



# **APPENDIX 2:**

# **STUDENT**

# **COUNCIL POLICY**

# **PROCESSES**

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.

## STAGE 1 - YOU'VE GOT A POLICY IDEA!

- Contact the UUSU Governance and Policy Coordinator (Clerk of Council) to discuss your idea and how best we can support you in achieving your goals and if your idea is something the SU can action.
- Once your sure your SU can fulfil the aims and asks of your policy we can assign a Student Officer to help you further research and develop your idea.

## STAGE 2 - COMPLETE THE POLICY TEMPLATE!

- This is your chance to take those ideas and research and put it into your policy template provided by the Clerk of Council. You will have the opportunity to seek advice and guidance from the Clerk and your designated Student Officer to help your policy get to a stage in which you are happy for it to be presented to Student Council.
- This is the time where you need to gather support for your idea, discuss it with your fellow Councillors and seek a seconder for your idea.

## STAGE 3 - POLICY SUBMITTED TO STUDENT COUNCIL

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

- Your policy will be clearly defined within the official template with a proposer and seconder.
- You have checked that UUSU can fulfil the aims of the policy within its organisational constraints and capability.
- Your policy proposal has been approved and verified for debate by the Chair and Clerk of Council.

And that's it! We will debate your proposal at the next meeting of Student Council! It's now time for you to go and prepare your speech, look at what your opponents might say and prepare for debate! That is after all what Student Council is all about!

## FAQ'S ABOUT POLICY

### **I just have an idea, how can I bring it to life?**

By meeting the relevant staff like the 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.

### **What if this issue just affects my course?**

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. Come and chat to us and see how we can help. It may be that your issue is better addressed by your Course or School Rep or by a member of the team in Student Voice.

### **I don't think that the Officers will like my idea, I'm nervous about meeting them!**

The Clerk of Council and elected officers are there to support policy development within UUSU. However, they do not have the authority to block or strike down any idea from being debated or proposed to Student Council. After all Student Council is where we debate ideas and many ideas that would have been taboo in the past, are the accepted norm today!

## 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. As a collective the Student Executive and Council Chair with the support of the Clerk of Council 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 the final Student Council meeting of the year. Councillors will be permitted to follow the recommendations or lapse or retain policies in line with their own wishes as a collective.
4. Further amendments to lapsed policy may be submitted by members of Student Council to the Chair and Clerk of Council 48 hours before the date of the meeting for consideration.

## AMENDING PREVIOUSLY PASSED POLICY

To ensure UUSU Policy remains current and relevant, there is opportunity for Councillors to propose amendments within its life cycle without detriment to the spirit of the policy purpose. Amendments may be submitted in advance of a meeting in line with the time commitments that are outlined in the Bye Law. Amendments will require a proposer and a seconder and must be provided in writing to the Clerk of Council. A proposed amendment will be debated in line with the bye laws and is subject to a 2/3 majority of attendees voting in favour of the amendment at a quorate council meeting.

## LAPSING PREVIOUSLY PASSED POLICY

Aligned with the amendment process above or if deemed to be completed, proposals for policy to be lapsed may be submitted in advance of a Council meeting in line with time regulations that are outlined in Bye Law. Proposals to lapse a policy will require a proposer and a seconder and must be outlined in writing to the Clerk of Council. A proposal to lapse a policy will be debated in line with the bye laws and is subject to a 2/3 majority of attendees voting in favour of lapsing the relevant policy at a quorate council meeting.