

**Union
Council**
Handbook
2013-2014

Our Values: Safety and Security • Equality • Fun • Democracy • Representation • Quality

Your guide to Union Council



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Our Objectives

The purpose of Hull University Union is the advancement of education of students at the University of Hull. We will achieve this by:

- 1 Promoting the interests and welfare of students at the University of Hull during their course of study and representing, supporting and advising Members.
- 2 Being the recognised representative channel between students and the University and any other external bodies.
- 3 Providing cultural, social, sporting and recreational activities, opportunities to volunteer in the community and forums for discussion and debate for the personal development of its Members.

Our Vision

Our vision is that we aspire to be one of the leading Student Unions in the country, which we shall measure by having been accredited with and retained a Gold Award in the Student Union Evaluation Initiative (SUEI) by the end of 2014.

Our Mission

"In everything we do, HUU will be our members 1st choice every time"

We have a wide range of services and a diverse student membership. We seek to have our members choose to use our services before others.



Board of Trustees

Governance of HUU is carried out by a Board of Trustees. This includes the six Sabbatical Officers (shown on pages 8 – 13), four external Trustees selected for their skills and experience, and four elected Student Trustees. The Board meets approximately six times per year to coincide with important times in the planning and reporting cycle. The Chief Executive, Paul Tatton, acts as Secretary and advisor.

The Board concentrates much of its time looking to the future and positioning HUU so that it can continue to meet the needs of all our student members on a continuing basis.

Union Executive Committee

The Union Executive Committee (UEC) consists of the Sabbatical Officers, who are responsible for implementing the vision, mission, values and strategy set by the Board of Trustees. The UEC focuses on representing students.

Union Policies

Including, but not limited to:

- HUU Equal Opportunities Policy
- HUU Harassment and Bullying Policy
- HUU Zero Tolerance Policy
- HUU No Platform Policy
- HUU External Speakers Policy

These can be viewed on the Union website or you can speak to a member of staff to obtain a hard copy or ask any questions.



What is Union Council?

As Union Councillors, you are part of the main democratic body of HUU, "the governing body". This means that every decision you make should be representative of student's views through engaging with them.

- ✓ All Sabbatical Officers and Standing Committees are accountable to Union Council (UC).
- ✓ You have the power to mandate, change in practice and hold those responsible for decisions to account. Anything that happens in the Union is accountable to UC through each zone, and UC as a whole.

Your Job as Union Councillors

Alongside your volunteer roles

- Represent the view of students
- Pass policy and mandate change through this
- Hold to account others

Union Council Can ...

- ✓ Approve Policy or review and recommend policy for referral to a referendum that has been proposed at a Union Council meeting or by the Zone Committees.
- ✓ Hold to account the performance and conduct of elected Officer Trustees, the UEC, Zone Committees and all student positions elected to UC.
- ✓ Ratify new and updated Standing Orders.
- ✓ Hear complaints about a member of the Union or the Union itself.
- ✓ Hear complaints of a disciplinary nature against an Officer or serious cases referred to them by the Disciplinary Panel.
- ✓ Issue motions of caution, censure and no confidence against individual members of UC.



Top tips for Councillors:



Regularly check your e-mails. This is our main form of contact, and a meeting could be called at any time.



Respond to e-mails promptly. Otherwise, UC proceedings can be held up and simple processes can be made more complicated.



If you really cannot attend a meeting, please inform us as soon as possible!



If you don't understand anything, please just ask. There is staff support to give impartial advice.



Don't feel like you can't ask questions during a meeting. There will be more experienced people on UC, but don't let this put you off!



Don't forget that you work with HUU, and therefore it is important that you reflect our values in how you conduct yourself.



You can't be political. As elected Officers, you should be politically neutral.



Treat HUU staff with respect.



Do not distribute student details without permission and keep personal details locked away safely.



Always make sure that you're talking to students about what they think – on everything from Housing to Sports teams – there should be no 'I think', only 'I've spoken to students and they said'



Sabbatical Officers

There are six Sabbatical Officers elected annually: President, VP Welfare & Community, VP Activities, VP Sport, VP Education and VP Scarborough.

They are full-time paid representatives who take their position for a year.

