chair & Clerk of Council

Support you can expect from start to finish!

Engagement plan: How are you going to get support from students on your idea?

For example, have you already had students come to you saying it is an issue, do you need to speak to members in public spaces on campus, do you want to connect with our officer team to see if they can help you spread the word? Have you spoken to your friends? Your fellow councillors? What can we provide? UUSU will provide such resources as posters, booking spaces or tables in open spaces as well as the form you can spread to make sure you get those all important signatures.

Developing your idea: We can help!

By meeting the relevant staff like the Governance and Policy Coordinator (*Clerk of Council*) we can look into how you can be supported bringing your policy to reality and ensure that it is fully fit for purpose and going to be something UUSU can work on! We will help you get your ideas onto paper and if you wish assign, you an officer to work alongside to bring your policy to council.

Gathering Signatures: How do you do it?

We are very much aware that in the era of GDPR it can be quite daunting gathering information of others, you don't want to mess up and we want to make it as simple as possible for you! We are here to help with that, once you have your policy fleshed out, we can attach it into a Microsoft Form that you can then share with your fellow students. And don't worry we will have it secure so only genuine Ulster students can sign so you aren't confused as to whether you have 50 valid signatures or not. We can also place it on our website for maximum reach.

Got 50 Signatures?

Then it's back to the Clerk of Council who will get it on the agenda for the next Student Council Meeting. Time to prepare your speech and work to get your policy through Council!

Further information

Issues relating to a specific course or campus issue should be raised with the relevant Officer to action as Student Council policy may not always be required.

“When we refer to the Executive nominating an Executive Officer meeting the proposer, this is not optional for the Executive nor does it give the Executive any authority over striking down the proposed policy, this is mainly so there is one Officer liaising with the councillor as support.”

When a student member submits policy, it will skip levels of the above process and come directly to the Clerk and Chair for dissemination to Council.

Lapsing Policy Review Process

In line with standing orders (Bye Law 2) it is determined that policy remains relevant on the UUSU policy book for a period of two academic years which is inclusive of the year passed. In order to manage and maintain a policy book that is relevant and reflective of current student opinion the following review process will be enacted:

Student Council Policy Review date: Final Student Council of each academic year

Stage one – Review

1. Clerk of Council will collate policy due to lapse in the current academic year
2. With Clerk of Council, Student Executive & Council Chair will propose which lapsing policies have been deemed to:

- be complete and therefore will be allowed to lapse
- be retained
- be amended in line with the original spirit of the policy

3. Details will be shared with Student Councillors for ratification in advance of Student Council 5

Stage two – Amended Policy

Further amendments to lapsed policy may be submitted to the Chair and Clerk of Council 48 hours before the date of the meeting for consideration.

Stage three – Council ratification

Ratification of lapsing policies will be submitted in the following groupings:

- Completed policies
- Retained
- Ratification of amended policies will be considered by Council on an individual basis