

## UBU Council By-Law

### A: Principles (Refer to UBU Constitution clause 18)

#### 1. Principles

- 1.1. The primary purpose of UBU Council is to be the principal representative and policy-making institution of UBU.
- 1.2. Its voting membership consists of directly elected councillors (Chair, Lay Members, Council Executive Officers) and councillors nominated by the bodies with devolved powers (UBU Academic Representation, UBU Activities, and UBU Sports).
- 1.3. All full, student members of UBU may attend and observe Council meetings and may speak at the absolute discretion of the Chair; they may not vote on any issue.
- 1.4. The Minutes of the meeting will be recorded and kept by the UBU Student Voice department.
- 1.5. Council shall be guided by the Council Advisory Committee. This committee shall comprise the Chair of Council (hereafter referred to as the Chair), the Deputy Chair, the Sabbatical Officer Charged with Constitutional Oversight (SOCC), a staff member from the Student Voice department, and the Chief Executive Officer (CEO). This committee is responsible for:
  - i. Assisting proposers of motions with preparing competent motions.
  - ii. Setting the agenda for Council meetings, as well as General Meetings.
  - iii. Enforcing the Council Code of Conduct, including submission of reports and attendance.
  - iv. Ensuring that sufficient notice is given for relevant meetings.
  - v. Advising on Council quorum.

### B: Membership

#### 2. Chair of Council

- 2.1. The Chair shall be elected annually in the UBU election in accordance with the UBU Election By-law.

#### 3. Deputy Chair of Council

- 3.1. The Deputy Chair shall be elected at the start of the academic year from amongst the membership of UBU Council, excluding Sabbatical Officers, in accordance with the relevant parts of UBU voting procedure and the UBU Election By-law.

#### 4. Voting Members

- 4.1. Voting Members of UBU Council shall comprise:
  - i. at least 3 Lay Members (elected in the UBU elections)
  - ii. up to 12 Faculty Representatives (elected from UBU Academic Representation Assembly)
  - iii. two or three UBU Sports representatives (elected from UBU Sports Assembly)
  - iv. two or three UBU Activities representatives (elected from UBU Activities Assembly)
  - v. one place for each Council Executive Officer (elected in the UBU elections)
  - vi. the Chair of Council, or any Acting Chair, shall have a casting vote in the event of a tie, but shall not otherwise vote, nor be considered a voting member for the purpose of determining quorum.

#### 5. Non-voting Members (without voting rights but with speaking rights) shall be:

- i. Sabbatical Officers

#### 6. Others who may attend and observe

1. All Members of UBU, with speaking rights granted at the discretion of the Chair or granted automatically when they are proposing or seconding a motion.
  - i. UBU External Trustees, with speaking rights granted at the discretion of the Chair.
  - ii. UBU Staff and the Chief Executive Officer, with speaking rights granted at the discretion of the Chair.

#### 7. Co-option of Members

- 7.1. In the event of UBU Council positions becoming vacant, any Council Member may propose any student UBU Member to be co-opted into the position.

- 7.2. Candidates for co-option must comply with the procedures set out in the UBU Election By-law.
- 7.3. Potential candidates must make a short speech, in UBU Council, explaining their motivation.
- 7.4. Relevant questions may be put to potential candidates.
- 7.5. The candidates must withdraw from Council for the duration of a discussion and vote on their co-option. This applies even if any candidate is a Member of Council who is being co-opted into a different role.
- 7.6. Co-option of new members shall be decided through a majority vote at UBU Council. If there are multiple candidates, an election shall take place within Council in accordance with the relevant parts of UBU voting procedure and the UBU Election By-law.
- 7.7. Co-opted Members shall take up position immediately.
- 7.8. If the co-opted Member was already a Member in another capacity, they shall immediately be deemed to have given up their previous role, and that role in turn shall be eligible for co-option.

## **8. Sub-Committees**

- 8.1 The sub-committees of the UBU Council shall be elected at the first Council of the year.
- 8.2 Council Members unable to attend the meeting that includes these elections may nominate themselves by proxy. Their candidacy should be presented by any other Council Member, together with a signature of witness from a third Council member, in the same manner as a proxy vote. These two Members are only proxy *nominators*, so are not required to vote in favour of the candidate whose nomination they bring.

