



YORK ST JOHN STUDENTS' UNION

BYELAW (2) STUDENT MEMBERS' MEETINGS

A Byelaw setting out Student Members' Meetings; their remits; and their organisation.

Promulgated: 01 July 2021
Last Reviewed: 22 June 2021

Byelaw (2) Student Members' Meetings

1. Role and Purpose

Student Members' Meetings are an opportunity for York St John Students to meet to better understand Students' Union priorities; to submit, debate, and vote on Motions for Change; and to hold the Sabbatical Officers, Student Council, and Trustee Board to account.

2. Regulations & Arrangements

Chair

- 2.1. Student Members' Meetings shall be chaired by the Chair of Student Council, or by the Deputy Chair of Student Council in the absence of the Chair.
- 2.2. If neither the Chair nor Deputy Chair of Student Council can chair the Student Members' Meeting, Student Members may elect from among themselves a suitable chair of the Meeting.

Membership & Attendance

- 2.3. Any Student Member is entitled to attend a Meeting.
- 2.4. If a Student Members' Meeting is not quorate within 30 minutes of the time given in the Meeting's notice, the Chair may dissolve the Meeting, or may direct that it can continue but not make any decision or vote on any matter.
- 2.5. If the Meeting is dissolved, the Chair shall determine a new time, date, and location for a Meeting such as to allow for the attendance of as many Student Members as possible, and issue a new Notice.
- 2.6. Attendance is expected of all Sabbatical Officers, Part-time Officers, Student Councillors, Students' Union Staff, and Trustees.

Location

- 2.7. Student Members' Meetings should be held in an accessible location to allow for the attendance of as many Student Members as possible.
- 2.8. Student Members' Meetings may be held in separate locations via video link, providing that the Meeting is simultaneously broadcast and attendees in each location are able to participate in any debate or votes.
- 2.9. Student Members' Meetings may be held via telephone or videoconferencing software, and a Student Member will be present at a Meeting held in these ways if the Member can hear and be heard.

Debate & Voting

- 2.10. The chair of the Student Members' Meeting shall set the rules and conduct of debate, ensuring orderly conduct and ensuring that Student Members can contribute fully.
- 2.11. The chair may refer to the Student Council Standing Orders in setting these rules.
- 2.12. Voting shall take place electronically, via a secure platform facilitated by the Students' Union, and attendees may vote from any location in which the Meeting is being held, broadcast, or from where they are participating via telephone or videoconferencing software.

3. Annual Student Members' Meeting

- 3.1. There shall be an annual Student Members' Meeting held within an academic year, on a date set by the Student Council at its first meeting of the year.
- 3.2. If the Student Council does not set this date at a meeting before 31 December, the Trustee Board shall set the date of the annual Student Members' Meeting as soon as is practicably possible before 31 January.

Notice

- 3.3. The notice of an annual Student Members' Meeting shall be issued at least four weeks before the Meeting is to be held, and shall contain
 - (a) the date, time, and location of the Meeting;
 - (b) the details necessary to register for or join a Meeting held by telephone or videoconferencing software;
 - (c) the agenda of business for the Meeting;
 - (d) the mechanisms through which Student Members may submit Motions, Questions, or other items of business; and,
 - (e) any other information which may be necessary.

Business

- 3.4. The agenda of the annual Student Members' Meeting shall include
 - (a) the ratification of the minutes of the previous annual Student Member's Meeting and any extraordinary Student Members' Meetings which may have been held since the last annual Meeting;
 - (b) noting the Students' Union's Annual Trustees' Report;
 - (c) ratification of the list of affiliated organisations;
 - (d) opportunity for Student Members to debate matters of concern to students;
 - (e) opportunity for Student Members to scrutinise the Sabbatical and Part-time Officers; and,
 - (f) opportunity for Student Members to scrutinise the services of the Students' Union.

4. Extraordinary Student Members' Meetings

- 4.1. An extraordinary Student Members' Meeting may be called at any time between annual Meetings at the request of the Trustee Board or the Student Council.

Notice

- 4.2. The notice of an extraordinary Student Members' Meeting shall be issued at least two weeks before the Meeting is to be held, and must contain
 - (a) the date, time, and location of the Meeting;
 - (b) the details necessary to register for or join a Meeting held by telephone or videoconferencing software;
 - (c) the agenda of business for the Meeting; and,
 - (d) any other information which may be necessary.

5. Reporting

- 5.1. The minutes of annual and extraordinary Student Members' Meetings shall be noted by the Trustee Board and Student Council at their next respective meetings after a Student Members' Meeting, and the subsequent annual Student Members' Meeting.

- 5.2. The draft minutes of Meetings shall be placed on the Students' Union's website within one week of the Meeting, and the Students' Union shall announce through its usual channels when the minutes are uploaded.