

**General Meeting Review**

**Motion title: Reform the General Meeting Structure**

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**This Union notes:**

1. That General Meetings are a way in which issues are brought to the students for them to discuss and to make decisions.

2. In its current format, General Meetings are not reaching the amount of students that they should be.

**This Union believes:**

1. We need to reform the way that General Meetings are held in order to engage more students from various student groups.

2. The General Meeting should be a way in which all students can be involved.

3. The process of voting on Union policy should be open to all students and as accessible as possible.

**This Union Resolves:**

1. To introduce a new system which allows motions to go to relevant councils before a General Meeting if decided by the Executive Committee.

2. To allow online voting to include members who are unable to make the meeting.

**This Union mandates:**

1. The President, Democracy officer and Union Chair to implement the structures and procedures outlined in the document.

**Proposed:** Emma Peagam (President Education and Campaigns)

**Seconded:** Sidonie Bertrand Shelton (Co-President Welfare and Diversity) Jason Michalski (Co-President Sports and Development) Brianna Middleton Macpherson

**The Union Leadership brought forward a motion calling for a reform of the policy setting structure of the Students’ Union. The Motioned outlined a new structure in the way the Union makes decisions regarding the work of the Students’ Union.**

**How did we get here?**

**Survey Results**

Survey results said that providing students with campaigns was what was considered the least important thing that the Union should prioritise in the next 12 months (8.28%). Our democratic processes scored an average of 2 out of 5 and campaigns were the events and activities that had been attended and participated in the least.

**Working Group Created**

Following from the survey, the Sabbaticals created lists and mind maps detailing problems with the General Meeting in its current format and possible solutions to these problems. Problems included: the accessibility of motions, the fact that a person who could not attend the General Meeting could not vote, the fact that a number of students felt needlessly mandated to attend and that a lot of students felt intimidated in the meetings which prevented them from submitting motions. We then created a working group to first, to improve the GM in its current format (Tommy’s bar open for food, improving start times etc.) and then to shape the structure that the new General Meeting will take on.

**Feedback from students and staff (both SU and college)**

-Feedback from the Executive Committee

-Motion taken to the GM- Passed

**Actions**

-Explore logistics of online voting

-Give the Executive committee the decision making power of sending motions to specific councils

-Adopt council and committee structure (see below)

Steering Committee

Meeting will take place: 2 in autumn term 2 in spring term

Executive Committee

**Step by Step**

A motion is submitted to the Executive Committee via an online form submission on the Union website.

The Steering group will discuss the motion and decide what happens to it next. They can advise changes to be made to the motion; if it feels relevant it can be sent to one of the four councils. They can also decide that it just needs to go to an all student vote.

Council Vote

If it goes to a council, it will be discussed, debated and voted on. Any student can attend but only elected positions for that council will be able to vote.

An all student vote may consist of a General Meeting at the end of term or it will go straight to an online referendum depending on the nature or urgency of the motion.

If it goes to a General Meeting, it can be debated, discussed, and voted upon by anyone present. Voting will be online, opened from the start of the meeting and will be open for 24 hours. After every motion there will be a 5 minute break for people to vote either on their own devices or on stations placed around the hall.

All Student Vote

If the motion goes straight to an online referendum, it is open for 24 hours and any student can vote. The students’ Union will publicise these referenda’s by all available means.

1. **Education Council**

**Purpose**

* To develop policy and coordinate campaigns related to academic issues at Royal Holloway or within the University of London, and national Higher Education issues.

**Terms of reference**

1. The Council will discuss and pass policy that affects the Unions work on academic issues
2. The Council will coordinate education based campaigns.
3. The Council will receive reports from those in attendance on the work they have been doing within their individual campaigns.
4. The Council will review the NSS scores and look at areas for campaigns and future work.
5. The council will work with and provide a forum for College departments such the Library, Disability and Dyslexia support and computing support.

**Membership**

Academic Affairs Officer **(Chair)**

President (Education & Campaigns)

Campaigns Officer

Postgraduate Officer

Faculty Reps

Department Reps

3 x ordinary council members

Course Reps (non-voting)

Open to all RHUL students (non-voting)

1. **Activities Council**

**Purpose**

* To develop and coordinate the Club, Societies and Media Outlets here at Royal Holloway SU.

**Terms of reference**

1. The council will approve the ratification of new clubs and societies
2. The council will propose changes to the constitution that may affect sports clubs, societies and media outlets
3. The council will be the official line of communication between the Student Activities department and the sports clubs, societies and media outlets.
4. The council will discuss and pass policy that affects Student Activities

**Membership**

Sports Officer **(Co-Chair)**

Societies Officer **(Co-Chair)**

Co-President (Sports and Development)

Co-President (Societies and Media)

Development Officer

The Student Activities Committee

The Presidents of all recognised sports clubs

The Presidents of all recognised societies

Insanity Radio station Manager

Orbital Editor/Manager

RhubarbTV station manager

3 x ordinary council members

Open to all RHUL students (non-voting)

1. **Community Council**

**Purpose**

* To develop policy proposals and coordinate campaigns related to welfare and community issues at Royal Holloway, the University of London and nationally.