## **9. Attendance**

- 9.1. Failure to attend properly notified Council meetings shall result in the following, at the discretion of Council Advisory Committee:
  - i. Failure to attend 1 meeting shall result in a written warning.
  - ii. Failure to attend 2 meetings shall result in a compulsory meeting with Council Advisory Committee, with one week's notice given of this. Failure to attend this will automatically invoke the next stage.
  - iii. Failure to attend 3 meetings shall result in the member being deemed to have resigned.
- 9.2. In the case of the sabbatical officers, step (iii) above shall be replaced by formal disciplinary measures since they are members of UBU staff.
- 9.3. Apologies should be sent to the Chair if a Member cannot attend, or expects to arrive late, or has to leave early.
- 9.4. Council Advisory Committee shall have discretion to call Members in at any stage to discuss their ability to attend or keep good time and take action in variance from article 9.1 above.

## **C: Meetings – Standing Orders governing the preparation and administration of meetings**

### **10. Notice of Meetings**

- 10.1. UBU Council shall be convened by the SOCC or, in their absence, another UBU sabbatical. It shall be held in accordance with UBU Constitution.
- 10.2. It is the responsibility of the Council Advisory Committee to ensure that notice is provided:
  - i. For UBU Council: ten working days prior, including the deadline for submission of agenda items including reports, minutes, and any motions.
  - ii. For Extraordinary UBU Council: five working days prior, including details of the item to be discussed.

### **11. Agenda**

- 11.1. Agenda are to be drawn up by the Council Advisory Committee.
- 11.2. The agenda for UBU Council Meetings shall include the following (at the Chair's discretion):
  - i. Reminder to sign the attendance list, and notice of formal apologies
  - ii. Declarations of interest
  - iii. Co-option to fill any vacancies
  - iv. Approval of minutes of previous meeting (with matters arising)
  - v. Presentation of UBU Executive minutes and ratification of any UBU Executive decisions
  - vi. Questions to Sabbatical Officers (based on submitted reports)
  - vii. Questions to Representatives of UBU Academic Representation, UBU Activities, and UBU Sports (based on submitted reports and minutes from their respective Assemblies)
  - viii. Questions to Non-Sabbatical Executive Officers (based on submitted reports)
  - ix. Questions to UBU Sub-Committees (based on any submitted reports)
  - x. UBU Operational Business to be discussed and approved (if any)
  - xi. Motions (if any)
  - xii. Any other competent business (that must be submitted in advance to the Chair)
  - xiii. Date and time of next meeting.

### **12. Agenda for Extraordinary UBU Council**

- 12.1. Shall consist of:
  - i. Reminder to sign the attendance list, and notice of formal apologies
  - ii. Declarations of interest
  - iii. The pre-notified item for discussion
  - iv. Date and time of next meeting.

### **13. Reports**

- 13.1. Sabbatical Officers' Reports shall include:
  - i. A written report.
- 13.2. Non-Sabbatical Officers' Reports shall include:
  - i. A written report.
- 13.3. UBU Academic Representation, UBU Activities and UBU Sports reports shall include:
  - i. The minutes of their respective Assemblies
  - ii. A written report.
- 13.4. Failure to submit a report shall result in the following, at the discretion of Council Advisory Committee:
  - i. Absence of 1 report shall result in a written warning
  - ii. Absence of 2 reports shall result in a compulsory meeting with Council Advisory Committee, with one week's notice given of this. Failure to attend this will automatically invoke the next stage.
  - iii. Absence of 3 reports shall result in a motion of no confidence at the first possible Council meeting; where possible this will be the same meeting to which the 3<sup>rd</sup> report should have been presented.
- 13.5. A vote of no confidence being carried means that the relevant member, except for sabbatical officers, ceases to be a member of Council.

- 13.6. In the case of the sabbatical officers, step (iii) above shall be replaced by formal disciplinary measures since they are members of UBU staff.

#### 14. Questions

- 14.1. The Chair shall invite questions for each report or group of reports. UBU Council members wishing to speak should then attract the attention of the Chair.
- 14.2. The Chair will indicate who is to speak and in what order, with the primary consideration being to give every person wishing to ask a question at least one opportunity each, before any questioner is invited to contribute for a second time.

