

Standing Orders of Imperial College Union Council

Purpose

The purpose of the rules below is to regulate the procedures and conduct for meetings of Union Council and, where applicable, its subcommittees. These Orders are supplementary to the provisions of the Union's Constitution and Bye-Laws, which govern the composition and powers of Council. As Policy, they shall be binding on individual Members of Council, but not on Council as a body, which shall retain the right to overrule and amend the Orders by simple majority vote.

Contents

1. Definitions and Interpretations
 2. Nature of the Standing Orders
 3. Permanent Amendments to Temporary Suspension of Standing Orders
 4. Voting
 5. Absence of the Chair
 6. Order of Business
 7. Reports
 8. Notice of Business
 9. Motions which may be Moved without Notice
 10. Withdrawal of Business
 11. Amendments to Business
 12. Rules of Debate
 13. Structure of Papers
 14. Limits on Length of Meetings
 15. Email Voting
 16. Challenging the Chair
 17. Disorderly Conduct
 18. Appointment of Committees
 19. Delegation to Committees and Officers
 20. Implementation of Council Resolutions
 21. Time and Location of Meetings
 22. Quorum
 23. Proxies
 24. Shared Positions
 25. Notice of Removal of Ordinary Members for Lack of Attendance
 26. *Ultra Vires*
- Appendix A – Standing Requests for Papers
 - Appendix B – Standing Orders of Subcommittees of Council
 - Appendix C – Glossary of Terms

Standing Order 1 (Definitions and Interpretations)

1. Definitions and interpretations of terms used shall be contained in Appendix C.
2. Where relevant, any term not defined here will take the meaning in the Constitution and Bye-Laws.

Standing Order 2 (Nature of the Standing Orders)

1. The provisions in these Orders shall, as Union Policy, be binding on all present at meetings of Council and, where appropriate, its sub-committees, as set out in their own standing orders.
2. In the event of dispute the initial interpretation of these Standing Orders shall be made by the Council Chair.
 - a. The interpretation of the Chair may be appealed to the President.
 - b. If the interpretation of the President does not resolve the dispute, the matter may be referred to the Board of Trustees for a final and binding judgement.
 - c. If the dispute relates to a procedural matter at a meeting, an interpretation from the Board of Trustees overruling the initial judgement during the meeting shall not automatically invalidate any decisions taken by Council except those specifically invalidated by the Board.
 - d. The Chair and President shall take prior rulings into account when making their interpretations.
3. These Standing Orders will be available on the Union website and will be provided to any member of the Union within five College days of a written request to the Chair.
4. These Standing Orders may only be amended by Union Council or a higher body in accordance with the Bye- Laws.
5. These Standing Orders are superseded by – in decreasing order of priority – the Imperial College Union's Constitution and its Bye Laws; and the Policies of the Board of Trustees.
 - a. Should any provision in these Standing Orders conflict with any of the above, it shall be invalid
 - b. The Chair shall be responsible to Council for ensuring that these Standing Orders are in compliance with the documents specified above.

Standing Order 3 (Permanent Amendments to and Temporary Suspension of Standing Orders)

1. Amendments to these Standing Orders must be proposed before a meeting as Matters for Decision at least 5 days prior to the meeting in accordance with the rules set out in the Bye-Laws and in SO8.1, and shall be adopted (as Policy) by simple majority vote.
2. Should any provisions in these Standing Orders become an obstacle to effective debate and decision-making, they may be temporarily suspended for the purpose of making Council more effective. This may only be done as long as there are no objections from any persons present at the meeting.
 - a. No such suspension may allow Council to act in any way which is contrary to the Constitution or Bye-Laws.
 - b. If at any point any objections are raised to the suspension it shall immediately cease to have effect.
 - c. In any case, no such suspension shall continue to have effect after the end of the meeting where it was enacted.