Trustees: Sabbatical Officers sit on the Board of Trustees.

Representatives: Each officer will contribute to the work of UEC in ensuring the collective voice of our student members is heard by the University, the local community and nationally.

Leaders: Each Sabbatical leads the Zone for which they are elected.

Your 2013/2014 Sabbatical Team



Richard Brooks

President

- Chairs the UEC
- Oversees the work of the Sabbatical team.
- Head of the Governance Zone.
- Acts as the main link between the University, the local community and the National Union of Students (NUS).
- Oversees press and PR work
- Chairperson of the Elections Appeal Committee and the Disciplinary Committee



The Governance Team:

Chair Environmental & Ethical – Elfie Brocklehurst

Chair Campaigns & Democracy – Heather Smith

All Councillors will have the opportunity to run to be the Chair of their Zone and Chair Council. This means that you would also sit on Governance Zone



Victoria Winterton

Vice President Education

- Head of the Education Zone
- Responsible for academic welfare, support and representation of students.
- Organisation of all levels of the course representation system and elections for student and senate representatives.
- Chairs Academic Council
- Responsible for the Part-Time, Post-Graduate and Mature Student Committees



The Education Team:

Chair Postgraduate – Emy Jalil

Chair Part-time – Vacant Position

Chair Mature – Vacant Position

Faculty Co-ordinator (Hull University Business School) – Gareth Ikin

Faculty Co-ordinator (Arts & Social Sciences) – Elizabeth Smy

Faculty Co-ordinator (Health & Social Care) – Jenifer Day

Faculty Co-ordinator (Science) – Bianca Oltean

Faculty Co-ordinator (Education) – Lee Mallison

Faculty Co-ordinator (HYMS) – Niloofar Ranjbar

2 x Academic Council Reps – Elected at first Academic Council

Councillors of Scrutiny – Elizabeth Palmer and week 4 Elect

STAFF SUPPORT:

Steve Ralph, Education & Representation Co-ordinator



Brittany Tomlinson

Vice President Welfare and Community

- Head of the Welfare & Community Zone.
- Responsible for the policy, co-ordination and organisation of HUU's welfare services.
- Promotes and campaigns for equal opportunities at the University of Hull and the wider community.
- Liaises with national, regional and local organisations on issues of equality and student welfare.
- Responsible for the following committees: LGBT, Women's, Black students, LINKS, Disabled and Nightline.



Get in touch!

■ B.Tomlinson@hull.ac.uk

■ [@huuwelfare](https://twitter.com/huuwelfare)

■ 01482 466259

The Welfare Team:

Chair Black Students Committee –
Barbara Okerenta

Chair Disabled Students Committee –
Colin Price

Chair LGBT+ Committee – Adil Qureshi

Chair Women's Committee – Emily Tarff

Chair LINKS – Adam Fitton

Chair Advice Centre Volunteer – Jasmine Raw

Councillors of Scrutiny – Thom Rawlinson
and Pdraig Curran

STAFF SUPPORT:

Rebecca Meilhan, HR & Recruitment Co-ordinator

Thomas Davey-Rogerson, Job-shop maternity cover

Gina Rayment, Advice Centre Manager

Kate Falconer, Advice Centre Adviser and Training Co-ordinator

Julie Chambers, Advice Centre Adviser

Ali Grainger, Advice Centre Adviser

Pauline Moody, Advice Centre Receptionist



Jamie Boote

Vice President Activities



- Head of the Activities Zone.
- Responsible for ensuring student representation at relevant community meetings, representing HUU to local organisations.
- Co-ordinate campaigns and policy on safety, crime and housing at the University and in the local community.
- Oversees The Hullfire newspaper, Jam Radio and HUU:TV.
- Responsible for HUU's Society provision.
- Oversees the running of HUSSO, which involves volunteering opportunities for students.

Get in touch!