#### 15. Submission of items for agenda

- 15.1. Reports, minutes, and motions for inclusion on the agenda shall be submitted in writing to Council Advisory Committee no later than 12 noon, **five clear working days** preceding the UBU Council meeting.
- 15.2. Council Advisory Committee shall encourage submissions to be well in advance of this to allow for development.
- 15.3. Council Advisory Committee has the absolute discretion to reject any motion, especially any that has not been subject to discussion with the Committee, if it believes the motion to be impractical, illegal, or to otherwise bring UBU into disrepute.
- 15.4. If a motion fails to pass, it cannot be submitted in the same format again until the next academic year. Council Advisory Committee shall decide whether a resubmitted motion differs sufficiently for it to be acceptable.
- 15.5. If a motion does pass, a motion to overturn it may be presented during that same academic year only if Council Advisory Committee accepts that significant new relevant evidence has come to light.
- 15.6. Motions may be submitted by:
- UBU Executive, following a majority vote in favour of the submission.
  - The Assemblies with devolved powers, following a majority vote in favour at the proposing Assembly. In this case, the motion must indicate the voting numbers at the Assembly.
  - a Proposer, Seconder and 15 Assenters, all of whom must be Members of UBU.

#### 16. Emergency Motions

- 16.1. To be considered as a valid emergency motion, the matter in question must be one that could not reasonably have been foreseen in time for the Council Advisory Committee deadline.
- 16.2. Emergency motions shall be submitted in writing to the Chair no later than one hour before the Council meeting is due to commence.
- 16.3. The Chair shall announce the ruling on the eligibility of tabling the emergency motion and its position on the agenda (if applicable).

#### 17. Motions

- 17.1. Motions shall be heard as follows:
- speech in favour of the motion
  - speech against the motion
  - questions to the speakers and points from the floor (with a reasonable attempt at balanced discussion to be enforced by the Chair)
  - speech in summation on the motion
  - move to the vote.
- 17.2. Amendments to motions can be made at any time throughout the proposal, in accordance with section 17, below. Any proposed amendments to the motion will be heard as follows:
- speech in favour of the amendment
  - speech against the amendment
  - questions to the speakers and points from the floor (with a reasonable attempt at balanced discussion to be enforced by the Chair)
  - speech in summation on the amendment
  - move to the vote.

## **18. Amendments**

- 18.1. Amendments to motions may be submitted either prior to or during the meeting. The proposer of any amendment must at the first opportunity provide a written version to the Chair.
- 18.2. Amendments must be proposed and seconded by full voting members of UBU Council, except in the case of motions from the student body, in which case the Proposer and Seconder may, if in agreement with each other, introduce a friendly amendment.
- 18.3. Before moving to the vote on an amendment, the Chair must accurately communicate to the meeting the precise wording of the amendment, and its effect on the motion.
- 18.4. To be accepted into the main motion, an amendment must either:
  - i. obtain the approval of the proposer and seconder of the main motion;
  - ii. pass a majority vote at the meeting.
- 18.5. If the amendment is carried, then it forms part of the original motion and the meeting shall continue discussing the amended motion. The Chair shall ensure there is an opportunity for at least one speech in favour, and one speech against the amended motion.
- 18.6. If the amendment fails, the meeting shall continue discussing the original motion.

## **19. Closed Sessions**

- 19.1. UBU Council may meet in closed session for any item on the agenda when it considers that the interests of UBU would best be served by the matter remaining confidential to members of UBU Council. Any member may propose the procedural motion necessary to declare a closed session.
- 19.2. The following people shall be permitted to remain in UBU Council during closed sessions:
  - i. UBU Council Members
  - ii. UBU Staff
  - iii. UBU Trustees

## **20. Timings**

- 20.1. The meeting shall not continue beyond 3 hours unless voted by a two-thirds majority of voting UBU Council members.
- 20.2. Meetings which go on beyond 2 hours shall have a 10 minute comfort break every hour thereafter.

