



UNION COUNCIL MOTION

Title of motion:

A Motion to bring a formalised pronoun policy to all Zone meetings and Union Council

HUU Notes:

Not all people use the pronouns associated with their presentation.

This is particularly pertinent to trans individuals.

Pronoun policies allow time for everybody to introduce themselves, and for everyone's pronouns to be known to the meeting.

This has been done before every union council meeting during 2018/19, and during every Inclusivity and Diversity Zone Meeting during the same time period. This has added a maximum five minutes to each council meeting

HUU Believes:

Formalising this policy across zone meetings and during union council empowers individuals to use their own pronouns.

It is particularly helpful in empowering HUU's trans population.

Explicit wording has been put in the updated standing order to ensure that nobody is forced to give pronouns if they do not wish

HUU Resolves:

To introduce a formalised pronoun policy in all Union Council Meetings and in all Zone Meetings.

Proposer: Jessica Rose Clunan: Disabled Students Officer, Chair of Inclusivity and Diversity Zone, Chair of Union Council

Seconders: Rayan Shipton, Trans Representative
Hannah Burgess, Trans rep elect
Laurence Johnston, Former LGBT+ Treasurer



Rosie Russell, PGT Officer
Felix McGregor
Thomas Davies

Additions Removals

PRONOUN POLICY

1. Statement

Hull University Union respects each individual's gender identity and believes that every individual should be able to share their own pronouns, and have them respected.

2. Implementation

This policy is to be applied at all meetings of:

Union Council

Governance Zone

Activities Zone

Education Zone

Sports Zone

Inclusivity and Diversity Zone

It is to be done after apologies are noted.

All members are given the opportunity to introduce themselves to the meeting. This takes the form of their name and their pronoun.

Examples of pronouns are 'he', 'she', 'they' &c.

No preference may also be stated, and an individual may opt out of this policy, in part or in its entirety, if they wish, however meetings as an entity cannot.

Whilst not binding at other meetings, it is strongly encouraged that this policy is applied to all meetings at HUU.

SO1002

STANDING ORDER GOVERNING THE GOVERNANCE ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. (a) "the Zone" means the Governance Zone;
2. (b) "HUU" means Hull University Union;
3. (c) "Council" means HUU Council;
4. (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:

1. (a) Provide support for the President of the Students' Union in co-ordinating campaigns and issues of mutual concern.
2. (b) Provide scrutiny of the role of the President of the Students' Union and hold the President of the Students' Union's actions to account.
3. (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. (1) Chair, Union Council;
2. (2) Chair, Welfare & Community Zone;
3. (3) Chair, Education Zone;
4. (4) Chair, Sport Zone;
5. (5) Chair, Activities Zone;
6. (6) Two Councillors for Scrutiny;

Non-voting membership of the Zone shall be:

- (1) The President of the Students' Union.

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. ii. iii.

Ensure that all members of the Zone are following their strategy objectives; Ensure that all areas of the Zone are within budget;

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 of the Students' Union, 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 of the Students' Union as detailed in the Bye-Laws.
2. Bring motions of censure and no confidence as detailed in the Bye-Laws against the President of the Students' Union 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 of the Students' Union.
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 Passed UC: 23 April 2018

GOVERNANCE ZONE MEETING AGENDA

SO 1002 Annex A

1) ATTENDANCE

1. Apologies
2. Register and Pronoun Policy

2) MINUTES

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

3) REPORTS

1. Report by President of the Students' Union

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.

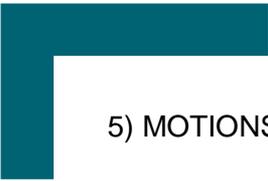
Questions.

7. Report by Councillors of 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

SO2002

STANDING ORDER GOVERNING THE ACTIVITIES ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. a) "the Zone" means the Activities Zone;
2. b) "HUU" means Hull University Union;
3. c) "Council" means HUU Council;
4. d) "clear days" excludes University holidays; Bank Holidays; Saturdays and Sundays.

2. Function

The primary function of the Zone is to originate and coordinate Hull University Union's Activities action and implement Hull University Union's Activities Strategy. The secondary functions of the Zone are to provide scrutiny and hold to account the President of Activities 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) President of Activities (casting vote only for electing a chair of the zone);
- (2) Chair RAG;
- (3) Two Councillors for Scrutiny;
- (4) Chair Societies
- (5) Executive Committee;
- (6) Heads Media Committees (shared vote).

