



ueasu | union of
uea students

Union Council Training

How to be an Effective Councillor

Abbie Mulcairn - Democracy & Governance Coordinator

SVAAE - V1 - 2022



training will include:

- What is uea(su)?
- Meet your Campaigns & Democracy Officer!
- What is Union Council?
- Role of a Union Councillor
- Democratic structure
- Articles & Bye-Laws
- Understanding the agenda
- Writing and passing motions
- Rules of debate
- Procedural motions



what is uea(su)?

- The SU is an: independent charity, social enterprise and a union
- **We are not a department of UEA!**
- We're more than just a building
- We're owned and run by students
- Run by elected students and representatives



Why do we exist? (the legal bit)

From our Articles of Association:

4.1 promoting the interests and welfare of Students at the University of East Anglia during their course of study and **representing, supporting** and **advising** Students;

4.2 being the **recognised representative** channel between Students and the University of East Anglia and any other external bodies; and

4.3 providing **social, cultural, sporting and recreational activities and forums** for discussions and debate for the personal development of its Students



what is uea(su)?

- Funded by commercial income and a block grant
- We also run:
 - Advice SU
 - Course rep system
 - Postgraduate SU
 - Buddy SU and Do Something Different
 - Elections
 - Widening Participation
 - 2 nightclubs and 2 bars
 - Employ student staff

postgraduate **su**

**BLACK
HISTORY
MONTH**





Meet your C&D Officer!

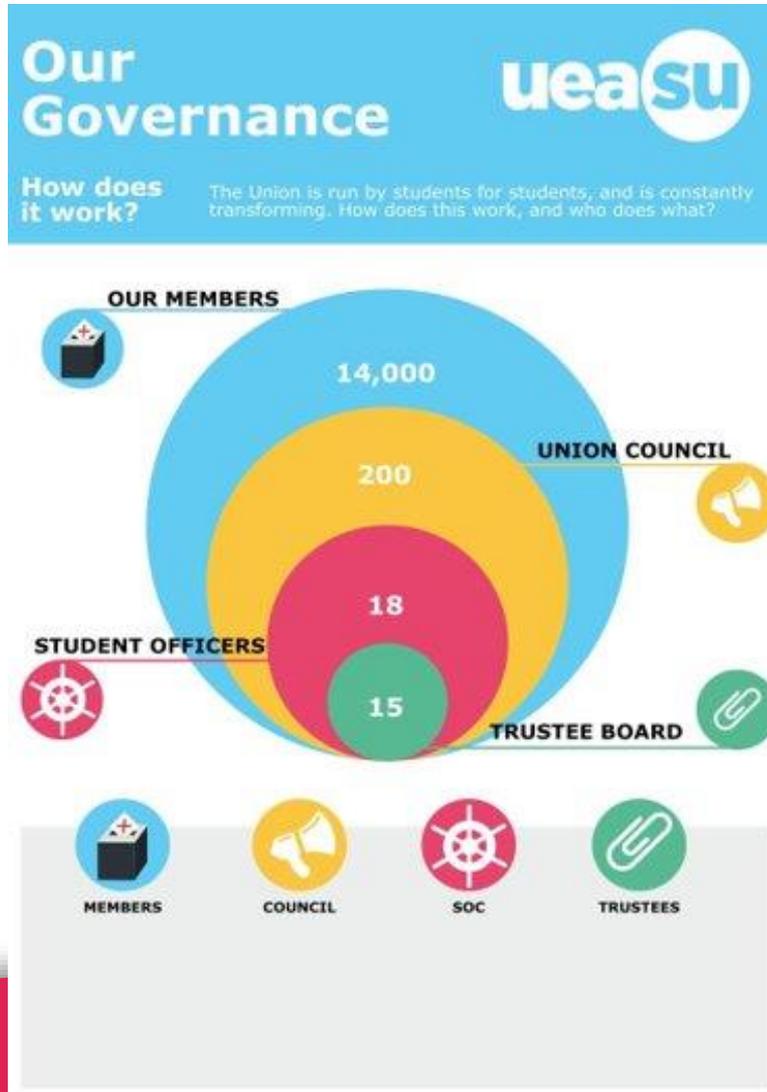


What is Union Council?

