

# SO 1002

## **STANDING ORDER GOVERNING THE GOVERNANCE ZONE**

### 1. **Interpretation**

These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of Hull University Union (hereafter collectively referred to as the Regulations) and shall be interpreted accordingly. In these Standing Orders:

- (a) “the Zone” means the Governance Zone;
- (b) “HUU” means Hull University Union;
- (c) “Council” means HUU Council;
- (d) “clear days” excludes University holidays; Bank Holidays; Saturdays and Sundays.

### 2. **Function**

The primary function of the Zone is to act as the recognised means of communication and liaison between all areas of HUU. In particular, the Zone shall:

- (a) Provide support for the President in co-ordinating campaigns and issues of mutual concern.
- (b) Provide scrutiny of the role of the President and hold the President’s actions to account.
- (c) Scrutinise motions brought forward for approval by referenda checking for grammar; ensuring that they meet the objects of the Charity; are legal; and any financial costs can be met out of that year’s approved budget.

### 3. **Membership**

Voting membership of the Zone shall be:

- (1) Chair, Union Council;
- (2) Chair, Welfare & Community Zone;
- (3) Chair, Education Zone;
- (4) Chair, Sport Zone;
- (5) Chair, Activities Zone;
- (6) Two Councillors for Scrutiny;

Non-voting membership of the Zone shall be:

- (1) The President.

Ex-Officio members:

- (1) Such others that the Zone may deem appropriate.

## **GENERAL PROCEDURE**

### 4. **Chair**

The Chair of the Zone shall be elected in accordance with the bye-laws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 1002 annex A, which is to be circulated 3 clear days in advance; keeping order within the meeting and ensuring points to action are met. The Chair may call an emergency meeting of the Zone. The Chair may request an emergency meeting of Council, which shall occur at the discretion of the Chair of Council.

### 5. **Councillors for Scrutiny**

The Councillors for Scrutiny are to:

- i. Ensure that all members of the Zone are following their strategy objectives;
- ii. Ensure that all areas of the Zone are within budget;
- iii. Assist if required in tasks and projects the Zone is undertaking.

### 6. **Meetings**

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

### 7. **Quorum**

The quorate of such meetings shall be fifty percent plus one of the voting membership plus the Chair.

### 8. **Minutes**

The minutes shall be taken by the Secretary to the Zone, who shall be elected from the voting membership at the first meeting of the committee in each academic year. These shall be handed in to Main Reception no later than 4 clear days following a Zone meeting. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the President, in the form of a report under the Governance Zone section of the Council agenda.

### 9. **Voting**

All votes shall require a greater than fifty percent majority to pass. All votes shall be public except those on motions of caution, censure and no confidence which shall be conducted by secret ballot, counted by the secretary and checked by the Chair.

### 10. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the President as detailed in the Bye-Laws.
- (2) Bring motions of censure and no confidence as detailed in the Bye-Laws against the President to Council.
- (3) Pass a motion of caution, censure or no confidence against other Zone members. Motions of no confidence are to be ratified by Council and if successful the member is removed from the Zone committee.
- (4) Submit questions in writing to the trustees of HUU to be asked by the President.
- (5) Submit questions to an officer at Council.

- (6) Propose a motion of caution against an Officer to Council.
- (7) Reject motions brought forward by the membership to go to referenda on the grounds that they would place HUU in financial or legal jeopardy. Rejected motions will then be eligible to be resubmitted after amendment by the proposer.
- (8) The Chair Steering will provide support and training for those members wishing to write motions to bring them to referenda.

Annex A:

Governance Zone Meeting Agenda

SR/AM October 2010

Passed at UEC: 7/12/10

Passed at Union Council: 13/12/10

Updated: OT/CC

Passed UEC: 6 April 2016

Passed UC: 11 April 2016

Passed UC: 20 February 2017

Passed UC: 16 October 2017

## **GOVERNANCE ZONE MEETING AGENDA**

### 1) ATTENDANCE

1. Apologies.
2. Register.

### 2) MINUTES

1. Minutes of the previous meeting.
2. Matters arising.
3. Previous points to action – results.

### 3) REPORTS

1. Report by President.  
Questions.
2. Report by Chair, Council.  
Questions.
3. Report by Chair, Welfare & Community.  
Questions.
4. Report by Chair, Education.  
Questions.
5. Report by Chair, Sport.  
Questions.
6. Report by Chair, Activities.  
Questions.
7. Reports by Councillors for Scrutiny.  
Questions.

### 4) PROPOSALS

Any proposals for action.

### 5) MOTIONS

1. Motions of caution/ censure/ no confidence.
2. Questions to trustees.

3. Questions for Council.

6) ANY OTHER BUSINESS

1. Any Other Business