**Terms of reference**

1. To discuss and pass policy relating to community welfare issues and campaigns
2. To provide a discussion forum regarding the wider community, linking to the residency associations
3. To assist the Co-President (Welfare & Diversity) in completing work relating to the community, both on and off campus
4. To work on the College and Union ethical and environmental policies and procedures
5. To assess the adequacy of accommodation both on campus and in the local community

**Membership**

Ethical and Environmental Officer **(Co-Chair)**

Campaigns Officer **(Co-Chair)**

Co-President (Welfare & Diversity)

Off Campus (Egham) Representative

Off Campus (Englefield Green) Representative

Rep from Sustainability Soc (President or Nominee)

Founders Committee

Gowar & Wedderburn Committee

High & Penrose Committee

Kingswood Committee

Tuke, Butler & Williamson Committee

Reid Committee

3 x ordinary council members

Open to all RHUL students (non-voting)

1. **Inclusion and Representation Council**

**Purpose**

* To organise intersectional campaigns and to work towards fair representation for all

**Terms of Reference**

1. The Council will discuss and pass policy that affects the Unions engagement, Liberation groups and Marginalised groups
2. The Council will coordinate intersectional campaigns.
3. The Council will receive reports from those in attendance on the work they have been doing within their individual campaigns.
4. The Council will regularly review the General Meetings and elections to ensure they are as accessible as possible.

**Membership**

Women and Marginalised Genders Officer **(Co-Chair)**

Black and Minority Ethnic Officer **(Co-Chair)**

LGBT+ Officer **(Co-Chair)**

Disabled Students’ Officer **(Co-Chair)**

Co-President (Welfare and Diversity)

President (Education and Campaigns)

Co-President (Societies and Media)

Co-President (Sports and Development)

International Students’ Officer

Postgraduate Students’ Officer

First Year Representative

Mature and Part-Time Students’ Representative

Student Parents and Carers’ Representative

NUS Liberation Conference Delegates

3 x ordinary council members

Open to all RHUL students (non-voting)

1. **Submission of Motions**
   1. Motions shall be submitted via a web form accessible from su.rhul.ac.uk
   2. This facility will be advertised to students.
   3. Submissions will be divided into two categories on the basis of the outcome.
      1. Those that require and explanation rather than an outcome will receive a response from the relevant executive officer.
      2. Those that require an action will follow the procedure detailed in the above flow chart.
2. **Steering Group**

6.1 Purpose

6.1.1 To act as an impartial and independent facilitator of the Union democratic process and to scrutinise the work of elected officers.

* 1. Term of Reference
     1. There shall be a steering group to impartially manage the democratic processes of the Students’ Union
     2. Shall remain impartial in all union meetings
     3. Shall aid the chair in general meetings, this will include counting votes and passing around microphones
     4. Shall aid the democracy officer in ensuring the effective running of union democratic structures including elections
     5. Be responsible for holding elected officers to account by scrutinising minutes, officer blogs reports and the reports of Task and finish groups and alerting general meeting of any problems.
     6. Steering group members will consist of one elected individual from each of the Councils.
  2. Membership
     1. Union Chair (Chair)
     2. Four elected students (one per council)
     3. Democracy officer (non-voting)

1. **Task and finish groups**
   1. Purpose
      1. To ensure that motions are effectively acted upon to achieve their objective
   2. Terms of Reference
      1. Shall be responsible for implementing the actions of policies that are passed.
      2. Shall consist of the proposer/s, relevant executive officer, any interested students – subject to approval by proposer – and any relevant staff members.
      3. The task will be declared complete, after which there will be no more meetings, when decided so by the proposer/s.
      4. This group will submit a report on their activities to the next meeting of the motion’s originating body
      5. The executive officer will:
         1. Be the proposer/s main point of contact within the Students’ Union for the purpose of this motion
         2. Offers support and guidance, explaining what is available to the proposer/s and what is available.
         3. Help ensure the Group has regular meetings, similar to how Student Group committees work.
   3. Membership
      1. The proposer(s)
      2. Relevant executive officers
      3. Any interested students subject to approval by proposer(s)
      4. Relevant staff members
2. **All Union General Meetings** 
   1. The length of the debates will be at the Chair’s discretion
   2. General meetings must pass the minutes of all Union meetings with the exception of confidential minutes and the minutes of liberation forums which shall be passed by the originating body.
   3. Councils and General Meetings will be empowered to form working groups to further discuss matters. These working groups will be considered subsidiaries of the originating body and will be required to bring their motions to that body in the usual way.
   4. A detailed agenda and any relevant minutes and reports to be the presented to a Council or General Meeting shall be made available on the Union’s website by 4pm, two working days prior to the meetings. The deadline for motions should be by 6pm on the Thursday before a Tuesday meeting.
   5. The deadline for amendments to motions should be 2 hours before the meeting.
   6. Collaboration on policy between the proposer, the seconder, elected officers and interested students shall be encouraged before presentation at a union meeting.
   7. The rules of debate, including an exhaustive list of recognised procedural motions, should be made available to all members and observers of the meeting.
   8. Voting on a motion shall be open after the speeches and amendments have been made and shall remain open for 24 hours after the end of the meeting.
   9. When discussing motions, the floor will hear the speeches from the proposition, opposition, seconder and second opposer, before the matter is opened up to the floor for debate and questions.
   10. Debate on the floor shall be encouraged and facilitated by the Chair.
   11. General Meetings shall ratify all minutes and motions from Councils and they will also hear any challenges to council decisions.