



**YORK ST JOHN
STUDENTS' UNION**

BYELAW 4: EXECUTIVE COUNCIL

REVIEWED AND REVISED AUGUST 2018

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1. Membership

1.1. The Executive Council shall consist of the Executive Committee and the Chair of Executive Committee, and shall fulfil the role of Student Council and Student Senate for the purposes of the Articles of the Union.

1.2. The voting members of the group shall be the members of the Executive Committee.

1.3. The Chair (and Deputy Chair) of Executive Council

1.3.1. The Chair (and Deputy Chair) of Executive Council will be recruited via a formal recruitment process led by the staff team of the Students' Union. These roles can only be held by a Full Member of the Students' Union. the Chair of Executive Council will also be the Chair of the Scrutiny Panel as set out in Byelaw 6.

1.3.2. The Chair (and Deputy Chair) of Executive Council shall remain in office until the end of the academic year in which they were appointed.

1.3.3. The Chair (and Deputy Chair) of Executive Council shall be removed from office at the discretion of the Trustee Board should their conduct be deemed unacceptable.

1.3.4. Their role shall include:

- Chairing all meetings of Executive Council
- Chairing the Scrutiny Panel as set out in Byelaw 6
- Attending all other events where representatives are expected to attend
- Setting the Agenda for Executive Council meetings with the support of the Chief Executive or designated staff members
- Ensuring that all meetings are conducted in a fair and proper manner
- Calling additional and emergency Executive Council meetings as required
- The Chair of Executive Council shall be impartial and shall have no vote apart from in the event of a tied vote when the Chair would have the casting vote.

1.3.5. In the event that the Chair of Executive Committee is unable to attend or has a conflict of interest the Deputy Chair shall take on the role of the Chair.

2. Role of Executive Council

2.1. Executive Council has responsibility for:

2.1.1. Ensuring the expansion and implementation the Students' Union vision, values and objectives set within the Students' Union Strategic Plan;

2.1.2. Creating motions for action and policy for implementation to improve University life for students;

2.1.3. Offering advice and policy to the Trustee Board and receiving recommendations from the Trustee Board;

2.1.4. Considering and recommending any motions for NUS annual conference and making suggestions as to how the delegates should vote throughout the conference;

2.1.5. Ensuring student issues are discussed and the Executive Committee are mandated to take action.

3. Meetings of Executive Council

3.1. There shall be a minimum of three meetings of Executive Council across each Academic year.

3.2. In order for a meeting to be valid there must be at least 50% of voting members plus one and the Chair of Executive Council present.

3.3. Notice of meetings shall be circulated at least 5 working days prior to an ordinary meeting, and at least 2 working days prior to an extraordinary meeting. This shall include the publishing of the Agenda and any papers.

3.4. Minutes of all Executive Council meetings shall be taken, detailing present and absent members, record of votes and apologies. Minutes shall be publicly available.

3.5. In the case of any dispute the Chair shall have final ruling on the interpretation of the Articles of Association, Bye-Laws and Policies.

3.6. Reserved Business will be carried out in private. A record of the reserved business will be kept and actions noted, but this will not be published.

3.7. The Chair of Executive Council shall chair all debates and use judgement to determine the number and duration of all debates around motions.

4. Procedural Motions

4.1. A procedural motion may be heard between speeches by a representative if supported by 50% of the quorum.

4.2. Procedural motions shall have priority over all other business. No procedural motion may be moved while a procedural motion is being considered.

4.3. The following procedural motions shall require a simple majority to be effected:

a) That the meeting move immediately to the summation and the vote on the main motion or amendment;

b) That the motion or question be referred to a Committee, Zone or Collective of the Union for consideration;

c) That a guest speaker be invited to address the meeting for a specified period at a specified point in the meeting.

4.4. The following procedural motions shall require a two-thirds majority to be effected:

- d) That this meeting has no confidence in the Chair of Executive Council and that s/he shall therefore be removed from the chair for the remainder of the meeting, followed by an immediate vote for another representative to take up the role of the chair for the remainder of the meeting should the Deputy Chair not be present;
- e) That the motion be amended/re-written at a specified point in the Executive Council meeting.

5. Sub Committees and Working Groups

- 5.1. From time to time it may be necessary for Executive Council to commission sub-committees or working groups to resolve specific issues or for a specific purpose. Members of the Executive Council can propose the creation of a sub-committee or working group that will stand by a simple majority vote.
- 5.2. Sub-committees and working groups should only be commissioned for a specific purpose, or in response to a specific issue. When the purpose and/or issue have been addressed the sub-committee or working group should be disbanded.