Standing Order 4 (Voting)

1. Unless specifically decided otherwise by majority vote, all votes on Business shall be conducted via electronic voting pads and the votes of all Members present recorded for publication on the Union's website.
2. If voting pads are unavailable, votes shall be taken by show of hands.
3. Special provisions for secret voting may be made by the Chair if voted for by Council by simple majority or if in the opinion of the Chair it is necessary for the vote to be performed as such (subject to the rules on challenging the chair in SO16)
4. Votes to accept minutes of previous meetings may be taken by show of hands unless it is specifically requested that the vote be taken normally.

Standing Order 5 (Absence of the Chair)

1. If the elected Council Chair is not present at a Meeting, or has relinquished the Chair temporarily due to a perceived or actual conflict of interest, Council shall elect from amongst itself an Acting Chair, who shall Chair the Meeting for such time until the Chair returns.
2. Voting in an election for an Acting Chair shall be held in accordance with the procedures in SO4.
3. The Returning Officer for any election of an Acting Chair shall be the Union President.
 - a. In the event of the President's absence, the Returning Officer shall be one of the Union Deputy Presidents or a Constituent Union President
4. Council may not be chaired by a current Officer Trustee.

Standing Order 6 (Order of Business)

1. The Agenda for each Meeting of Council shall contain any sections required to be present as set out in the Bye Laws. This Standing Order will provide detail as to Business to be presented in each section.
2. The first order of business shall be the Chair's Business, which shall include approval of the previous Meeting's minutes, notices of removal of ordinary members for lack of attendance pursuant to SO27, any minor proposed amendments to these Standing Orders, reports from the Chair on Board of Trustees business, and any matters arising from the previous Meeting. Further Business may be added to this section where appropriate at the discretion of the Council Chair.
 - a. In order to properly give Members the chance to have influence on Union Policy, at the first Meeting of each academic year, the Chair's Business shall include the presentation of a paper detailing the Union Policies due to lapse by the end of the year.
 - b. In order to ensure that these Orders are kept up to date, they shall be reviewed annually by the incoming Council Chair and re-presented at the first Meeting of each academic year. If they are not passed then the Chair shall be considered mandated to work with Council Members to re-draft an acceptable set of Standing Orders, and in the meantime the existing Orders will continue to have effect.
 - i. If not renewed for a period of three years, the Standing Orders shall, in accordance with the Bye-Laws, lapse, ceasing to be Union Policy and therefore shall no longer have effect.
3. Following this shall be any presentations to be given, either from Members or non-Members of the Union.
4. Matters for Decision shall include any Business submitted under SO8.1, any proposed amendments to the Union's Constitution and Bye-Laws, any Motions of Censure or No Confidence to be heard, and any substantial proposed amendments to these Standing Orders.
5. Matters for Discussion shall include any Business submitted under SO8.2.
6. Reports shall include any reports from Officers, Committees, Constituent Unions and other relevant persons and bodies as appropriate and as set out in SO7.
7. At the end of the Agenda there will be an opportunity (Any Other Business) for attendees to raise matters arising from discussions during the meeting and informally raise any issues they feel Council should be aware of but which do not warrant a formal paper.
 - a. Business may not be raised during Any Other Business which would be considered a Matter for Decision unless the need for the decision could not reasonably have been foreseen prior to the meeting.
 - b. The Chair reserves the right not to permit a vote on such Business at the current meeting, instead deferring the decision to the next Meeting of Council.

Standing Order 7 (Reports)

1. Council may request that any Officer of the Union attend a Meeting and present a report.
 - a. Such a report may be a general overview of the Officer's activities or be specific to a particular topic.
 - b. The style of the report shall be at the discretion of the Officer concerned, but Council is free to offer guidance as to expected content.
 - c. Council may set the timeframe for such reporting, provided that the timeframe is reasonable.
 - d. Council may issue standing requests when it desires regular updates from an Officer. Any such standing requests shall be recorded in Appendix B of these Standing Orders.
2. Council may not make amendments to reports submitted to it.
3. Following the presentation of each report, Council shall vote on whether to accept it. Should Council reject a report, the Chair shall immediately call a vote on whether to request that the Officer present a revised version at its next meeting.