## **D: Meetings — Conduct of Meetings**

### **21. Quorum**

- 21.1. Refer to Clause 23 in the UBU Constitution.
- 21.2. The quorum of UBU Council and Extraordinary Council meetings shall be an absolute majority of the extant voting members, not including vacancies, and subject to an absolute minimum of 10.
- 21.3. For the avoidance of doubt, the Chair (who has a casting vote) is not counted numerically as a voting member for the purpose of quorum. The Deputy Chair is counted even when Acting Chair.
- 21.4. An inquorate meeting may choose, by show of hands vote, to hear any submitted reports, and discuss any matters on the agenda.
  - i. Any such inquorate meeting shall still be minuted.
  - ii. An inquorate meeting may present suggestions to the following Executive Committee meeting or Council meeting, based on a majority of those present agreeing to do so.
  - iii. An inquorate meeting has no powers to take any other actions or make any decisions in the name of UBU Council.

### **22. Role of the Chair**

- 22.1. Meetings are to be chaired by the Chair of Council or in their absence the Deputy Chair of Council.
- 22.2. The Chair is expected to run Council in a fair and impartial manner at all times.
- 22.3. If the Chair and Deputy Chair are not present at a meeting:
  - i. the CEO will act as temporary chair over the reports section of the agenda only. After this section of the agenda is completed the meeting will be adjourned;
  - ii. If the CEO is not present the meeting will be adjourned.
- 22.4. The Chair shall be heard in silence at all times and shall conduct the meeting in a manner which expedites constructive and balanced debate. The Chair will attempt to encourage all Council Members to feel able to participate.
- 22.5. The Chair shall restrict speeches proposing and opposing a motion to 3 minutes, and subsequent contributions to the debate to 1 minute. The Chair shall have discretion to allow more time, but any increase must be made equally available to all contributors to the debate.
- 22.6. The Chair should rule according to the Constitution, the relevant By-Laws, and other regulations governing UBU.
- 22.7. The Chair's ruling shall be final unless successfully overturned by an appropriate procedural motion to challenge the decision, or of No Confidence in the Chair.
- 22.8. The Chair will ensure the UBU Council Code of Conduct is being followed by Members at all times.
- 22.9. The Chair shall have the power to ask a Member to leave the meeting if they are acting in a disruptive manner.
- 22.10. The Chair shall have the power to rule out of order any motion or amendment, which recommends action, which is deemed to be *ultra-vires*.

### **23. Role of the Deputy Chair**

- 23.1. The Deputy Chair of Council shall support the Chair in any capacity in which they may be required at the discretion of the Chair.

### **24. Challenges to the Chair**

- 24.1. Upon the passing of a procedural Motion to challenge a Chair's ruling the Deputy Chair is to take the Chair.
- 24.2. The opponent to the Chair's ruling shall explain their challenge.
- 24.3. Questions may be put to the Chair. There shall then be an opportunity for a Member to speak in support of the Chair.

24.4. The Deputy Chair must then put the matter to the vote. If the vote is in favour of the challenge to the Chair the Chair may return to chairing the meeting but the challenge will stand with the Chair's decision overruled.

24.5. If the vote does not uphold the challenge then the Chair's ruling will stand and be final.

## **25. Voting**

25.1. For simple business such as approval of the agenda, the Chair may ask for approval by a general "aye". If there is any significant dissent, a vote by show of hands must be taken.

25.2. Voting, including on motions, shall be carried out by a show of hands, unless a secret ballot is requested by any Member eligible to vote. A proposal for a secret ballot may be agreed to by a general aye.

25.3. Voting to carry a motion is to be by simple majority of those present and eligible to vote except in the case of a procedural motion, or a motion to amend a By-Law, where voting shall be by a two-thirds majority of those present and eligible to vote.

25.4. In the case of complex elections, i.e. where there is more than one candidate, a secret ballot shall be used.

25.5. Once the Chair has brought the meeting to a move to vote there shall be no speaking until the vote has been carried out.

25.6. Where there are no speeches against or points regarding a motion the Chair shall move directly to the speech in summation and the vote.

25.7. Votes shall be counted and the numbers recorded in the Minutes of the meeting.

25.8. Proxy voting shall be allowed if the Chair receives a written request from a Member before the meeting. The proxy vote must be counter-signed by two other UBU Councillors.