- Highest decision-making body for students
- Sets Union Policy
- Creates new societies and clubs
- Holds officers to account
- Sets the budget for the whole SU
- Mandates Union to run campaigns
- Amends the bye-laws and articles



The Councillors role



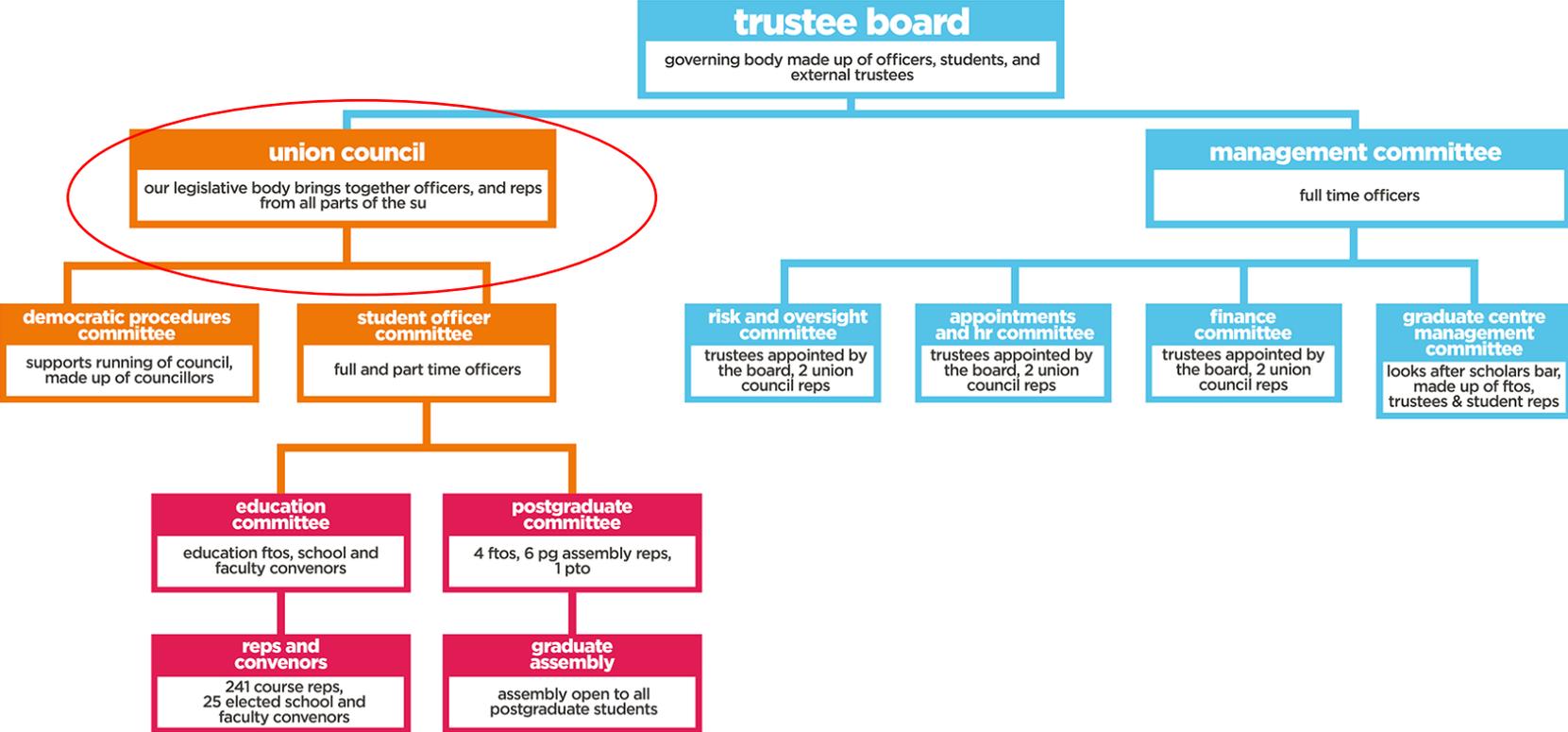
What has Union Council done?