Standing Order 8 (Notice of Business)

1. Matters for Decision:
 - a. Any new Business which is a Matter for Decision (as defined in SO1) requires at least 5 College days' notice to be presented to Council.
 - i. For the avoidance of doubt, if a meeting is held on a Tuesday, the deadline for submission of papers shall be midnight on the preceding Tuesday.
 - ii. A paper shall be considered to have been submitted when the text has been sent to the Chair. .
 - b. Papers written as a direct response to another proposed Matter for Decision may be submitted after this deadline, provided that in the Chair's reasonable view the primary reason that the submission was late was due to receiving notice of the related business too close to the deadline to submit before it.
2. Matters for Discussion:
 - a. No Business which is a Matter for Discussion (as defined in SO1) shall be accepted if submitted fewer than 5 College days prior to a Meeting of Council, unless in the reasonable opinion of the Chair the matter to be discussed is of a time-sensitive nature and could not reasonably have been submitted prior to the deadline.
3. No Business will be accepted if it is presented less than 24 hours before the Meeting except in exceptional circumstances.
4. The Chair shall give reasonable notice to Members of the impending deadline for papers before each meeting.
5. The Chair shall put all valid Business submitted prior to the deadlines above onto the Agenda for the Meeting unless it is withdrawn prior to the distribution of the Agenda.

Standing Order 9 (Motions which may be Moved without Notice)

1. Procedural motions may be tabled in the course of debate without notice and without needing to be seconded.
 - a. Such motions shall include but not be limited to:
 - i. Motion that the matter under discussion be immediately put to a vote
 - ii. Motion that a time limit be set for debate on the current matter
 - iii. Motion that debate be suspended on the current item of Business and continued at the next Meeting of Council
 - b. Such motions shall not normally be open for debate unless the Chair opens them to the floor.
 - c. The Chair may at their discretion dismiss any such motion. This may be challenged pursuant to SO16
2. Substantive motions may be called to a vote in the course of debate without notice provided they are seconded by at least one full Member of Council
 - a. Such motions shall include but not be limited to:
 - i. Motion that debate be suspended on the current item of Business and not continued, I.e. Motion to dismiss the current business.
 - ii. Motion proposing an amendment to the item currently under discussion.
 - b. On acceptance of any motion under this provision, the Chair shall open the floor to debate.
 - c. The Chair may at their discretion dismiss any such motion. This may be challenged pursuant to SO16
3. The Chair may not dismiss any motion challenging their decision presented under SO16 and shall immediately bring any such motion to a vote upon it being duly presented and seconded after offering explanation of their reasons for the decision being challenged.
4. Business presented as 'Any Other Business' may be presented without notice, pursuant to SO6.7.
5. If an attendee believes that a motion should be allowed to be presented without notice which is not specifically listed in this Standing Order, they may do so with the permission of the Chair.
 - a. Any Business presented under SO9.5 should be relevant to a matter arising during debate and this may not be used to allow late submission of pre-planned papers.

Standing Order 10 (Withdrawal of Business)

1. Any item of Business may be withdrawn by the Proposer by informing the Chair either verbally or in writing.
2. Such notice may be given at any time prior to the item being put to a final vote at a Meeting.
3. The Chair may refuse to remove the item from the agenda if it is felt that the right of withdrawal is being misused.

Standing Order 11 (Amendments to Business)

1. No amendment to any item under discussion will be allowed which is not related to the issue(s) the paper is intended to deal with.
2. Amendments proposed during the meeting may be adopted either by the proposer of the paper accepting the suggestion or by simple majority vote of Council.
 - a. A vote on adopting an amendment to a paper shall not automatically constitute a vote on whether the amended text should be Union Policy; there should always be a final vote on the amended paper as a whole.
3. Amendments may be proposed at any time during debate on a paper prior to the final vote on whether to adopt the proposal as Policy.
 - a. Amendments must, however, be timely and related to the current topic of discussion, especially if the paper is being amended line-by-line.

