**Student Idea**

Students submit ideas online using the Bright Ideas platform which is supported with online guidance on how to submit a successful idea.

**Democracy Coordinator**

Democracy Coordinator receives the idea, checks it for quality and liaises with the students on opportunities to improve the submission if needed. The idea is then either made live, rejected because it isn't suitable, or is redirected.

**Live Idea**

The idea goes live on the platform for fourteen days and students can either vote for, against or abstain from an idea.

**Democracy Coordinator**

Democracy Coordinator after fourteen days then either sends on the idea to management committee or the officer team to respond/take action.

**Management Committee**

Committee will review all received ideas and may respond, enact or defer an idea as relevant.

**Respond**

The Democracy Coordinator will respond to the idea author either asking for more information as required by Management or the Officer Group or, to pass on an explanation as to why the submitted idea will not be taken forward and other avenues should the author wish to take it further.

**Officer Group**

The Officers will review all received ideas and may respond, enact or defer an idea as relevant.

**Enact**

The Union aims to complete the proposed idea

**Defer**

Management Committee or the Officer Group may defer the idea to a policy enquiry, contemporary resolution, or another space as relevant.

**Redirected**

the idea may be more appropriate to be investigated as a policy enquiry, contemporary resolution or because it was the wrong space for the submission.

**Rejected**

the idea may not be appropriate for the platform and is not suitable for another avenue so a written explanation will be provided. The idea may already have been posted within the last three months.