25.9. In the event of a tied vote, the Chair shall have the deciding vote.

## **26. Procedural Motions**

26.1. Procedural motions shall have precedence over the order of the meeting. A member must attract the attention of the Chair. On being directed to speak the member shall immediately announce that they wish to propose a procedural motion. The Chair shall then rule on whether to take the motion, except in the case of a challenge to the chair, (26.5.iv and 26.5.v) when the Chair shall pass immediately to the Deputy Chair. In such cases the Deputy Chair shall then rule on whether to take that motion, and if taken, preside over it.

26.2. For the avoidance of doubt, the Chair has discretion to decline to take a procedural motion if they believe it to be vexatious, repetitious, or filibustering; subject to the possibility of a challenge to the Chair (26.5.iv and 26.5.v).

26.3. A failed procedural motion cannot be submitted again during the same item of business.

26.4. The proposer of the motion should then give their reasons for the proposal. There shall be an opportunity for a speech against the proposal. The matter shall then be put to the vote. The move must be carried by a two-thirds majority of those present and eligible to vote.

26.5. The following are an exhaustive list of acceptable procedural motions:

- i. A move that the present motion be put to the vote without any further speeches or questions.
- ii. A move to delay a vote on the present item and take further rounds of speeches.
- iii. A move to defer discussion of a motion pending review or further information.
- iv. A move to challenge a ruling of the Chair. Such a motion will be Chaired by the Deputy Chair.
- v. A vote of no confidence in the Chair. Such a motion will be Chaired by the Deputy Chair.

- vi. A move for a temporary adjournment. If passed, a time to reconvene should be announced by the Chair, after which the meeting shall immediately adjourn.
- vii. A move to amend the order of the agenda.
- viii. A move to allow speaking rights for a non-member of UBU Council.
- ix. A move for a closed session in accordance with section 19 of this By-Law.
- x. A move for a direct question to an UBU Executive member in relation to the debate.



## Appendix 1 — UBU Council Sub-Committees

### A: Powers of Sub-Committees:

1. Committees are empowered by Council to carry out certain functions.
2. Committee decisions are subject to ratification at the next available Council meeting, by means of the acceptance of the committee's report or relevant Officer's report.

### B: Make-up of Sub-Committees:

3. All Council sub-committees except RAG and Council Advisory Committee are convened by one Sabbatical Officer, with a second Sabbatical Officer and a Council Executive Officer supporting them.
4. All Committees except RAG and Council Advisory Committee will where possible include 1 Council Lay member and 1 representatives from the Assemblies (UBU Academic Representation, UBU Activities, and UBU Sports).
5. All Committees will be open for any Member of UBU to attend so long as they have requested permission from the convener of the Committee.
6. Conveners of Committees will have flexibility in deciding when Committees meet but this should be at least four times per semester, approximately monthly.
7. All Sub-committees must report back to UBU Council on a monthly basis. This may be submitted as part of the report of the convening Sabbatical Officer.
8. In order to maintain impartiality and fairness of the UBU Council, the UBU Chair of Council is not to be a part of any committees, with the exception of the Council Advisory Committee.

**B: Specific Committees:**

**Council Advisory Committee**

**1. Overview**

- 1.1. Council Advisory Committee is constituted exactly as described in the main Council By-Law (article 1.5)

**Raise and Give (RAG) Committee**

- 1. Elected and managed separately from other committees. See separate By-Law.**

## Elections Committee

1. **No longer a Committee of Council, but now of the Trustee Board. See separate By-Law.**

## **Campaigns Committee**

### **1. Objectives**

- 1.1. To raise awareness within the student body about local, national and international issues that are in line with UBU Policy, including NUS Policy whilst UBU is affiliated to NUS.
- 1.2. To raise the profile of student campaigning in the Bradford region.
- 1.3. To provide guidance and support other groups wishing to organise campaigns.
- 1.4. To run campaigns that have been mandated through UBU Council, seeking to involve UBU Council Members and all UBU Members.

