



# Union Council Motion

## Title of motion:

Ratification of new standing order 8009: Standing Order Governing Student Committee Elections.

## Context of motion:

There's generally been a lot of confusion for new committees around running AGM's/ EGM's. We don't have any clear policy on this, apart from some brief rules in the Society and AU Constitutions and as far as I'm aware, nothing in the way of guidance for Standing Committees such as RAG and LINKS. Last year, the Societies Executive Committee provided a "Crib Sheet" for Presidents to offer guidance. We faced a lot of issues last year with questions we just didn't have answers to in policy.

## Proposed resolution:

I have written a new standing order on the running of AGM's. This incorporates best practice that we have already been living by with rules taken out of the constitution. I have also sought external guidance from our consultant, Stephen Dowson, on this.

This standing order has been created by the Union Executive Committee and seeks ratification by Union Council.

Other standing orders will need to be amended to bring in line with this new standing order. These would include:

- 2003 Societies
- 4003 Athletic Union
- 8008 Standing Committees

**Proposer:** Tom McNamara (President of Activities)

**Secunder:**

- Standing Order created by UEC on 09/10/19

# STANDING ORDER GOVERNING STUDENT COMMITTEE ELECTIONS

## INTRODUCTION

### 1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, Bye Laws and the relevant Standing Orders of Hull University Union, and shall be interpreted accordingly. In these Standing Orders:

- a. "HUU" means Hull University Union;
- b. "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.
- c. "Student Committees" refers to Standing Committees and the committees of any Sports Club or Society ratified by Hull University Union.
- d. "Student Group" refers to the collective sum of the committee and membership of a Society, Sports Club or Standing Committee.
- e. "Paid Members" refers to students who have paid their membership for the Student Group in which they are intending to vote.

### 2. Application

These Standing Orders are to apply, unless otherwise prescribed, to all student committees, hereinafter referred to as committees and are to be interpreted in such a manner as not to conflict with the Articles and Bye Laws of Hull University Union.

### 3. Amendment

These Standing Orders shall be amended from time to time by Union Council.

## ADMINISTRATIVE ARRANGEMENTS FOR A MEETING

### 4. Calling a general meeting

An Annual General Meeting (AGM) must be called annually in Trimester 2 by the President or Chair of the committee with the assistance of the Secretary, to elect an incoming committee for the following year. The new committee details must be updated with HUU no later than the 1<sup>st</sup> of July. In the case of a vacancy opening up during the year, an Extraordinary General Meeting (EGM) can be called to fill the vacancy. An EGM can be called by:

- The President or Chair of a committee;
- A simple majority of the Committee (more than 50%);
- The voting membership of the student group upon written request, from 20% of membership, to the President or Chair of the group;

### 5. Venue:

The venue for the meeting must be in a public place so all members can attend. A lecture theatre or venue on campus is recommended. To request a room booking, please email [huu-reception@hull.ac.uk](mailto:huu-reception@hull.ac.uk).



6. **Notice:**

The event must be made public. Your members and HUU must be notified at least 7 clear days in advance of the meeting. This notice should include a date, time and venue of the meeting, as well the roles up for election. It is important that you provide a couple of lines describing what each role does.

To ensure all your members are notified, you can get a full list of your members from your SUMS dashboard. For help on this, email [hUU-activities@hull.ac.uk](mailto:hUU-activities@hull.ac.uk) (President of Activities) or [hUU-sport@hull.ac.uk](mailto:hUU-sport@hull.ac.uk) (President of Sports). Notice must be given to HUU through one of the above emails.

## CONDUCT OF MEETING

7. **Chairing**

The meeting will be chaired by the President or Chair of the outgoing committee. If they intend to run for a position they must step down for that part of the meeting and another member of the outgoing committee should chair that vote.

If preferred, you can request a member of the Societies Executive Committee or Athletic Union Executive Committee to attend to ensure the vote is conducted fairly.

8. **Positions to fill first**

The roles of President, Secretary and Treasurer are considered essential positions to the running of a committee and must be filled first before other auxiliary roles are considered.

9. **Quoracy**

20% of your paid members must vote at the meeting in order for the vote to be valid.

If you are unable to get 20% of your members to attend to vote at the meeting, you can contact HUU via the relevant email below to ask for the vote to be facilitated online.

## CANDIDATES

10. **Eligibility to stand:**

The following refers to members of the group whose committee is being elected.

Paid members - Entitled to stand and vote in committee elections (both EGM and AGM), and vote on all questions of policy. To stand, they must confirm they will be a University of Hull student for the length of their term.

Associate members - Cannot stand or vote in committee elections. They are entitled to attend, speak, and place items on the agenda at all meetings.

Placement Students - If they are on placement for 12 weeks or more in the upcoming year, they cannot run for President. They can however run for another position on committee as long as they have sufficient time to fulfil the role.

#### 11. **Expressions of Interest:**

In best practice, it is advised that candidates wishing to stand, express interest to the President or Chair prior to the meeting. Members can also nominate themselves on the day of the meeting but it is encouraged that they fully consider the position they are running for.

#### 12. **Length of Speeches**

For each position, the candidates who have nominated themselves will be given a maximum of 2 minutes to explain why members should vote for them.

#### 13. **Questions**

Once all speeches have been given for a particular role, the meeting will be opened up to members to ask questions.

Questions should be relevant to the role and directed to all candidates for that role. It is recommended that questions are limited to five per role, however this is up to the discretion of the Chair running the meeting.

### **VOTING**

#### 14. **General**

All paid members can vote once for each position that is to be filled. This does not include associate members.

For each position, there must also be the option to vote to Re-Open Nomination (RON). An EGM would have to be planned for a later date in that case.

#### 15. **Method of Voting**

Voting shall be done by secret ballot. The vote will be counted by the Chair of the meeting and verified by another member of the outgoing committee. Proxy voting is not allowed.

#### 16. **Voting Procedure**

For a candidate to be successfully elected they must have a simple majority of the vote. This means that they need to receive 50% +1 of the votes.

Where there are 3 or more candidates, if the candidate with the most votes does not have 50% +1 of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out and members will be asked to vote again. This will continue until the candidate has got 50% +1 of the votes.

In the event of a tie the winner (or candidate to be removed) shall be determined by a coin toss. In the event of a 3+ tie there shall be a drawing of lots to decide the winner (or candidate to be removed). This shall be done by the President/Chair of the outgoing committee, with another committee member observing.

### **REGISTERING THE NEW COMMITTEE**

Once the committee has been elected, their details and positions need updating with HUU so that they can be contacted when necessary. The



committee contacts form shown in Appendix A must be completed and sent to the relevant email below:

**Societies** [huv-activities@hull.ac.uk](mailto:huv-activities@hull.ac.uk)

**Clubs** [huv-sport@hull.ac.uk](mailto:huv-sport@hull.ac.uk)

**Raising & Giving  
LINKS** [huv-volunteering@hull.ac.uk](mailto:huv-volunteering@hull.ac.uk)