■ J.Boote@hull.ac.uk

■ [@huuactivities](https://twitter.com/huuactivities)

■ 01482 466245

The Community Team:

Chair Media – George Mullen

Chair ISA – Chubike 'Chubby' Okide

Chair RAG – Tory Cliffe

Chair HUSSO – Kiel Oldfield

Chair Societies Executive – Daisy Baldwin

Councillor of Scrutiny – Mayu Sriranjana and Week 4 Elect

STAFF SUPPORT:

Adam Sheridan, Student Activities Co-ordinator

Naomi Alty, Volunteering Co-ordinator

Colleen McGarry, Community Admin Assistant



Roxy Legane

Vice President Sport



- Head of the Sport Zone.
- Responsible for the organisation of AU Council and the AU Ball.
- Ensures the safety and legality of all AU activities, including insurance policies held and required by the AU.
- Works with the Sports Zone Executive and the Sport Co-ordinator to oversee kit, AU Events, Tour, Varsity, BUCS, Communication and club finances.
- Responsible for lobbying University for better sports provision.

The Sport Team:

Events Officer – Rachel Holloway

AU Kit & Equipment rep- Christopher Devine

BUCS Representative – Clare Cottrell

Tour Representative – Gurmok Sanghera

AU Secretary & Varsity Representative – Daniel Hodgson

Councillors of Scrutiny – Frank Longdon and Modupeoreoluwa Sanwo

STAFF SUPPORT:

Vicky Dean, Sport Co-ordinator



Tom Swainson

Vice President Scarborough

- Head of the Scarborough Campus.
- Responsible for the representation of the interests of student studying at the Scarborough campus.
- Point of contact for HUU at the Scarborough campus
- Chairperson of the Scarborough Executive committee.
- Facilitate communication between the Scarborough campus and the other Sabbatical Officers at HUU.



The Scarborough Team:

Welfare Officer – Nicole Carter

Community Officer - James Barker

Sport Officer- Tom Sidway

Campaigns Officer- Amos Francis

Education Officer- Simon Hernandez

International Officer: Vacant

STAFF SUPPORT:

Wayne Cullen, Scarborough Union Manager

Kathryn Oram-Robinson, Student Activities Co-ordinator

Elaine Altuccini, Community Volunteering Adviser



The Meetings



Union Council meetings are compulsory for Councillors!

There will be a Chair of Council elected at the first UC of the year and they will be expected to Chair all meetings appropriately. Chair of Council will be given adequate training to fulfil the role. All Councillors must respect the Chair throughout a meeting. Please read through the following information, to help you understand what will happen in a UC meeting. – Dates for the Union Council Meetings can be found on the back page of this booklet.

The Agenda



At least five clear days before a UC meeting, you will be sent an e-mail with an agenda for the meetings and any other relevant documents. It's important you read through these, to ensure that UC meetings are as clear and productive as possible.

The contents of the Agenda can include the following:

ATTENDANCE

Should you not be able to attend a UC meeting, then you must send apologies and explanations for your absence prior to the meeting to Chair Council or Steve Ralph. Grounds for acceptable apologies are being involved in University/Union business or through illness.

MINUTES

Minutes of the previous meeting are sent to you all at least five clear days before the meeting and it is your responsibility to read through these to make sure they are an accurate recording of the last meeting. You can then flag any inaccuracies at the meeting and then this can be amended accordingly.



MATTERS ARISING

Questions under 'matters arising' shall be taken by the discretion of the Chair. These questions usually include follow-ups on anything discussed in the previous meeting.

REPORTS

Verbal reports are given by the Chair of each Zone. They should not exceed 3 minutes and they are intended to report on the activities of the Zone since the last meeting.

Scrutiny of the report should be gathered and administered during Zone meetings. Questions about the contents of the report will be asked to the Sabbatical Officer, and not the Chair. Questions will be taken by the discretion of the Chair.

Questions should only be asked if it is a question to which a satisfactory answer cannot be obtained privately or is a question designed to bring an important matter to the notice of Council.

It is preferable practice that written reports are circulated with the agenda. Written questions may also be submitted either for inclusion on the agenda or may be handed to the Chair before the start of the meeting.

ELECTIONS, RATIFICATIONS OF UNION SOCIETIES, MEMBERSHIP OF UNION AND AFFILIATIONS

Voting will be by a show of voting cards unless a secret ballot is proposed, where you will be asked to vote using a voting slip.

Motions

A motion is a proposal designed to instigate change or make something happen. A motion can be a proposal to mandate UEC to run a campaign or to mandate the Union's commercial areas for example, to take action on Fair Trade policy.