- Campaigns around attainment gaps
- Took positions on TEF and the NSS
- Sanctuary status for UEA campus
- Created gender neutral toilets in Union House and introduced free sanitary products
- Introduced new Officer roles
- SU boycotts – Barclays, Nestle, and introduced an ethical procurement policy
- Created nap nook space and brought it back after the pandemic as the quiet space
- Introduced equality & diversity training for all society reps
- Started range of Union campaigns – Never OK, Living Wage Campaign, Mental Health Campaigns and so on



our governance structure

governance structure and student leadership



Articles

- Governing document
- Lays out fundamentals
- Legally very important
- Can be amended but requires sign off by Trustee Board and UEA

MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION

OF THE

UNION OF UEA STUDENTS LIMITED



(REG CHARITY NO: 1162866)

COMPANY REGISTRATION NUMBER: 09664303

APPROVED BY UNIVERSITY COUNCIL ON 21 May 2015

Amended September 2016, June 2017 and
December 2018

The Companies Act 2006

Company Limited by Guarantee and not having a Share Capital

Memorandum of Association of the Union of UEA Students Limited

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a Company Law Member of the company.

Name of each subscriber

Signature of Subscriber

Christopher Jarvis

Liam McCafferty



Bye-Laws

- Where most of the rules come from
- Also a governing document
- Can be amended with approval from TB
- Seek advice

The Bye-Laws of the Union of UEA Students

"The Trustees and the Union Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with these Articles. Any change to Bye-Laws must be reported to the Registrar & Secretary, who may veto any change within 5 working days of notification should they consider the change to entail significant risk in relation to the University's obligations under the Education Act 1994. Bye-Laws do not lapse in the manner of Policy, and shall exist until jointly repealed or amended by the Trustees and the Union Council."

Union of UEA Students Articles of Association, Clause 69

Definitions and Interpretations

Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association unless the context otherwise requires.

The Articles of Association shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the Articles of Association.

Contents

Bye-Law 1: Democratic Processes	5
Background	5
Referenda	5
Union Council	7
Student Officer Committee	11
Sub-Committees of the Student Officer Committee	11
Sub-Committees of the Student Officer Committee: International.....	11
Sub-Committees of the Student Officer Committee: Education	12
Sub-Committees of the Student Officer Committee: Welfare, Wellbeing and Community	12
Sub-Committees of the Student Officer Committee: Liberation, equality & diversity.....	13
Postgraduate Committee	13
Democratic Procedures Committee	14

When is Council?

- Dates and locations for this year
- Attend in person or online
- Vote via the MS Teams channel
- Have a copy of the agenda open in a split screen
- At least 40 students must attend
- Chat should only be used when prompted by the Chair
- All votes will happen in the meeting



Understanding the agenda

- Agenda looks complex at first
- But follows a set formula...



Section 1: Housekeeping

- Links to useful docs:
 - Articles and Bye-Laws
 - Code of Conduct
 - Expenses form
- Statements from the Chair
- Approval of minutes



Section 2: Reports

- Accountability and update section
- Trustee Board report
- Student Officer Committee (SOC) report
- Full Time Officer reports



Section 3: Open Discussions

- Approve or reject the creation of new societies and peer support groups



Section 4: Society and Peer Group Constitutions

- Approve or reject the creation of new societies and peer support groups



Section 5: Finance Update

- A few Union Councils per year will have a Finance Update
- Council may be asked to vote to approve budgets



Section 6: Policies and Motions

- This is where all proposed motions will be discussed and voted on
- Follows a specific format of debate (more on this later)
- Expected to read these before the meeting
- Any councillor can speak for/against the motion
- Approved motions become Union Policy



Who can propose a resolution?