Standing Order 12 (Rules of Debate)

1. All debate shall be respectful and civil; it shall be out of order to shout over the current speaker recognised by the Chair.
2. All discussion should be directed through the Chair - speakers must not directly address each other.
3. Attendees should refrain from speaking unless called to do so by the Chair.
 - a. An exception shall be if the speaker is challenging the ruling of the Chair.
4. No one present at a Meeting of Council shall speak over the Chair, and the current speaker will stop if the Chair wishes to speak, giving the Chair precedence.
5. The Chair shall give all Members of the Union who wish to speak present fair and equitable opportunity to do so.
6. The Proposer of any Business (or a named Seconder if the Proposer is not present) shall be given the first and last opportunities to speak on the matter.
 - a. Equal time and opportunity shall be afforded to those wishing to speak against the proposal

Standing Order 13 (Structure of Papers)

1. All Papers which are to be discussed or decided upon must have a single proposer and one or more seconders (if required) named at the top of the document.
2. If the Paper is to be a Matter for Decision, it must consist of three clearly demarcated sections:
 - a. Union Notes:
 - i. This shall include factual and verifiable information which is relevant to the matter at hand.
 - ii. Paper authors must not put personal opinions into this section - these can only be considered in the Beliefs section.
 - iii. Paper proposers should endeavour to be as complete as possible in adding information to this section so as not to mislead Council by withholding relevant facts.
 - iv. Statements of fact should have references wherever possible.
 - b. Union Believes:
 - i. This shall include the positions and/or interpretations of facts the proposer wishes the Union to take on the subject at hand.
 - c. Union Resolves:
 - i. This shall include details of any actions the Union shall be mandated to carry out on the passing of the Paper.
3. Additionally, if the Paper contains a proposal requiring the attention of the Board of Trustees or a request for an elected official to present a report, a fourth section may be added:
 - a. The Council Requests:
 - i. This shall contain details of any requests for the Board of Trustees to consider and requests for reports from elected officials.

Standing Order 14 (Limits on Length of Meetings)

1. The meeting shall be deemed to have run to its maximum length when 2 hours have elapsed from the advertised start time.
 - a. Where multiple start times are advertised, the earlier time shall be used for purposes of the 2-hour limit.
2. When the time limit has been reached, debate on the current item of Business shall be concluded as quickly as is reasonable and the Chair shall end the Meeting.
3. A Meeting may be extended if, when the time limit has been reached, a Motion to that end is passed by a simple majority of Council.
4. Any Business yet to be discussed before the time limit shall be carried forward to the next Meeting unless it is withdrawn by the proposer under SO10 prior to that Meeting.
 - a. If the Business is of a time-sensitive nature, the Chair may elect to hold an email vote under SO15.

5. The Chair shall offer Council the opportunity to call an additional Extraordinary Meeting should an Ordinary Meeting end with one or more Agenda items not having been discussed.
6. The Chair may set guillotines on individual Agenda items before debate begins on the item in question.
 - a. When the allocated time has elapsed, the Chair shall immediately wrap up debate on the current item and, if the item is a Matter for Decision, move to a vote.

Standing Order 15 (Email Votes)

1. Decisions may be made by Council via email vote at the discretion of the Chair.
2. Decisions should only take place in this manner when it is absolutely necessary, especially for votes likely to be controversial. Examples of when the use of email voting is appropriate shall include but not be limited to:
 - a. Time-sensitive matters not of grave enough importance to warrant an extraordinary meeting.
 - b. Ratification of the decisions of inquorate meetings of Council.
3. A vote shall be considered cast when an email clearly stating the member's vote on each matter being decided has been sent from the member's or their role's Imperial email address to chairman@imperial.ac.uk.
4. The Chair shall, when calling an email vote, provide a timeframe for the voting period, not normally to be less than 24 hours or more than 1 week.
5. Any votes received after the deadline shall be invalid and shall not be counted towards the votes or quorum for the vote.
6. All email votes must achieve quorum (including abstentions) in order to be valid.