MOTIONS OF DISCIPLINE

Motions of Caution, Censure and No Confidence can be put by Councillors to the UEC for failure to complete their duties as an Officer and a Trustee of the Union. Duties are outlined in Standing Orders, and therefore it is expected that these should be referred to if a Motion of Discipline is to be used.

MOTIONS AFFECTING THE CONSTITUTION, BYE-LAWS OR STANDING ORDERS

Any changes made to the Constitution need to be approved by UC and need to be noted and voted on in two separate meetings - one meeting to vote on changes to the Bye-Laws and another to vote on changes to the Standing Orders. Changes to the Bye-Laws and Constitution must be put to referendum, to be voted on by all students.

MOTIONS ON POLICY MATTERS

These are motions to change the current policies of the Union and either mandate to someone to do something or change the way in which something is done.

AMENDMENTS TO MOTIONS

Amendments can be put to amend a motion. This can be anything from changing the exact wording used, to clarify its positions or to propose an alternative to the original. These can be contrary to the spirit of the main motion and will need someone to propose and second it. A drafting amendment can only make minor changes to the original motions and requires the agreement of the proposer of the original motion.

MOTIONS OF A GENERAL NATURE

Any motions to accept items of general nature, such as passing the annual budgets and reports.



QUESTIONS & SPEECHES FOR MOTIONS

Speeches in favour, against or in abstention can't exceed three minutes and a speech in summation of no more than two minutes. Anyone can out a question to the speaker through the Chair. Questions should not last more than one minute and should be given to get information from the speaker.

ANY OTHER BUSINESS (AOB)

This is where items that have not been placed on the agenda or that have cropped up during the meeting should be discussed. Items are usually put into AOB, in the opinion of the Chair; it would not have been possible for the business to have been published on the agenda or that it is a matter of extreme urgency, which cannot reasonably be left until the next meeting of Council.

Procedural Motions



These are different to the Motions described above, and will not appear on the agenda. They are used to change the way the Council is being conducted and can be proposed by any member of Council, at any point during the meeting, except during a vote. They need a proposer and seconder.

A CHALLENGE TO THE A RULING OF THE CHAIR

This needs to be proposed by a member of Council and backed by at least four voting members. This can be used if you believe the Chair is not chairing the meeting in a satisfactory meeting. The Deputy Chair will take over if this is passed.

A MOTION FOR A TEMPORARY SUSPENSION OF ORDER OF BUSINESS

If you think that a break is needed.

A MOTION TO MOVE STRAIGHT TO VOTE

If you think questions have been going on too long or going around in circles. If passed, no more questions will be accepted and you will vote on the original motion after a speech in summation.



A MOTION THAT A MOTION BE VOTED ON IN PARTS

If you agree with parts of the motion or amendment, but not all of it. If passed, Council will vote on each part separately.

A MOTION TO MOVE IN COMMITTEE

Any member of HUU can attend a Council meeting. If passed, this means that any one present who is not a Council member must leave. No minutes are taken beyond this point.

A MOTION TO LAY A MATTER ON THE TABLE

This means that the matter is postponed to the following Council meeting or until more information is available to discuss it in full.

A MOTION TO REFER TO ZONE COMMITTEE

This will allow a matter to be discussed by a Zone Committee and then referred back to Council with recommendations, which Council can accept or reject.

A MOTION FOR THE ADJOURNMENT OF COUNCIL

If the meeting has over run and it is felt that the meeting has become counterproductive, it can finish the meeting and remaining items on the agenda will be discussed at a later date.

Points of Order



Related to the conduct of a meeting or a proposal to accept a procedural motion can be put forward at any point except during voting.



Chair of Council



RESPONSIBILITIES

The Chair is responsible for the proper conduct of the meeting. Their ruling on any matter is final, unless a there is a successful challenge to Chair.

CHAIR'S DISCRETION

They can use their discretion on matters. For example, they can take Any Other Business at their own discretion, if they feel it is relevant and necessary or call for a break.

CASTING VOTE

The Chair shall not take part in any debate or discussion and shall have no vote, except for when the voting on any motion is equal. They shall stand down in this occurrence.