Ex-Officio members:

- (1) Volunteering Co-ordinator;
- (2) Such others that the Zone may deem appropriate.
- (3) Student Activities Co-ordinator

4. Duties of the Membership

President of Activities

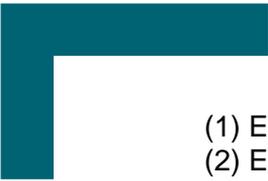
The duties of the President of Activities are detailed in S.O. 2001.

Chair RAG; Chair Societies Executive and Heads Media Committees

The particular duties of Chair RAG; Chair Societies Executive Committee and Heads Media Committees are detailed in SO 2008; 2011 and 2006, 2007, 2009 respectively.

Councillors for Scrutiny

The Councillors for Scrutiny are to:

- 
- (1) Ensure that all members of the Zone are following their strategy objectives;
 - (2) Ensure that all areas of the Zone are within budget;
 - (3) To 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. 2002 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. The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

8. Quorum

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

9. Minutes

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to General Office no later than four 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 Chair, in the form of a report under the Activities Zone section of the Council agenda.

10. Voting

All votes shall require a greater than fifty percent majority 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 President of Activities as detailed in the bye laws
 2. Bring motions of censure and no confidence as detailed in the bye laws against the President of Activities 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 Hull University Union to be asked by the President of Activities.
 5. Submit questions to an officer at council.
 6. Propose a motion of caution against an officer to council.

Approved:

UEC: 7th December 2012

Union Council: 10th December 2012 UEC:

Union Council: 20 February 2017 Union Council: 8 May 2017

Union Council: 23 April 2018

2002 Annex A:

ACTIVITIES ZONE MEETING AGENDA

ATTENDANCE

Apologies. Register.

Pronoun Policy

MINUTES

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

REPORTS

Report by President of Activities. Questions.

Report by Chair RAG. Questions.

Report by Chair Activities Zone. Questions.

Report by Chair Societies Executive Committee; Questions.

Report by Heads Media Committees; Questions.

Report by Councillors of Scrutiny; Questions. PROPOSALS

Any proposals for action.

MOTIONS

Motions of caution/ censure/ no confidence. Questions to trustees.
Questions for Council.

ANY OTHER BUSINESS



SO3002

STANDING ORDER GOVERNING THE EDUCATION ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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:

1. “the Zone” means the Education Zone;
2. “HUU” and means Hull University Union;
3. “Council” means HUU Council;
4. “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 President of Education 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. President of Education (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. President of Education

- i. The duties of President of Education 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 quoracy 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. (1) Pass a motion of caution against the President of Education as detailed in the bye laws.
2. (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Education to Council.
3. (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. (4) Submit questions in writing to the trustees of HUU to be asked by the President of Education.
 5. (5) Submit questions to an officer at Council.
 6. (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

Passed at UC: 23 April 2018

3002 Annex A

EDUCATION ZONE MEETING AGENDA

1) ATTENDANCE

1. Apologies.
2. Register and Pronoun Policy

2) MINUTES

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

3) REPORTS

1. Report by President of Education. 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

SO5002

STANDING ORDER GOVERNING THE INCLUSIVITY AND DIVERSITY ZONE

1. Interpretation

These Standing Orders shall be read in conjunction with the Articles, 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 Inclusivity and Diversity Zone;
- b. "HUU" means Hull University Union;
- c. "Council" means HUU student 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 Inclusivity and Diversity issues and coordinate HUU's Inclusivity and Diversity based actions and events. The secondary function of the Zone are to provide scrutiny and hold to account the President of Inclusivity & Diversity 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. President of Inclusivity and Diversity (casting vote only for electing a chair of the zone);
2. Black, Asian and Minority Ethnic Students Representative;
3. Disabled Students Representative;
4. LGBT+ Students Representative;
5. Women's Representative;
6. LINKS Officer;
7. Environment & Ethics Representative;
8. Trans Representative;
9. Two Councillors for Scrutiny.

Ex-Officio members:

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

4. Duties of the Membership

(1) President of Inclusivity and Diversity

- i. The duties of the President of Inclusivity and Diversity are detailed in S.O. 5001.

2. BAME; Disabled Students; LGBT+; Women's and Trans Representative i. The particular duties of these Representatives are detailed in their respective standing orders.