- Any Councillor can bring a resolution to Council
- All you need is someone to agree with you and give their support
- On the agenda you will be down as the '**Proposer**'
- Your supporter will be the '**Secunder**'

Motions – a step by step guide

the student who submitted the motion delivers a 'proposing speech'

councillors can ask questions or ask for points of clarification

a councillor who disagrees with the motion can give a 'speech against' the motion

a councillor who agrees with the motion can give a 'speech in favour' of the motion

this process then repeats with speeches 'for' and 'against' taken in turn

the proposer of the motion delivers a 'summation' speech

councillors then vote on the motion and choose whether to accept or reject it

Amendments

- Motions can be amended up to 48 hours before a meeting of UC
- The proposer can either accept or reject the amendment
- If the proposer accepts, this becomes the motion decided on by council
- If the amendment is rejected, then council will debate and vote on the amendment before the motion as a whole

Title of Motion

Proposed by: (your name)

Seconded by: (someone else's name)

Union notes:

1. This section is for establishing factual information about the topic

Union believes:

1. This section states what you consider to be true. This is where debate will come in. What you believe may not be what other students hold true.

2. If passed, the beliefs/opinions stated in this section will become the official 'stance' or 'opinion' of the students' union

Union resolves:

1. This section allows you to state what you want to happen

2. Tell the Union here what actions you would like it to take

3. For example, you can mandate officers to run campaigns, speak to external organisations or adopt a position



Title: Ban single use plastics!

Proposer: Joe Bloggs

Seconder: Jane Bloggs

Union notes:

1. Up to 12 million tonnes of plastic end up in the ocean every year, taking centuries to degrade
2. The UK currently has no deposit return scheme for plastic bottles
3. The National Union of Students ran a campaign called "The Last Straw" in 2017/18, calling for a reduction in the use of single use plastic straws

Union believes:

1. The levels of plastic pollution in our local and international environment cannot be allowed to continue at its current rate
2. Organisations, including UEASU and UEA, have a responsibility to reduce their impact on the environment

Union resolves:

1. To raise awareness of plastic pollution and ways in which students can reduce their personal pollution
2. To lobby the university to increase the amount of recycling points around campus
3. To lobby the university for bottle filling stations around campus
4. To reduce the use of single use plastic by the Union, through using alternative materials wherever possible



How to debate a motion

- Read the proposal in advance
- Ask questions of clarification to the proposer of the motion
- Be confident to question a motion – although you can only speak 'for' or 'against' a motion, if you have doubts about certain parts of a motion, you can do this as a speech against
- Motions can be rejected! This is an important part of democracy
- Speak to the students you represent before the meeting to find out what they think
- Speak to other Union Council reps before the meeting to find out a wide range of views
- Your views are valuable and other reps will appreciate you speaking to a motion!



Procedural motions

- Call for a quorum count
- Call for a break in the meeting
- Call to amend the 'guillotine' - aka the time a meeting finishes
- Challenge the Chair's ruling
- Seek clarification from the Chair
- Seek a vote of no confidence in the Chair
- You can also use a procedural motion during the motions section of the agenda to:
 - Reduce or increase the number of speeches heard
 - Move straight to a vote
 - Consider a motion in 'parts'
 - Move to dismiss an item from the agenda



Elections

- Union Councillors are eligible to fill a number of additional elected roles
- Student Trustee
- Sub-Committees of the Trustee Board
- Disciplinary Panel Members
- Democratic Procedures Committee

Importantly for the first meeting, you'll be electing....

- Chair of Union Council
- Deputy Chair of Union Council



Practical stuff

- You should be in the MS Teams Group
- Linked to a Sharepoint drive where you will find
 - Agendas
 - Minutes
 - Guide to Union Council
 - Training documents
 - Links to policy
- There is tonnes of helpful stuff on the website
- Remember you are a 'rep' - speak to those you are representing!
- Your votes are not secret unless specifically stated



Got it?

- Probably not!
- But the rules are easy to pick up after you have come to a couple of meetings. Staff are always available to give you advice and support as well as your fellow Councillors.
- Remember it is your Council and your chance to help change the Union and UEA for the better
- Equips you with useful skills for life!



Contacts & dates

- su.voice@uea.ac.uk
- **Dates of this academic years Union Council's:**
- October 20th 2022 - Lecture Theatre 3
- November 24th 2022 - Lecture Theatre 3
- January 26th 2023 - Lecture Theatre 2
- February 23rd 2023 - Lecture Theatre 3
- March 23rd 2023 - Lecture Theatre 3
- April 27th 2023 - Room TBC
- May 25th 2023 - Room TBC