Voting



All elected members of Council have the right to vote, except Sabbatical Officers. Voting cards are issued at the beginning of a meeting to Councillors. If you leave, you must hand in your voting card. All cards must be handed in at the end of a meeting.

SIMPLE MAJORITY VOTING

All motions are carried by a simple majority of those present and eligible to vote, unless otherwise prescribed. Voting is on occasion may be requested by e-mail, when a meeting cannot be scheduled.

TWO THIRDS MAJORITY VOTING

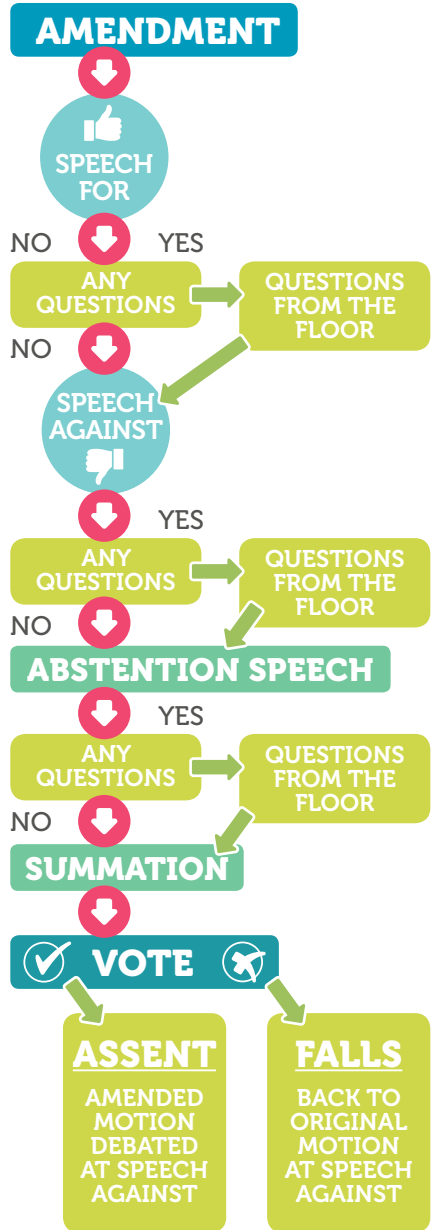
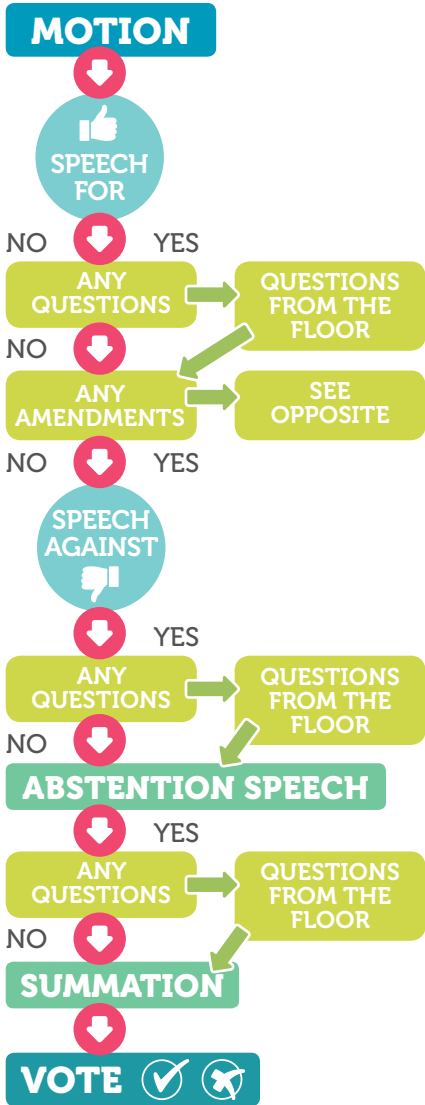
The motions detailed below shall only be carried by a two-thirds majority of those present and eligible to vote.

- A Procedural Motion
- A motion to change the Constitution, Bye-Laws or Standing Orders
- Affiliations



Order of Debate

Speeches on a motion or an amendment shall take the following form.