3. Councillors for Scrutiny

The Councillors for Scrutiny are to:



i. Ensure that all members of the Zone are following their strategic objectives; ii. To 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 SO 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 SO 5002 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 fortnightly during trimesters outside of exam periods.

The day and time of these meetings shall be agreed by the membership following the first Council of each semester.

8. Quorum

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

9. Minutes

The minutes shall be taken by the Secretary to the Zone, who shall be elected in the first Zone meeting of the academic year. These shall be handed in to the General Office no later than four 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 Chair, in the form of a report under the Inclusivity and Diversity Zone section of the Council agenda.

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 President of Inclusivity and Diversity as detailed in the bye laws.
- (2) Bring motions of censure and no confidence as detailed in the bye laws against the President of Inclusivity and Diversity 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 of Inclusivity and Diversity.

(5) Submit questions to an officer at council.

(6) Propose a motion of caution against an officer to council.

KLH/ RB March 2013 Approved:
UEC: 05/04/2013 UC: 15/04/2013

Updated: AD/ME
Approved UEC:
Approved UC: 19 October 2015

Approved UC: 8 May 2017 Approved UC: 16 October 2017

Passed at UC: 23 April 2018

Passed at UC: 22 October 2018
February 2019
Annex A
Inclusivity and Diversity Zone Meeting Agenda

INCLUSIVITY AND DIVERSITY ZONE MEETING AGENDA

5002 Annex A

- 1) ATTENDANCE 1. Apologies.
2. Register-**and pronoun policy**

2) MINUTES

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

3) REPORTS

1. Report by President of Inclusivity and Diversity.

Questions.

2. Report by BAME Students Representative.

Questions.

3. Report by Disabled Students Representative;

Questions.

4. Report by LGBT+ Students Representative.

Questions.

5. Report by Women's Representative.

Questions.

6. Report by Trans Representative. Questions.

7. Report by Scrutiny Councillors. 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

SO8003

STANDING ORDER GOVERNING UNION COUNCIL MEETINGS

INTRODUCTION

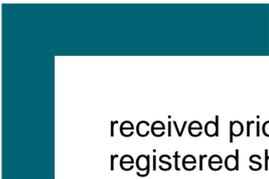
1. Interpretation
These Standing Orders shall at all times be subject to the provisions of the Articles and Bye Laws and shall be read in conjunction therewith.
2. Amendment:
These Standing Orders shall be amended from time to time by the Union Executive Committee
3. Implementation of Decisions
Decisions of Council shall become effective on completion of the meeting concerned.

ADMINISTRATIVE ARRANGEMENTS FOR A MEETING

4. Convening a Meeting:
Meetings of the Council shall be convened by the Chair Union Council at the request of the Union Executive Committee or at least 10 members of Council (Bye Laws). Ordinary and extraordinary meetings of Council shall be notified on the website.
5. Submissions of Motions and Reports:
Motions, minutes and reports for inclusion with the agenda (or publication on the Union's Webpage, as Council directs from time to time) shall be lodged with the Democracy & Governance Co-ordinator at least four clear working days (4.30 pm on Monday of previous week) preceding the meeting. Reports of University Committee meetings shall be submitted as written reports. Motions require a proposer and a seconder.
6. Agenda:
The agenda, together with minutes of the previous meeting, shall be published on the Union's official website and circulated to members via E-mail at least two clear days in advance (Bye Laws).
7. Submission of Amendments:
Amendments which may be contrary to the spirit of the main motion require a proposer and seconder.
8. Submission of Drafting Amendments:
A written drafting amendment to a motion or an amendment may be handed to the Chairperson after 11 am on the day of the meeting. The drafting amendment shall only 'delete parts' or make minor alterations, which do not alter the spirit of the motion or amendment.

Such changes shall only be made by the proposer of the original motion or amendment, or with his/her consent. The admissibility of a drafting amendment shall be at the discretion of the Chairperson. If accepted, the Chairperson shall read the drafting amendment to the meeting before the motion is proposed.

9. Attendance:
Members attending a meeting are to register with the Democracy & Governance Co-ordinator. In order to complete registration, a member must join the meeting not later than 1 hour after the published time of commencement. Unless apologies have been



received prior to the start of the meeting (Bye Laws), any voting member not so registered shall be deemed to be absent.

