

## **Report on 2016-2017 Union Council Reform Working Group**

Proposed by Chair of Working Group: Kai Matthews

Seconded by Chair of ICU Chair: Owen Heaney

### **The Union Notes that:**

Divided into:

1. **Situation** of working group is,
2. **Background** of working group is,
3. **Assessment** of working group progress is, &
4. **Recommendation** to Council is

#### **1. Situation:**

**Committee goal** / What the goal of this committee is:

- **To** draft a **rewrite** of Union Council **Rules and Procedures**

**Why we are doing this** / Goal of reforming Council procedures:

- **To allow council to pass votes all year round**
- **To improve the running of council and by association the union as a whole**

**Why is this a problem?** / Basis for the why we think this is / there is a problem:

- For the past two years there has been an issue of quoracy at Council which worsens as the year goes on - **low attendance at meetings leads to council being unable to vote on** matters which it needs to as quoracy (minimum number of members required to be present to officially pass votes) is inadequate. Thus impeding the proper running of the Union.

#### **2. Background:**

This Working Group was formed for the reasons outlined above, via a motion from Council carried out during the academic year of 2016-17, and Kai Matthews was voted by Council to lead this working group.

Key dates:

**10/01/17:** Kai asks Union Council Chair Abi De Bruin to remind Council that volunteers are needed for the working group as few people have volunteered.

**13/02/17:** Adequate number of volunteers reached. And draft email introducing the structure of the working group circulated to Abi De Bruin for review prior to sending out to rest of working group. Working group to consist of: Kai Matthews (UG FoM Ordinary

Council Member), Nas Andriopoulos (ICU President), Abi De Bruin (Council Chair), Abhijay Sood (UG FoNS Ordinary Rep) and James Targett (PG Faculty of Engineering Council Ordinary Member).

**16/02/2017:** Abhijay Sood asks Kai Matthews (Working Group Chair) for an update regarding what is going on. Kai Matthew responds to Abhijay by informing him that he will send out an introduction email that week or early the following week after he has heard back regarding questions on group formatting.

**20/02/2017:** Kai Matthews updates Abhijay Sood that he still has not received Abi De Bruin's feedback on the introduction email explaining the structure and format of the constitution reform working group.

**03/03/2017:** Kai Matthews sends introductory email to working group as Abi Du Bruin failed to reply within a reasonable space of time. Introductory email contains Doodle poll so all members of Committee can notify Kai as to when they are available to attend working group meetings, so that dates and times can be selected which allow for maximum attendance and therefore representation at each meeting.

**13/03/2017:** Kai Matthews sends email to Nas Andriopoulos (ICU President) and Abi De Bruin (ICU Chair) asking them to input availability dates to Doodle poll, as rest of Working group has already done so. Kai Matthews also informs them that once the poll is completed, a list of dates and times will be sent to Abi Du Bruin to allow for booking of meeting spaces. Several individuals appeared to distribute the email sent to them, as individuals who had not previously voiced interest in attending the working group had added themselves to the working group's doodle poll without formally asking to be part of the group.

**19/03/2017:** Kai Matthews emails Nas Andriopoulos (ICU President) and Abi De Bruin (ICU Chair) again with the same email he sent them on the 13/03/2017. Asking them to input availability dates to Doodle poll, as rest of Working group has already done so.

**22/03/2017:** Kai Matthews sends completed list of working group meeting dates to Abi De Bruin for room booking arrangements to be made.

Dates were as follows:

Saturday, 25/3/17, at 9:30 - 13:30

Thursday, 30/3/17 at 21:00 - 22:30

Wednesday, 26/4/17 at 19:00 - 22:00

Thursday, 27/4/17 at 18:00 - 19:30 or 21:00-22:30

Saturday, 29/4/17 at 9:30 - 13:30

Wednesday, 3/5/17 at 19:00 - 22:00

Thursday, 4/5/17 at 18:00 - 19:30 or 21:00-22:30

**13/04/2017:** Kai Matthews sends completed list of working group meeting dates to Abi De Bruin again for room booking arrangements to be made. And no response received to communications

**29/07/2017:** Kai Matthews informs Owen Heaney (Incoming Chair for 2017-2018) of lack of contact regarding Working group meeting room bookings.

### 3. Assessment:

Volunteers were obtained from last year's Council.

Attempts were made to ensure maximum attendance at working group meetings through date selection being generated through a Doodle Poll.

Room bookings failed to be allocated to Working Group.

### 4. Recommendation by Chair of Working Group:

Working group be re-opened at start of 2017-2018 to allow for new members of Council to participate.

Working group to have a deadline of December 2017 to present its recommendations to Council on the constitution.

Implement new 'Terms of Reference for Union Council Constitution Working Group', and present alongside Report on Council Constitution Working Group Progress at start of 2017-2018 Council Year at first meeting.

#### **The Union believes that:**

1. Union Council should be reviewed.
2. Updates to Union Council Procedures should be informed by a working group to be named the Council Reform Working Group.
3. The Chair of Union Council (2017-2018) should make all reasonable efforts to provide the working group with appropriate meeting spaces when notified of the relevant dates.

#### **The Union Resolves to:**

1. Renew the mandate for the Council Reform Working Group.
2. Adopt the attached Terms of Reference to guide the committee.
3. Ask all members of the Working group at the time of final reporting in December 2017 if they feel that the working group has been conducting its activities in accordance with the Terms of Reference for the Council Reform Working Group proposed alongside this report.