Structure of a Motion

Example of a motion

TITLE

Your title needs to explain what the motion is about

1. COUNCIL NOTES

This section needs to raise the issues in question and the facts known

2. COUNCIL BELIEVES

This is what Council believes about the issues raised under council notes.

3. COUNCIL RESOLVES

This is the action that Council believes should be taken on the issues raised.

All motions need a proposer and a seconder!

Don't worry if you don't know how to write a motion, as you can get help from us! You can get in touch with our Chair Campaigns & Democracy Heather Smith, who will be happy to help.

You can e-mail her at **heather_m_s_smith@hotmail.co.uk** or **campaigns@hull.ac.uk**



HUU Jargon Buster

Abstention

A vote in abstention is used when you believe you can't make up your mind between a speech against, due to a lack of information or when there is a lack of knowledge in an argument.

Academic Council

Meeting of all Course Reps to discuss central issues.

AC

Advice Centre. The HUU Advice Centre provides free, impartial, confidential, advice and information to all students at Hull University.

Bye-Laws

These explain briefly how HUU strive to maintain our objectives.

Agenda

The agenda is the published order of business that is conducted at a meeting.

AU

The Athletic Union, which is formed by different sports clubs. AU has its own Council, as well as their Executive being part of Union Council.

BAME

Black, Asian and Minority Ethnic Committee.

Budgets

Annual budgets are produced for HUU and HUU SL. These dictate how much each area is predicted to make and spend.

HUU

Hull University Union, which is a charity.

CDTE

Curriculum Development and Teaching Enhancement.

Chief Executive

Paul Tatton is HUU's Chief Executive and offers UEC advice when necessary. Paul is retiring this year, so from January 2014 HUU will have a new Chief Executive.

ISA

International Student Association.

Ex-officio

A member of a Committee, without voting rights. For example, a staff member.

Links

First aid – our student St John's team.

JAM

Just About Music – Radio Station ran by students.

HUSSL

Hull University Union Services Limited. This is our commercial services, such as the shop and bars. Each year HUSSL gives profit made to HUU, the charity.

HUSSO

Hull University Social Services Organisation. This is where you can get involved with volunteering and is under the Community Zone.

Julie Watson Membership Services

This is the new open plan area on the first floor, which houses our Membership Services staff, management and Sabbs.

LGBT

Lesbian, Gay, Bisexual and Transgender Committee.



NUS
National
Union of
Students.

NUSSL
National
Union of
Student
Services
Limited.

NSS
National
Student
Survey.

PGA
Postgraduate
Association.

SSC
Staff Student
Committee

RAG
Raising & Giving,
which is the Charities
Appeal Committee. If
you want to raise any
money in the Union,
they are the people to
get in contact with!

Ratification
Formal approval
of documents
and positions
held on
committees.

SMT
Senior
Management
Team

ULTAC
University
Learning and
Teaching
Assessment
Committee.

UEC
Union Executive
Committee. This
is formed of the
Sabbatical Officers,
who are elected
Annually.

Sabbs
Sabbatical officers,
who are elected
annually. These are the
President, VP Activities,
VP Education, VP
Sport, VP Welfare &
Community and VP
Scarborough.

Standing Orders
These are the rules
that govern how
the Union is run
and go into great
depth.committees.

VP
Vice
President

UoH
University
of Hull.

Faculties:

FASS
Faculty of
Arts and
Social
Sciences.

FHSc
Faculty of
Health and
Social Care.

FOE
Faculty of
Education.

FOSe
Faculty of
Science and
Engineering.

HUBS
Hull
University
Business
School.

HYMS
Hull York
Medical
School is the
faculty of Hull
University.

Union Council Meetings Schedule 2013/14

Union Council takes place in Weeks 4, 8 and 12.

Monday 21st October 2013 6:30pm Scarborough Campus

Monday 18th November 2013 6:30pm Meeting Room 1

Monday 16th December 2013 6:30pm Meeting Room 1

Monday 24th February 2014 6:30pm Meeting Room 1

Monday 24th March 2014 6:30pm Meeting Room 1

Monday 12th May 2014 6:30pm Meeting Room 1

Contacts

If you have any queries please contact Richard Brooks or the Sabbatical representative for the relevant zone.