10. Order of Business

Subject to a Procedural Motion to the contrary, the order of business shall be as detailed at Annex A.

11. Business Carried Forward to the Next Meeting

Any item of business on the agenda which is not discussed during the meeting, shall only be carried forward upon receipt of a written request from the proposer, and lodged with the Chair Union Council at the end of the meeting.

THE CHAIRPERSON

14. Election

The election of the Chairperson and Deputy Chairperson or any temporary election for these posts shall be conducted in accordance with the Bye Laws.

15. Responsibilities

The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Articles, Bye Laws and these Standing Orders.

The ruling of a Chairperson on points of order, admissibility of motions and amendments and on any matter relating to the conduct of the meeting shall be final and binding, subject to a successful challenge to the Chair (see paragraph 17 below). The Chairperson shall be heard in silence at all times.

16. Involvement

The Chairperson shall not participate nor vote in any debate, except for a casting vote as authorised in the Bye Laws

17. Challenge to the Chair

A Procedural Motion challenging a ruling of the Chairperson may be raised as a 'point of order' by any member of Council. If supported by five voting members the Deputy Chairperson shall take the chair and request:

1. a) the Chairperson to state his/her reasons for making the ruling;
2. b) the challenger to state his/her case;
3. c) one other member to support the ruling of the Chairperson.

There shall be no questions and immediately thereafter the challenge shall be put to the vote, which shall only be upheld if carried by two thirds of those present and eligible to vote.

18. Closing a Meeting

No Council meeting held in the evening shall continue beyond 10.30 pm unless two-thirds of those present and eligible to vote express a desire for it to do so, with the provision that debate on any motion which is at that time under consideration shall continue until a vote has been taken. The Chairperson shall also have authority to adjourn or close the meeting for unruly conduct; on this point his/her authority shall not be challenged.

CONDUCT OF MEETING

19. Section 1 - Election to the Chair

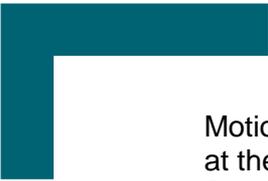
Where necessary an election to the Chair shall take place in accordance with paragraph 14 above and 30 below.

20. Section 2 - Attendance

Apologies and resignations shall normally be 'noted', unless on a 'point of order' the matter is put to the vote. **The Pronoun Policy is to be enacted here.**

21. Section 3 - Minutes

Minutes shall normally be noted and ratified by assent, subject to a Procedural



Motion to refer a minute back. Questions under 'matters arising' shall be taken at the discretion of the Chairperson.

22. Section 4 - Reports

Reports by members of the Union Executive Committee shall be promulgated on the official Hull University Union website, and reinforced by a verbal report at Council meetings which should not exceed three minutes and be so framed as to bring to the attention of Council matters of importance. Questions shall only be asked if:

1. a) it is a question to which a satisfactory answer cannot be obtained privately;
2. b) it is a question designed to bring an important matter to the notice Council.

Written questions may also be submitted either for inclusion on the agenda or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute. Any supplementary questions either written or oral, shall not exceed two, and shall also be limited to one minute duration. Reports shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote.

23. Section 5 - Administration

Elections and ratifications shall take place in accordance with the Articles, Bye Laws and Standing Orders. The method of voting in an election is detailed at paragraph 30 below. Ratifications, applications for membership and reciprocal agreements shall normally be accepted by assent, unless on a 'point of order' the matter is put to the vote. Policy rescissions shall be for noting.

24. Section 6 - Motions

Only one motion or amendment shall be before the meeting at any one time. If at any time during the debate two or more members wish to speak at the same time, precedence shall be given to the member who first 'catches the eye' of the Chairperson. Once the proposer has spoken on a motion or an amendment, that motion shall not be withdrawn except with the consent of the meeting. Subject to the above, the Chairperson shall conduct the debate as detailed below:

a) Order of Debate

Unless Council is 'in committee' (see paragraph 27e below) speeches on a motion or an amendment shall take the following form:

- (1) Proposer (or their nominee) presents the motion.
- (2) Proposer takes questions on the motion.
- (3) Open debate.

b) Amendments

It is open to the proposer of a main motion to accept an amendment, subject to a 'point of order' that 'it be not incorporated'. If such a proposal is carried, the main motion shall revert to its original form. Unless incorporated into the main motion, an amendment or amendments appearing on the agenda shall be debated after the main motion has been presented. If such an amendment is carried, it becomes the main motion and shall be re-proposed as such, after which any remaining amendments, if any, shall be

debated. This procedure shall continue until only one motion remains; this shall be the main motion.

