

## **Bye-Law 6: Assembly**

### **1 Purpose of the Assembly**

1.1 The purpose of the Assembly is:

- (a) to represent the voice of the students.
- (b) to set the Priorities of the Union and review progress, subject to Article 27.3.
- (c) to refer Priorities to a Referendum (All Student Vote) of the Student Members (in accordance with the Bye-Laws).
- (d) to make, repeal and amend the Bye-Laws jointly with the Board of Trustees in accordance with Article 45.
- (e) to approve the list of affiliations of the Union; and
- (f) to receive a quarterly report from the Trustees.

### **2 Frequency and Format of the Assembly**

2.1 The Assembly will normally meet four times and dates will be communicated ahead of the of the following academic year.

2.1.1 The first meeting of the year will take place shortly after the elections and will set Union Priorities for the academic year.

2.2 The remaining meetings will take place in the subsequent academic year.

2.3 Meetings of the Assembly will normally last between a half and a full day, and may take place at a weekend

2.4 Additional meetings of the Assembly can be called in three ways:

- (a) By a majority decision of the Sabbatical Officers.
- (b) By 40% of Assembly Members writing to the Assembly Speaker.
- (c) By a Secure Signed petition signed by at least 200 Student Members.

2.4.1 Notice for the meeting will be sent out at least one week in advance to all Assembly Members and shall include the time, date, venue of the meeting, agenda, and papers.

### **3 Business of the Assembly**

3.1 The Assembly shall decide the direction of the Union for the year, and the Sabbatical Officers will be responsible for acting on the Assembly's priorities.

3.1.1 When setting the priorities for the year, the Assembly will rank each one in order of greatest importance.

3.1.2 The Assembly may from time-to-time decide a stance or a statement on a particular issue that impacts Student Members, subject to Article 27.3.

3.2 Assembly Members will scrutinise the action of Sabbatical Officers and support them on the delivery of the agreed priorities.

- 3.2.1 Sabbatical Officers deemed not to be delivering the priorities or fulfilling the responsibilities of their role will be given an agreed period to improve their performance, with an accompanying support plan in place. If at the end of this period, their performance is not deemed satisfactory the Assembly Speaker will inform the Board of Trustees or follow the removal process defined in the Articles of Association.
- 3.3 Sub-committees may be established by the Assembly to support the delivery of the priorities.
- 3.4 The Assembly will annually consider the priorities from the previous year and may decide to continue some, or all the priorities to the following year.
- 3.5 The agenda for Assembly meetings will be prepared by the Assembly Speaker with the support of the Chief Executive or their nominee. The agenda will be prepared to ensure there is fair debate, effective review and scrutiny, free-flowing discussion and that meetings are action-based. Meetings should be conducted in good nature and positively.

## **4 Agenda Items**

- 4.1 The Union will provide opportunities for all Student Members to submit agenda items ahead of the circulation of papers.
- 4.2 Any papers relating to the meeting will be circulated at least one week before the meeting to ensure Assembly Members are informed and can participate in the discussion.
- 4.3 The Assembly Speaker at their discretion may accept late papers in extraordinary circumstances.
- 4.4 Meetings must be conducted in accordance with the powers outlined within the Articles of Association, Bye-Laws, regulations, the law, Union policies and procedures.
- 4.5 Decisions shall normally be made by consensus, unless stated differently in the Articles of Association or Bye-Laws.
- 4.5.1 Where the Assembly Speaker, or at least 40% of present Assembly Members do not feel a consensus has been reached, a vote of the Assembly Members will take place. The Assembly Speaker shall not normally have a vote in the meeting but may in the case of an equal number of votes for and against, in which case they will have the casting vote.
- 4.6 Quoracy for meetings shall be 60% of Assembly Members.
- 4.7 The Assembly is subject to administrative oversight from the Board of Trustees.

## **5 The Assembly Speaker**

- 5.1 Assembly Members will elect an Assembly Speaker at their first meeting from amongst their own.

- 5.2 A Deputy Assembly Speaker will be elected at the second meeting from amongst their own.
- 5.3 The role of the Assembly Speaker is as follows:
- (a) To be the lead member of the Assembly and ensure that the body fulfils its responsibilities.
  - (b) To manage the discussion at the meetings.
  - (c) To lead on the monitoring of Sabbatical Officer performance.
- 5.4 The Assembly Speaker can be removed by a vote of no confidence which must be submitted to the President and Chief Executive or their nominee. The Speaker will be removed if at least 75% of the Assembly vote in favour of removal.
- 5.5 The Deputy Assembly Speaker will resume the role of Assembly Speaker if the Speaker is absent, has a conflict of interest, or has been removed by a vote of no confidence.

## **6 Membership**

- 6.1 The Assembly shall be made up of up of 50 Assembly Members. This will include up to four Sabbatical Officers and up to 46 Assembly Members. Assembly Members will be proportionally distributed across the Schools of the University.
- 6.1.1 Further details of proportional distributions and details of Assembly Member appointments can be found in Bye-Law 5 Elected Officers.
- 6.2 Assembly Members selected to join the Assembly will be elected in accordance with Bye-Law 4 Elections.
- 6.3 All Student Members of the Union are allowed to attend and take part in the discussion at Assembly Meetings.

## **7 Removal from the Assembly**

- 7.1 Sabbatical Officers can be removed in accordance with Article 25.
- 7.2 Assembly Members, who are not Sabbatical Officers can be removed from the Assembly if:
- (a) They miss two consecutive meetings of the Assembly.
  - (b) They breach the Assembly Code of Conduct.
  - (c) A vote of no confidence is passed.
- 7.2.1 Assembly Members can be removed by a vote of no confidence which must be submitted to the Assembly Speaker. The Assembly Member will be removed if 75% of the Assembly vote in favour of removal.

## **8 Student Members' Meeting**

- 8.1 The Assembly may have a section of its meeting known as the Student Members' Meeting. A Student Members' Meeting allows all Student Members present to discuss and vote on a priority, stance, or statement that needs wider student consultation.

- 8.2 A section of an Assembly may be turned into a Student Members' Meeting upon the Speaker receiving a written request from a minimum of 40% of Assembly Members or a Secure Petition signed or agreed to by at least 150 Student Members at least 15 working days' ahead of the meeting.
- 8.3 At least 10 working days' notice will be given to all Student Members notifying them that a Student Members' Meeting is taking place and the business to be conducted.
- 8.4 The Union will produce guidance and make available ahead of the meeting on how a balanced discussion will take place on a proposed priority, stance, or statement and how all Student Members present are able to vote on the proposal.