

Minutes of the Imperial College Union
Governance Committee
26 November 2013
Room 6, 6.00pm

PRESENT:

Alumni Trustee	Andy Heeps – Chair (AH)
Officer Trustee	Yasmin Edwards (YE)
Officer Trustee	Marissa Lewis (ML)
Student Trustee	Bukki Adedapo(BA)
Student Trustee	Michael Foster
Permanent Observers	
Managing Director	Joseph Cooper (JC)
Governance & Administration Manager – Clerk	Rebecca Coxhead (RC)

Observer: Alex McKee Central Services Manager (AMK)

1. CHAIRS BUSINESS

NOTED:

- a) All were welcomed to the first meeting of the Governance Committee

2. DECLARATION OF CONFLICT – none

3. ELECTIONS 2012/13 REVIEW AND ACTION PLAN

RECEIVED: The document was presented by AMK

NOTED:

- a) AMK was thanked for the comprehensive document that he presented.
- b) It was pointed that elections under pins what the Union does.
- c) 'Severe' and 'non severe' definitions are at the discretion of the Returning Officer.
- d) The Returning Officer was communicated with and kept in the loop at all time during the Big Election 2013.
- e) The control that candidates have on campaign teams is determined by the Returning Officer.
- f) It was agreed by the Governance Committee that their purpose is to be available during elections without explicitly being involved.
 - i. Candidates should know the route of appeal.
 - ii. The Returning Officer is appointed on their abilities and capabilities.
- g) It was suggested that all elections happen during 1 election however it was pointed that there is a capacity issue as well as logistics of losing good candidates who potentially aren't successful for one position – limiting what they can/will stand in.
- h) Generally, candidates didn't feel that the voting time was too long.
- i) BA offered to be involved in the explaining of the role to Student Trustee Candidates.
- j) Extend in the information session to voters.
- k) Balance of the informal drop in sessions along with formal training.
- l) Drop in sessions 'union elections expo'.
- m) Make training session available online.
- n) There are logistical constraints that don't allow some clubs with large memberships to hold their elections in a room as there is not a room large enough to hold them.
- o) Help some clubs with the democratic journey.
- p) Clubs have been selected on size or those that have high number of International or and PG's .
- q) It was pointed that if a club doesn't want to do online elections, don't force them.
- r) CAG will not be included.

- s) Utilise International week on 6 March
- t) The committee accepted and approved the report and plan.
- u) Training is essential and it is a positive step forward.

RESOLVED:

- 1) To accept the report and plan.**

4. RETURNING OFFICER

RECEIVED: A verbal request was given by JC

NOTED:

- a) Jim Dickinson is currently Chief Executive at University of East Anglia.
- b) The committee approved Jim Dickinson as Returning Officer for elections 2014.
- c) By Laws for minor elections, G2, says that the Returning Officer must be a member of the Union however as minor election positions are taking place within a 'major election, they will follow the rules and regulations as laid down by the Returning Officer and there is no issue with an external Returning Officer .

RESOLVED:

- 1) To appoint Jim Dickinson as the Returning Officer for elections 2014.**

5. GOVERNANCE MATRIX

RECEIVED: The matrix was presented by AH

NOTED:

- a) Need a robust system to check the Board
- b) The aim is to turn all issues in to 'green'.
- c) The committee will work on the red and amber points as projects.
- d) Delegation of authority will be looked at again.
- e) A lot of these topics are perfect for away day topics.
- f) Appointments & Remunerations Committee have succession planning under their remit.
- g) JC will work with AH to move this forward.
- h) 7.08 'Safeguards are in place to ensure that a Trustee or former Trustee does not gain an 'inside track', or any unfair advantage because of their Trusteeship when applying for a paid position within the students' union. needs swift movement as it opens up perception of bias.
 - i. It needs to be clarified if it includes both full time and part time positions.
 - ii. Prior Trustees should not be hindered from being able to take employment to make money to support their studies.
 - iii. Major and minor roles definition.
- b) The Governance Matrix will be a standing agenda item

6. DEMOCRACY REVIEW

RECEIVED: The paper was presented by AMK

NOTED:

- a) A presentation was given by AMK.
- b) An update will be given to the next Governance Committee
- c) Findings and action if any changes need to happen, include in big picture changes
- d) It was stated that this would be good to present to the Trustee Board at some stage.

Meeting closed 7.45pm