

## 1. Purpose

- a. The Student Council exists to pass the Association's policy and to hold the elected officers to account. It is also a safe space in which members can ask questions, share their experience and raise issues or praise for any part of their University experience. UWS senior staff members will also be invited to meetings to present on UWS matters and to answer questions that members may have.
- b. The responsibilities and powers of Student Council, are defined in the Articles of Association, Part 4 – Student Council

## 2. Membership

- a. The membership of the Student Council shall be as follows:
  - i. **Full Members (with voting rights):**
    1. Student Representatives, elected to represent their programme of study or their school at the University of the West of Scotland
  - ii. **Attending members (without voting rights)**
    1. The elected officers of SAUWS
  - iii. **Chair**
    1. The Chair of Student Council shall be the elected Union Chair.
- b. SAUWS staff shall attend as requested by the meeting
- c. UWS senior management and other staff may be invited to attend for part or all of specific meetings
- d. A member of SAUWS staff will act as clerk to the committee and ensure minutes are taken.

## 3. Powers

- a. The Articles of Association for the Students' Association of the University of the West of Scotland, define the authority of the Council.
- b. Other powers may be granted to the Council by the Board of Trustees.
- c. The Board of Trustees recognise the additional authority of the Student Council to:
  - i. Create and dismiss sub-committees (other than the Executive Committee) as required.
  - ii. Ratify Student and Lay Trustees as defined in Articles 21.1 and 22.1 respectively.
  - iii. Hold a motion of no confidence in a Lay or Student Trustee in accordance with Article 25
  - iv. Hold a motion of no confidence in an elected officer in accordance with article 26.2.1(b) which, if passed by the required two-thirds majority would trigger a referendum motion of no confidence.

## 4. Meetings

- a. Student Council will meet a minimum of 4 times per year.
- b. Meetings of Student Council will take place on all campuses of the University through use of video-conferencing.

## **5. Quorum**

- a. The quorum of Student Council shall be 25 Full members. If quorum is not reached within 15 minutes of the scheduled start time, the meeting will still proceed but discussion of policy matters will be deferred to the next scheduled meeting.
- b. Any matter deferred from a previous meeting will be debated at the next meeting, even if this meeting does not reach quorum. Notification of any items deferred will be communicated to all members at least seven days prior to the meeting.

## **6. Proceedings**

### **a. Convening Meetings**

- i. Dates, times and venues for all council meetings will be communicated by email to the members at least two weeks in advance;
- ii. Meeting spaces will be provided on all campuses of the University;
- iii. Any changes to dates, times and venues, will be communicated no less than one week before the scheduled meeting date;
- iv. Policy submissions can be made at any time during the year and will go to the next available meeting of Student Council;
- v. In the event of an emergency or extraordinary meeting, the chair shall ensure that as much notice as reasonably possible is given to the council members.

### **b. Emergency Meetings**

- i. An Emergency meeting can be called under the following circumstances;
  1. The Chair may call an emergency meeting at the request of two voting members of Student Council;
  2. The Chair must call an emergency meeting at the request of two members of the Executive.

### **c. Agendas**

- i. An agenda will be produced for every meeting of Student Council;
- ii. Agendas and supporting papers will be distributed to all members of student council a minimum of seven days before the meeting is scheduled to take place. In the case of an emergency meeting, agendas and papers will be circulated as early as possible.

### **d. Submitting Items of Business**

- i. Any individual student, any student group, any recognised society or the Executive may submit items for discussion at student council.
- ii. Items for discussion at Student Council must be submitted to the Association using the form on its website.
- iii. Student Council will only discuss items which have been published on the SAUWS website for a minimum of two weeks.

### **e. Voting & Decision Making**

- i. Only full members of Council may vote.
- ii. Decisions are to be taken by simple majority (50% + 1) of those attending
- iii. In the event of a tie, the policy is deemed to have been rejected.

- iv. Decisions will be binding only if Student Council has reached its quorum.
- v. Council members will have the options to vote for, against or abstain.

**f. Debate Procedure**

- i. Any policy area shall be discussed in the following ways:
  - 1. There will be an opening statement on the policy proposed. This statement will be made by the submitter of the policy or their nominee. In the event that the proposer is not present and has not nominated, the Chair may ask for a proposer from those in attendance
  - 2. Thereafter there will be contributions for and against the policy area being debated.
  - 3. The Chair shall ensure that the debate is balanced.
  - 4. A vote will be taken at the end of the contributions.

**7. Chair's Powers**

- a. The Chair will have the power to:
  - i. Call the meeting to Order
  - ii. Set the agenda of Council and reorder the agenda if required.
  - iii. Set the timings of each agenda item
  - iv. Making rulings on whether or not submissions to Council are in order
  - v. Call indicative votes on procedure and debate process
  - vi. Request Clarifications from submitters
  - vii. Adjourn meetings of Council
  - viii. Call for a count of members present
  - ix. In the event of disorder, request any person or persons creating a disturbance to leave the meeting.

**8. Members' Rights**

- a. Members' rights detail what members can do within a meeting. If one of the rights are requested it shall take priority over all other business. Members should not raise a request for rights during a speech or during voting.
- b. Members should alert the chair when they wish to exercise one of their rights in the meeting.
- c. **The following are the rights of the members in the meeting;**
  - i. **To ask that the meeting overturn a decision of the chair;**
  - ii. **To ask that the Chair be removed for the remainder of the meeting;**
    - 1. If the meeting votes in favour It will be treated as a vote of no confidence in the chair
      - a. The chair will vacate the chair of the Council for the remainder of the sitting
      - b. One of the sabbatical officers will take the chair for the process and, if passed, the rest of the meeting.
  - iii. **To ask that the vote be taken as a secret ballot;**
  - iv. **To ask that the matter under discussion be put to an immediate vote**
  - v. **To ask that the vote be deferred to a future meeting**
  - vi. **To ask for a count of people present (quorum check)**