Standing Order 16 (Challenging the Chair)

1. Any decision by the Chair may be overturned via a simple majority vote of Council.
2. Should a Motion under this Standing Order pass, it shall be recorded in the Minutes that the Chair's decision was overruled and process of the Meeting shall continue as if the Chair had originally made the alternative decision.
3. A motion challenging the Chair can only be brought immediately after the original ruling was made.

Standing Order 17 (Disorderly Conduct)

1. If at any point during a Meeting the Chair considers that any attendee has been disorderly by:
 - a. Persistently disregarding the ruling of the Chair,
 - b. Behaving irregularly or offensively,
 - c. Wilfully obstructing the business of Council, or
 - d. Otherwise proving a disruption to the orderly conduct of the meeting,the Chair may declare that the attendee concerned shall no longer be called to speak at the Meeting.
 - i. This decision may be challenged under SO16,
 - ii. This power should not normally be exercised without first warning the attendee in question that their conduct is unacceptable.

2. If an attendee continues their conduct following a decision under SO17.1 above, the Chair may require them to leave the Meeting. This may also be challenged under SO16.

3. If grave disorder should arise, the Chair, acting on their discretion, can declare the meeting adjourned, and quit the Chair; and by that declaration the meeting is immediately adjourned, and no business may subsequently be transacted. If the meeting is not then re-convened before the cut-off time as provided for in SO14 then any Business yet to be transacted shall be carried forward to the next meeting.

Standing Order 18 (Appointment of Committees)

1. Council may by simple majority vote make provision for the creation and dissolution of subcommittees of itself at any time.
 - a. Council may not dissolve any subcommittee explicitly mentioned in the Bye-Laws.
2. In all subcommittees of Council, each member of the committee shall have one vote. The chair of the Committee may only cast their vote in the event of a tie.
3. The Standing Orders for all extant permanent subcommittees of Council shall be appended to this document in Appendix B.
 - a. All such Standing Orders shall detail the committee's purpose, its membership, and any powers delegated to it by Council.
 - b. All such Standing Orders shall be amendable by Council or a higher body only.
 - c. Interpretation of subcommittee Standing Orders shall be decided by the procedure detailed in Council SO2.2, with the Council Chair being substituted for the chair of the subcommittee.
4. Subcommittees created under this Standing Order may be permanent or temporary; if temporary, a committee shall be considered a 'Working Group' and shall be mandated to report back to Council with recommendations on a particular subject within a timeframe set upon the Working Group's formation and amendable only by Council.
 - a. The chair of each Working Group shall submit a written update on the committee's progress to each Meeting of Council until its recommendations have been delivered.
 - b. A Working Group shall be considered dissolved after delivering its recommendations, unless it is given a further mandate by Council.
 - c. If a Working Group misses its deadline for presentation of recommendations, the Chair of the Working Group or their nominee shall bring a paper reviewing the Group's progress to the next Meeting of Council.
 - d. If the Chair of a Working Group fails to present a paper under 3c above, the Council Chair shall present a note to the next Meeting of Council requesting that the Working Group's mandate be reviewed.
 - i. This note should also request a decision on whether the current Chair of the Working Group should continue in the role.
5. Notwithstanding that Officer Trustees are ex-officio members of all Union meetings, each subcommittee of Council should name either an Officer Trustee or the Council Chair to be a regular attendee.
6. Council may by simple majority vote add or remove members from any of its subcommittees. In the case of working groups with no decision-making powers, Council may allow the committee's chair to add members as he or she wishes.
7. If it is determined in the course of a Meeting that a subcommittee be set up, and no Standing Orders exist for the proposed committee, the Council Chair shall prepare Standing Orders for the committee and distribute them to Council within 2 weeks. These Standing Orders may be adopted via email vote. If rejected, they shall be considered at the next Ordinary Meeting of Council.