c) Length of Speeches

Speeches shall not exceed three minutes. The Chairperson may exercise their



discretion to extend a speaker's time limit if they have been interrupted or otherwise prevented from making their speech in a normal manner.

d) Questions to the Speaker

Any member of the Union may put a question to a speaker, provided that they have signified to the Chairperson their intention of giving way, except in the event of a challenge to a ruling of the Chairperson (see paragraph 27a below). Questions, which shall not exceed one minute in duration, shall be framed as information offered to or asked of the speaker.

25. Section 7 - Any Other Business

Only the business published on the agenda shall be transacted at a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business, not having previously appeared, on the agenda may be taken if, in the opinion of the Chair, it would not have been possible for the business to have been published on the agenda or that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council (See Bye Laws).

POINTS OF ORDER

26. Raising a Point of Order

A point of order relating to the conduct of the meeting or a proposal to accept a Procedural Motion can be tabled by a member at any time, except where a vote is being taken, and as such shall take precedence over all other business.

27. Procedural Motions

Procedural Motions, as detailed below, may be proposed by any member of Council as a 'point of order'. Such motions require a proposer and seconder unless otherwise stated. Where two or more Procedural Motions are proposed, they shall be debated in accordance with the following order of precedence.

1. a) A challenge to a ruling of the Chairperson (paragraph 17 above refers); such a challenge shall require a proposer plus the support of five voting members of Council.
2. b) A motion for a temporary suspension of the order of business.
3. c) A motion that the question be now put; this shall only be accepted at the discretion of the Chair. There shall be no discussion on this motion and if carried the meeting shall immediately proceed to vote, subject only to the right to give a speech in summation.
4. d) A motion that the main motion or amendment under debate is voted on in parts.
5. e) A motion that Council moves into Committee. If carried, no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council. The extent of the intended exclusion should be made clear in the procedural motion.
6. f) A motion that Council moves out of committee; where such a motion is carried it shall be noted in the minutes.

g) A motion that the matter lie on the table.

h) A motion to adjourn or postpone the matter to a later specified meeting.

9. i) A motion to refer the matter to a Select Committee (paragraph 31 below refers).

10. j) A motion to refer the matter back to a Standing or Select Committee.

11. k) A motion for the adjournment of Council; such an adjournment shall take place on completion of a specified item of business.

VOTING

28. General

Each voting member of Council shall exercise one vote in respect of any one matter put to the vote except as detailed at paragraph 30c (2) below.

29. Method of Voting

Voting shall be by show of voting cards unless a secret ballot is proposed as a 'point of order' by any member of Council.

Such a proposal shall be carried if supported by five voting members of Council. If a member of Union Council cannot attend a meeting and wishes to give their proxy to another voting member, they must email the Student Voice Manager their apology with good reason and designated proxy by noon on the day of the Union Council meeting.

Explicit voting instructions must be included and are only accepted if received by the Student Voice Manager in writing in advance of the meeting. If motions are amended during the meeting, the proxy-vote is automatically counted as a vote in abstention. The person holding a proxy-vote at Union Council should be from the same zone as the member whose proxy they have. Union Council members can only use the option of proxy-voting twice per academic year.

30. Voting Procedure

Voting may be by a simple majority, two thirds majority or an exhaustive or block vote system as detailed below.

1. a) Simple Majority

All motions shall be carried by a simple majority of those present and eligible to vote unless otherwise prescribed.

2. b) Two Thirds Majority

The motions details below shall only be carried by a two thirds majority of those present and eligible to vote:

1. (1) A Procedural Motion.

2. (2) Any motion or amendment that proposed or shall necessitate a change to Standing Orders, Bye Laws or the Articles

3. (3) Two or more delegates or observers to a conference (see SO 3.001).

4. (4) Affiliations.

3. c) Exhaustive or block vote

Voting in elections for Chair and Deputy Chair of Council, positions on Standing Committees (Bye Laws paragraph 22 refers) where either there was no nomination in the cross campus elections or as the result of a resignation

(Bye Laws paragraphs 20c, 22c and 24c refer), positions on a Select Committee (see paragraph 32 below) or positions on University Committees shall be by method of exhaustive vote in the case of single appointments or block vote in the case of multiple appointments, as detailed below.

