

Democratic Procedures Committee Guidance Document

- 1) Democratic Procedures Committee is a body of Union Council. Any Full Member may attend and speak at meetings of Democratic Procedures Committee, subject to the Bye-Laws.

Agenda

- 2) Items on the agenda for meetings of Democratic Procedures Committee shall include:
 - i. Discussion of proposed changes to Bye-Laws, Guidance Documents and Constitutions [of Student Run Services and Associated Residential Bodies]
 - ii. To Receive relevant reports.

Proposed Changes

- 3) Any Full Member may propose changes to the Bye-Laws and Guidance Documents.

Proposals should indicate:

- i. What the change being proposed is
- ii. Why this change is being proposed
- iii. Any consequences of the change.

Discussion of Proposed Changes

- 4) The discussion of the proposed changes will proceed in the following manner:
 - i. The member who proposed the change or a nominated spokesperson may introduce their proposal and explain why they have submitted it
 - ii. Attendees shall be able to submit clarifications, questions, comments and changes to the proposal
 - iii. The chair shall ask the committee members to vote on whether or not to accept the proposal.
- 5) In deciding whether to accept the proposal, the committee members shall take account of the following principles:
 - i. Proposed changes should be Democratic and Fair
 - ii. Proposed changes should be Clear and Consistent with the other Bye-Laws and Guidance Documents
 - iii. Proposed Changes should be Enabling and not overly prescriptive.
- 6) A proposal will be adopted if it is accepted by a simple majority of the voting members of Democratic Procedures Committee. Each Committee member has one vote.

- 7) Democratic Procedures Committee may make grammatical amendments to proposals on the grounds of ensuring Consistency and Clarity with other Bye-Laws or Guidance Documents.

Chair of the Democratic Procedures Committee.

- 8) The chair of the Democratic Procedures Committee will only close a session if it is impossible for the committee to complete its business otherwise.
- 9) The Chair will report to the Scrutiny Panel if they have been forced to close a meeting explaining their reasons for doing so.