8. Any Meeting of a subcommittee of Council shall be considered a Meeting of the Union under section B of the Bye-Laws and as such must be minuted.
9. All Members of the Union shall be entitled to attend Meetings of Council's sub-committee, except in the exceptional case the Meeting deals with sensitive and/or confidential information, in which case attendance shall be at the discretion of the subcommittee's chair.

Standing Order 19 (Delegation to Committees and Officers)

1. Council may in the course of debate action an Officer of the Union to perform a certain task or duty. This need not be put to a vote unless specifically requested by at least two Members present at the Meeting.
 - a. The Officer shall report progress on the actioned matter at the following Ordinary Meetings of Council until the matter has been concluded.
 - b. Council may not action Officers to perform tasks contrary to the wishes of the Board of Trustees or which would violate the Constitution or Bye-Laws; any such action shall be ultra vires for Council.
 - c. Council may not make binding requests of Officers which fall outside the scope of their individual role. This shall not preclude Officers from volunteering to undertake extra tasks on a personal basis.
 - d. The Council Chair may refer any actions they feel may be contrary to these provisions to the Board of Trustees.
 - i. Any action which is to be referred to the Board of Trustees shall not in any respect be considered binding prior to the decision of the Board of Trustees.
 - ii. The Council Chair's decision shall not be subject to challenge under SO16, but may be appealed in the first instance to the President who shall allow the action to proceed if in their opinion there are no reasonable grounds for referring it to the Board of Trustees.
2. Council may delegate decision-making powers on a particular issue to a sub-committee by simple majority vote. As set out in the Bye-Laws, Council may not delegate decisions requiring a two-thirds majority.

Standing Order 20 (Implementation of Council Resolutions)

1. The Council Chair shall be responsible for ensuring that Council's Resolutions are implemented in full, and shall report to Council any issues encountered while implementing such Resolutions at the earliest opportunity.

Standing Order 21 (Time and Location of Meetings)

1. Pursuant to the Union's Bye-Laws, Ordinary Meetings of Council shall be held at least every four weeks during academic term time.
2. Ordinary Meetings shall typically be held on Tuesdays.
3. Meetings of Council shall primarily be held on the South Kensington campus.
 - a. In order to better reach the full student body, one Ordinary Meeting each year may be held on an alternative campus of Imperial College London.
4. In order to avoid potential confusion, where at all possible, all ordinary meetings on the South Kensington campus in a given academic year should be held in the same location throughout the year.
5. Council meetings may only be held in rooms which have full disabled access and to which all Members of the Union can be reasonably expected to have access permissions.

Standing Order 22 (Quorum)

1. Council shall be bound by the rules on quoracy in the Bye-Laws.
2. For the avoidance of doubt, a Meeting of Council shall be considered to have taken place even if it never reached quorum, unless it was cancelled by the Chair prior to being convened.

Standing Order 23 (Proxy voting)

1. The membership of Council is specifically defined in the Union's Bye Laws, and as such proxy voting is not allowed at Council; Members cannot delegate their vote in Council to any other person and must exercise it themselves.
2. This Standing Order shall cease to have effect upon the adoption of any procedures allowing voting at Council by proxy, co-options or any similar process as amendments to the Union's Constitution or Bye-Laws.

Standing Order 24 (Shared Positions)

1. As per Union Bye-Laws A.1.6 and A.1.7 each Constituent Union has one Council seat each for their Welfare Officer and their Academic Affairs Officer, however each Constituent Union may have more than one Welfare Officer and may have more than one Academic Affairs Officer. Where this is the case, all of the Constituent Union's Welfare Officers must share a single Council vote, and all of the Constituent Union's Academic Affairs Officers must share a single Council vote.
2. Where multiple holders of a single shared Council seat attend a Meeting, they shall only count towards Quorum as one member.
3. When multiple holders of a shared Council vote disagree in which way the vote should be cast, the vote shall be considered as an abstention.
4. A holder of a shared seat shall not be eligible to sit on Council as an Ordinary Member, pursuant to clause 101 of the Union's Constitution.