### **2. Organisation**

- 2.1. The Chair (the responsible sabbatical) shall:
  - i. convene and chair the committee
  - ii. liaise with other bodies to ensure UBU Campaigns can work efficiently
  - iii. ensure that all actions taken by the committee are in accordance with UBU policy and the UBU Constitution
  - iv. together with the other sabbaticals, have oversight and supervision of Campaigns
  - v. together with the other sabbaticals, arrange Campaigns and plan a programme of Campaigns
- 2.2. Secretary (to be elected within the committee) shall:
  - i. liaise with UBU staff to compose and circulate agendas, take minutes, and circulate minutes
  - ii. report back to council on a monthly basis

### **3. Meetings**

- 3.1. Meetings shall be called by the Chair. There shall be no fewer than 3 meetings per academic term.
- 3.2. Quorum shall be defined by the standard UBU Council quorum calculation, as per Section 23 of the UBU Constitution. At the time of writing, this is an absolute majority of the voting members.
- 3.3. Members are deemed to have resigned if:
  - 3.3.1. They fail to attend two consecutive meetings without submitting apologies
  - 3.3.2. They fail to attend three consecutive meetings even with apologies

## **Democracy Committee**

### **1. Objectives**

- 1.1. To ensure the proper upkeep of older UBU policies. This will primarily be by examining the policy bank and focusing on motions which are expiring or obviously outdated. It will be the committee's role to make recommendations to Council regarding renewing motions, repealing motions, or allowing them to lapse.
- 1.2. To ensure the proper acknowledgement of recent UBU policies. This will primarily be by examining the policy bank and referring motions to the Executive if there has been insufficient action.
- 1.3. To report to UBU Council on any suggestions / amendments made to the Constitution and By-Laws by relevant bodies and working groups, such as the Trustee Board and its Governance Review committee.
- 1.4. To consider and provide Council with a recommendation on any changes to the Constitution and By-Laws that are brought to the attention of the committee.
- 1.5. To consider and provide Council with a recommendation on any sub-committee, area, officer, or network structures as per recommendations from the Trustee Board and its Governance Review committee.

### **2. Organising Group**

- 2.1. The Chair (responsible sabbatical) shall:
  - i. convene and chair the committee
  - ii. ensure that all actions taken by the committee are in accordance with UBU policy and the UBU Constitution.
- 2.2. The Secretary (to be elected within the committee) shall:
  - i. liaise with UBU staff to compose and circulate agendas, take minutes, and circulate minutes
  - ii. report back to council on a monthly basis

### **3. Meetings**

- 3.1. Meetings shall be called by the Chair. There shall be no fewer than 3 meetings per academic term.
- 3.2. Quorum shall be defined by the standard UBU Council quorum calculation, as per Section 23 of the UBU Constitution. At the time of writing, this is an absolute majority of the voting members.
- 3.3. Members are deemed to have resigned if:
  - 3.3.1. They fail to attend two consecutive meetings without submitting apologies
  - 3.3.2. They fail to attend three consecutive meetings even with apologies

## **Membership Committee**

### **1. Objectives:**

- 1.1. To consider and approve applications from University of Bradford staff to be **Associate Members** of UBU. These will normally be accepted unless the person is considered not fit or proper to be a Member. Staff support will verify the status of applicants.
- 1.2. To consider and approve applications for Associate Membership from external persons whose close association with UBU merits it — in accordance with article 7.1 of the UBU Constitution. These will normally be accepted only if some part of UBU, such as a Society or Sports Club, requires the involvement of the member.
- 1.3. To periodically review the benefits accorded to Associate Members, and the cost of Associate Membership.

### **2. Organising Group**

- 2.1. The Chair (responsible sabbatical) shall:
  - i. convene and chair the committee
  - ii. ensure that all actions taken by the committee are in accordance with UBU policy and the UBU Constitution.
- 2.2. The Secretary (to be elected within the committee) shall:
  - i. liaise with UBU staff to compose and circulate agendas, take minutes, and circulate minutes
  - ii. report back to council on a monthly basis

### **3. Meetings**

- 3.1. Meetings shall be called by the Chair.
- 3.2. Quorum shall be defined by the standard UBU Council quorum calculation, as per Section 23 of the UBU Constitution. At the time of writing, this is an absolute majority of the voting members.
- 3.3. Members are deemed to have resigned if:
  - 3.3.1. They fail to attend two consecutive meetings without submitting apologies
  - 3.3.2. They fail to attend three consecutive meetings even with apologies