

# SO 8005

## STANDING ORDER GOVERNING THE UNION EXECUTIVE COMMITTEE

### AUTHORITY

1. The Union Executive Committee (UEC) in discharging its responsibilities in accordance with the Constitution shall focus on:
  - a. Developing a democratic organisation;
  - b. Improving participation in all activities available in the Union;
  - c. Representing members to the University, local community and nationally;
  - d. Providing members with appropriate support and advice;
  - e. Investing continually to improve services;
  - f. Recruiting and retaining appropriate staff; and
  - g. Continually striving to improve everything the Union undertakes.
2. The provisions of Standing Orders governing Standing Committees of Union shall not apply to the Union Executive Committee.

### MEMBERSHIP

3. The voting membership of the Committee shall be:
  - a. the President, who shall be Chairperson and have a casting vote only;
  - b. the Education Officer;
  - c. the Sports Officer;
  - d. the Welfare & Community Officer;
  - e. the Activities Officer.
4. The non-voting membership of the Committee shall be:
  - a. the Chief Executive;
  - b. UEC officers-elect.

## **MEETINGS OF THE COMMITTEE**

5. Calling a meeting Meetings of the Committee shall be called by the Chairperson or at the request of at least three voting members. The Committee shall normally meet weekly during term time and in vacation on an as required basis. The frequency and timing of meetings may be dependent on the availability of the officers and therefore subject to modification each year.

6. Notice of a meeting Notice of each meeting together with the agenda shall be sent by the Chairperson to all members of the Committee and posted on the Standing Committee Notice Board at least one clear day in advance. An emergency meeting may only be called by the Chairperson where a matter of extreme urgency is involved.

7. Business

- a. only the business published on the agenda shall be transacted at a meeting of the Committee, unless in the opinion of the Chairperson it would not have been possible for the item to be published on the agenda and that the matter is of extreme urgency which cannot reasonably be deferred to the next meeting;
- b. reports from each member of the committee shall be promulgated on the official HUU website.

8. Quorum The quorum shall be four members.

9. Minutes Minutes shall be taken of all Committee meetings and except those concerning 'staff matters' or disciplinaries, forwarded to Council for acceptance, after ratification by a subsequent meeting of the Committee.

10. Attendance of other full members of Union Any full member of Union may attend a meeting of the Committee, except when a 'staff matter' or disciplinary is to be discussed. Any such member attending may have speaking rights except where such rights are withdrawn by a majority of the voting members of the Committee present at the time.

## **CONFLICT OF INTEREST**

11. Should any members of the Committee have any interest or conflict of interest with a topic of discussion, whether direct or indirect, then such an interest shall be declared and they shall not take part in any vote on such matters.

## **AMENDMENT**

12. These Standing Orders shall not be suspended and shall only be amended in accordance with the terms of the Constitution.

PWT/SEB  
August 2009

Passed at UEC: 4<sup>th</sup> August 2009  
Passed at HUU Council: 26<sup>th</sup> October 2009

Passed at UC: 8 May 2017