Standing Order 25 (Notice of Removal of Ordinary Members for Lack of Attendance)

1. The attendance of Ordinary Members of Council at both quorate and inquorate meetings shall be recorded in minutes.
2. Immediately following the approval of each set of minutes the Chair shall check the attendance of Ordinary Members for non-attendance at the previous two Ordinary Meetings. Where any Ordinary Member has not attended Council for the previous two Ordinary Meetings they shall be deemed to have resigned pursuant to Union Bye-Law A.3. This shall be recorded in the minutes of the Meeting.
3. The Council Chair shall notify Ordinary Members when their non-attendance of the next Council meeting will result in their automatic resignation.

Standing Order 27 (*Ultra Vires*)

1. Any proposal which is not relevant to the Union's charitable objectives shall be considered *ultra vires* for the Union.
2. Any proposal which contradicts the Policies of the Board of Trustees or the Constitution or Bye-Laws (not including proposed amendments to the Constitution or Bye-Laws) shall be *ultra vires* for Council.
3. Council may not make any Policy which is *ultra vires*.
4. Council may declare a proposal or Policy (except Policy enacted by the Board of Trustees) to be *ultra vires* by simple majority vote.
 - a. Council may alternatively refer a decision on whether a matter is *ultra vires* to the Governance Committee and ultimately to the Board of Trustees as a whole.
5. Any proposal or Policy which is *ultra vires* shall be invalid.
6. If the Chair believes that a resolution of Council may potentially be *ultra vires*, they shall refer the matter to the President or the Board of Trustees for a definitive decision.

Appendix A - Standing Requests for Reports

- Council requests that the following Officers submit reports to each of its Ordinary Meetings throughout the academic year:

- Union President
- Deputy President (Finance and Services)
- Deputy President (Clubs and Societies)
- Deputy President (Welfare)
- Deputy President (Education)

These reports are requested to contain details of the Officer's activities since the previous report and, if possible, indications of intended actions until the next Meeting of Council.

- Council requests that the following Officer submit reports to it following each meeting of the Board of Trustees and any sub-committees thereof whose meetings they attend:

- Council Chair

These reports are requested to contain summaries of actions and decisions taken by the Board of Trustees in the relevant meetings, especially those actions and decisions which directly relate to Council business.

- Council requests that the following Officers submit reports at its first and last Ordinary Meetings of each academic year, as well as the first meeting of the second term of each academic year:

- CGCU President
- RCSU President
- RSMU President
- ICSMSU President
- GSU President
- Silwood Chair
- Felix Editor

These reports are requested to contain details of activities in the Officer's area of responsibility since the last report to Council; in particular information about their financial position, operational plans/details of recent operations and reports from any relevant junior Officers.

Appendix B – Standing Orders of Subcommittees of Council

- **Executive Committee**

1. This Committee does not meet and has no membership and no delegated powers.

- **Clubs, Societies and Projects Board (CSPB)**

- Purpose

- 1) The purpose of the Committee shall be to oversee the clubs, societies, projects and the central activities of Management Groups and Constituent Unions

- Membership

- 2) The Membership of the Committee shall be:
 - a. The Officer Trustees
 - b. One representative of each of the Constituent Unions
 - c. The Management Group Chairs

- Structure

- 3) The Deputy President (Clubs and Societies) shall chair the Committee.

- Powers

- 4) The committee's powers shall be:
 - a. Allocating funding to the clubs, societies, projects and the central activities of Management Groups and Constituent Unions to promote their aims and objectives as far as within the remit of the Clubs, Societies & Projects Board up to a value set by the Board of Trustees in the Union's yearly budget.
 - b. Allocating reserve funding up to a value set by the Board of Trustees in the Union's yearly budget.
 - c. Determining policy governing the management of clubs, societies, projects and the central activities of Management Groups and Constituent Unions, and referring decisions on such matters to Council when appropriate.

