

SO 3002

STANDING ORDER GOVERNING THE EDUCATION 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 Education Zone;
- b. "HUU" and 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 provide a forum to discuss current academic issues and decide upon a HUU position to be taken in the relevant meetings and events. The secondary functions of the Zone are to provide scrutiny and hold to account the Education Officer and other Zone Members.

All Zone members are members of Council; if a member resigns or is removed from either Council or their Zone position then they cease to hold both of these roles.

3. **Membership**

Voting membership of the Zone shall be:

- (1) Education Officer (casting vote only for electing a chair of the zone);
- (2) Part-time Students Officer;
- (3) Mature Students Officer;
- (4) Postgraduate Taught Officer;
- (5) Postgraduate Research Officer;
- (6) Two Councillors for Scrutiny;
- (7) International Students' Officer;
- (8) Faculty Representatives.

Ex-Officio members (non voting):

- (1) Education Co-ordinator;
- (2) Such others that the Zone may deem appropriate.

4. **Duties of the Membership**

1. **Education Officer**

- i. The duties of Education Officer are detailed in S.O. 3001.

2. **Part-time, Mature and Postgraduate Student Officers**

- i. The particular duties of the Part-time; Mature and both Postgraduate Student Officers are detailed in the relevant Standing Orders.

3. **International Students' Officer**

- i. Ensure that the views of International Students are represented at Education Zone meetings;
- ii. Duties in SO 3006.

4. **Faculty Representatives**

- i. The particular duties of Faculty Representatives are detailed in the relevant Standing Orders.

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.

5. **Election**

The members of the Zone shall be elected in semester two in accordance with S.O. 8001 and shall hold their positions for the next academic year. If a member is elected through an emergency election during the academic year to fill a vacant post then they shall hold the position until the end of that academic year.

GENERAL PROCEDURE

6. **Chair**

The Chair shall be elected in accordance with paragraph 36 of the byelaws and is responsible for keeping a register of attendance; following and approving the Zone meeting agenda as laid out in S.O. 3002 annex A, which is to be circulated three 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.

7. **Meetings**

Meetings of the Zone shall take place in weeks three; five; seven; nine and eleven. Minutes will be circulated to all members within five days of the meeting taking place.

8. **Quorum**

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

9. **Minutes**

The minutes shall be taken by a member of the zone. The minutes shall record points to action for the Zone members and shall be brought to the attention of Council by the Chair, in the form of a report under the Education Zone section of the Council agenda. The minutes will be circulated to members and on hullstudent within five days of the meeting taking place.

10. **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.

11. **Powers**

The Zone shall be able to:

- (1) Pass a motion of caution against the Education Officer as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the Education Officer 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 Education Officer.
- (5) Submit questions to an officer at Council.
- (6) Propose a motion of caution, censure or no confidence against an officer to council.

MB/LF/AM/EZ November 2011-12-14

Passed at Union Council: 12/12/11

Updated 2016 ME/KB

Passed at UEC: 6 April 2016

Passed at Union Council: 11 April 2016

Passed UEC: 26 April 2016

Passed UC: 9 May 2016

Updated: MT/AJ October 2016

Passed UEC: 4 October 2016

Passed UC: 17 October 2016

Updated: MT/AJ May 2017

Passed UC: 8 May 2017

EDUCATION 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 Education Officer.
Questions.
2. Faculty Representatives Report.
Questions.
3. Report by Part-time Student Officer.
Questions.
4. Report by Mature Student Officer.
Questions.
5. Report by Postgraduate Research Officer.
Questions.
6. Report by Postgraduate Taught Officer.
Questions.
7. Report by Scrutiny Councillors.
Questions.
8. Report by International Students' Officer.
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