4. d) Single Appointment

Voting for a single appointment shall be by show of voting cards. Where a result is not achieved in the first ballot, further ballots will be conducted excluding candidates who fail to equal or exceed the vote of the candidates next above, in combination or by themselves. If at any point there are two or more candidates with equal votes that under the above rules cannot be excluded, a separate ballot shall be held to determine who shall be excluded from the next stages.

5. e) Multiple Appointments

Voting for multiple appointments shall be by ballot with each voting member of Council having a number of votes equal to the number of appointments to be



filled. The candidates with the highest number of votes shall be elected. In the event of a tie the Chairperson shall have the casting vote.

SELECT COMMITTEE

31. Matters to be Referred

The Chairperson shall at his/her discretion refer any motion of a controversial nature to a Select Committee. Notwithstanding the above, Council may refer any matter to a Select Committee subject to a Procedural Motion to that effect (see paragraph 27i&above).

32. Membership:

The membership of a Select Committee shall be an ex officio member of Council who shall act as Chairperson and four voting members; the membership shall be elected in accordance with paragraph 30c above. (See Byelaws)

33. Report Back

The Chairperson shall report back to the next Council meeting but one. The report shall not be amended, except that sections may be accepted or rejected by Council or that sections may be referred back for further consideration (see paragraph 27j above). In such cases a further report shall be made to the next Council meeting, unless an extension be granted.

Annex

A. Union Council - Order of Business

PT/JH

Passed at UEC:

Passed at HUU Council:

Updated: ME/MT

Passed UEC: 6 April 2016 Passed UC: 11 April 2016

Updated: ME/SH

Passed UEC: 26 April 2016 Passed UC: 9 May 2016

Updated: MR/MB

Passed at UC: 8 May 2017



ANNEX A TO SO8003

UNION COUNCIL – ORDER OF BUSINESS

SECTION 1: ADMINISTRATION

1. Adoption of the agenda
2. Apologies: for acceptance
3. Resignations: for notification
4. Pronoun Policy
5. Minutes of the previous meeting
6. Matters arising
7. Chair of Council
8. Deputy Chair of Council
9. Ratification of Union Societies
10. Associate members
11. Temporary members

SECTION 2: REPORTS

1. Governance Zone
 1. (a) Report by President of the Students' Union
 2. (b) Questions
 3. (c) Report by Chair of Governance Zone
 4. (d) Questions
 5. (e) Motions
2. Activities Zone
 1. (a) Report by President of Activities
 2. (b) Questions
 3. (c) Report by Chair Activities Zone
 4. (d) Questions
 5. (e) Motions of Policy/General nature
3. Education Zone
 1. (a) Report by President of Education
 2. (b) Questions
 3. (c) Report by Chair Education Zone
 4. (d) Questions
 5. (e) Motions of Policy/ General nature
4. Sport Zone
 1. (a) Report by President of Sports
 2. (b) Questions
 3. (c) Report by Chair Sport Zone
 4. (d) Questions
 5. (e) Motions of Policy/General nature
5. Welfare & Community Zone
 1. a) Report by President of Welfare & Community
 2. b) Questions
 3. c) Report by Chair Welfare Zone
 4. d) Questions

e) Motions of Policy/General Nature

7. Conferences (only to be placed on the Agenda if Conference has taken place):
 1. Reports from delegates.
 2. Questions.

- 
3. Associate members.
 4. Temporary members.
 8. Reciprocal agreements (only to be placed on the Agenda if Agreement has been put forward)
 9. Policy rescissions (only to be placed on the Agenda if Rescission has been put forward)
 10. Affiliations (to be promulgated on the Official Notice Board and the Hull University Union official website. To be taken to Council if there is a query relating to the Affiliation)

SECTION 3: PROCEDURAL MOTIONS

1. Motions affecting the Articles, Bye-laws or Standing Orders

SECTION 4: OPEN DISCUSSION

SECTION 5: ANY OTHER BUSINESS

1. Any Other Business in accordance with Bye-laws.

AC/JC

Passed at UEC Meeting: 7/12/10 Passed at Union Council: 13/12/10

Updated: MT/ME

Passed UEC: 6 April 2016 Passed UC: 11 April 2016

Passed UC: 8 May 2017 Passed at UC: 23 April 2018