Education and Representation Board (ERB)

- Purpose
 1. The purposes of the Committee shall be:
 - a) To act as a discussion forum for educational activity and policy
 - b) To discuss, develop and review educational policy to be presented to Union Council
 - c) To promote educational policy passed by Union Council
 - d) To raise and discuss issues affecting students' education and representation
 - e) To share best practice and facilitate collaboration between members to deliver change within their communities

- Membership
 1. The membership of the Committee shall be:
 - a) The Officer Trustees
 - b) The Constituent Union Presidents (or nominated representative)
 - c) The Constituent Union Academic Affairs Officers (or equivalent)
 - d) The Departmental Academic Representatives

- Structure
 1. The Deputy President (Education) shall chair the meeting
 2. The Deputy President (Education) and Constituent Union Academic Affairs Officers (or equivalent) are required to provide a verbal report at each meeting. Where an officer is not able to present in person, this report should be submitted in writing at least 5 working days before the meeting, and circulated alongside agenda items

Community and Welfare Board (CWB)

- Purpose
 1. The purposes of the Committee shall be:
 - a) To act as a forum for community, welfare and liberation activity and policy.
 - b) To discuss and develop community, welfare, and liberation policy, to be presented to the Union Council. To promote community, welfare, and liberation policy passed by the Union Council.
 - c) To raise and discuss issues affecting student wellbeing and representation.
 - d) To facilitate collaboration between members of CWB to effect change within their communities.
- Membership
 1. The membership of the Committee shall be:
 - a) The Deputy President (Welfare)
 - b) One Representative of each of the Constituent Unions
 - c) The Union's Liberation Officers
 - d) The Departmental Wellbeing Representatives
- Structure
 1. The Deputy President (Welfare) shall chair the meeting

Appendix C – Glossary of Terms

- **Attendee** – Any person present at a Meeting of Council, including members of Council, members of the Union and any others present.
- **Business** – a matter to be discussed at a Meeting, whether a motion, paper, report or discussion.
- **Chair** – The person currently chairing the Meeting at hand (usually the Council Chair) or, when Council is not meeting, the elected Council Chair.
- **Matter for Decision** – a paper submitted to Council which, in its unamended form as presented to a meeting, contains clauses which, if passed, would result in the Union being mandated to take an action, and which follows the 3/4-section format specified in SO13.
- **Matter for Discussion** – a paper submitted to Council which, in its unamended form as presented to a meeting, does not seek to mandate positions or actions for the Union. Such a paper need not follow the format in SO13.
- **Meeting** – an Ordinary or Extraordinary Meeting of Council, called as per the procedures in the Union’s Constitution and Bye-Laws.
- **Member** – Except where specifically referring to general members of the Union or of a particular sub-committee, any full, voting member of Council, as set out in the Union’s Bye-Laws.
- **Motion** – Any item of Business which requires Council to vote on whether to accept it.
- **Officer of the Union** – Any full Member of the Union holding an elected position within the Union or any of its constituent parts (note that this is broader than the definition given in the Bye-Laws, which only includes specific positions).
- **Proposer** – The main supporter of an item of Business (i.e. a paper), who shall normally defend the proposal at a Meeting, and who shall be a Full Member of the Union. A motion may have precisely one Proposer.
- **Proxy voting** – Any procedure by which the vote of a Member of Council may be exercised by any person other than the Member themselves.
- **Second** – A Full Member of the Union who wishes to express their support for the content of an item of Business. Any item of Business may have any number of seconds, provided it meets the criteria set out in the Union’s Bye-Laws.
- **Ultra Vires** – Latin for ‘beyond the powers’. This refers to any act, statement or policy which is beyond the scope of authority for the body enacting it. For the Union, this would refer to anything not pursuant to fulfilling its charitable objectives, as laid out in section D of the Constitution. For Council specifically, this would also include any acts contrary to the policies or stated opinions of higher Union authorities, e.g. the Board of Trustees or the Constitution and Bye-Laws.