

DURHAM SU ASSEMBLY

There will be a meeting of Assembly at 1600 on Thursday 26 May 2022.

Please try to join the meeting from 1545, to allow for connectivity tests, for a prompt start at 1600.

AGENDA

1. OPENING OF MEETING (CHAIR, 5 MINUTES)

To receive apologies, conflicts of interest, notification of any other urgent business not on the agenda.

2. MINUTES OF THE PREVIOUS MEETINGS ON 17 MARCH 2021 (CHAIR, 5 MINUTES) UA/2122/24

To accept the minutes as an accurate record of the previous meetings.

Routine business items

3. OFFICER UPDATES (OFFICERS, 15 MINUTES) UA/2122/25

To receive an update on priorities from the SU officer team.

4. COMMITTEE UPDATES (COMMITTEE CHAIRS, 15 MINUTES)

To receive updates from committee chairs on activities since the last meeting.

5. ASSOCIATION UPDATES (ASSOCIATION CHAIRS, 15 MINUTES)

To receive updates from association chairs on activities since the last meeting.

**A comfort break of 10 minutes will be held, before returning to discussion items.*

Items for discussion:

6. STUDENT CONSULTATION: COMMERCIAL REDEVELOPMENT (OPPORTUNITIES OFFICER, 10 MINUTES)

To discuss student involvement in consultations for redevelopment of Durham Students' Union's bar, café and commercial spaces.

7. DURHAM UNIVERSITY TO TERMINATE THEIR CONTRACT WITH MITIE (20 MINUTES) UA/2122/26

To discuss a motion calling for Durham University to terminate their contract with Mitie and bring all staff currently employed by Mitie 'in-house' and employed by Durham University with workers' rights protected.

8. AMENDMENTS TO THE STANDING ORDERS OF DURHAM STUDENTS' UNION (OPPORTUNITIES OFFICER, 30 MINUTES) UA/2122/27

To discuss a motion to amend the Standing Orders of Durham Students' Union.

Assembly is committed to making its meetings accessible to persons with disabilities. If you consider yourself to have any access or reasonable adjustment needs, please contact the SU governance account: dsu.governance@durham.ac.uk at least 2 days in advance of the meeting to make arrangements.

DURHAM SU ASSEMBLY

DRAFT MINUTES OF THE MEETING 17 March 2021

Virtual Meeting, Zoom

1. OPENING OF MEETING

NE opened the meeting, welcoming members and attendees, explaining zoom etiquette, outlining that no offensive or unacceptable behaviour would be accepted and would result in being removed from the meeting.

2. MINUTES OF THE PREVIOUS MEETINGS ON 10 FEBRUARY 2021

There were no amendments to minutes of the last meetings.
Minutes from the last meetings were approved.

Routine business items

3. BOARD UPDATE REPORT

The Board of Trustees met on 8 March 2022, and discussed developments in risks, including some exceptional student group activity, delivery of services and education through strike action, and a successful Durham SU elections and the Durham SU financial reports, and the students' union's sustainability. The trustees debated the benefits and risks of Assembly as both an online and physical meeting, and asked for the discussion to be had with Assembly members as to the longer-term options for accessible participation in democracy. The trustees agreed a proposal to develop a training and development package for Common Rooms, for consultation over Easter term.

The trustees also received reports from the People and Culture Committee, which met on 8 February 2022, and the Performance and Delivery Committee, which met on 9 February 2022.

4. OFFICER UPDATES

Updates were provided from the SU Officer Team on their priorities for the year. Updates were provided by:

Seun Twins, SU President
Charlie Procter, Undergraduate Academic Officer (provided by Delcan Merrington)
Declan Merrington, Postgraduate Academic Officer
Jack Ballingham, Opportunities Officer
Jonah Graham, Welfare and Liberation Officer

5. COMMITTEE UPDATES

SU Rep Committee
Student Groups Committee
Governance and Grants Committee
JCR PresComm
Academic Affairs Committee

(Apologies from, DUCK, MCR PresComm)

6. ASSOCIATION UPDATES

International Students' Association
Women's Association
LGBT+ Association
Durham People of Colour Association (DPoCA)
Students with Disabilities Association (SwDA)
Working Class Students' Association
Mature Students' Association (MATSA)

(Apologies from Trans Association)

****ACCESS BREAK****

Items for discussion:

7. SUPPORTING COUNTY DURHAM'S CITY OF CULTURE 2025 BID (OPPORTUNITIES OFFICER, 20 MINUTES) UA/2122/21

JB presented the motion and said the success of the bid would showcase the culture, history, innovation and expertise present across County Durham, opening a year-long programme of celebrating arts, culture, sport, science and economics. As well as this the ongoing recovery from Covid-19 of the region as a whole would be greatly assisted by the direct and indirect benefits, estimated to include up to 2500 jobs, 15 million visitors and up to £741.5m total economic benefit, of a successful bid for City of Culture. The support of the University is influential and welcome, however the direct and vocal support of Durham students in this bid would also demonstrate the importance to students of the region around us, as well as the positive benefits that students bring to the region.

There were no speeches against the motion.

NE moves to a votes.

The motion passes.

8. DEMOCRACY REVIEW: ASSEMBLY MEMBERSHIP (OPPORTUNITIES OFFICER, 30 MINUTES) UA/2122/22

JB presented the motion and said that this was very similar to the previous motion presented at the last meeting but with amendments which were addressed as a result of comments made at the last meeting and in consultation sessions which happened after the meeting.

There were no speeches opposing the motion.

AW commented that this motion was better than the previous motion but still was a unfinished product and that most of Presidents' Committee thought this was the case as well.

NE moves to a votes.

The motion passes.

TO: Assembly

FROM: Jack Ballingham

RE: Opportunities Officer Report

DATE: 26 May 2022

Democracy Review

Since Assembly passed the final section of the Democracy Review proposals in March, the full set has now been worked up into a set of standing order changes to bring the full Review into effect. These proposals are presented as a motion to Assembly members at this meeting. If agreed, they will be sent to the Board of Trustees for ratification. Their changes to the process for society funding also mean that, in line with the Code of Practice, they will be sent to the University Secretary too. The new standing orders reflect the changes voted on by Assembly since the initiation of the Democracy Review.

Commercial Activity

As part of a wider discussion about the use of space in Dunelm House, the SU is considering transferring the main bar and café to the Kingsgate space, rather than Riverside. In place of the current bar, Riverside would be used as a common space for students, with tea and coffee, microwaves and other facilities. The Kingsgate space in the SU is a far superior space to Riverside, which would take substantial investment (which cannot be expected any time soon) to improve to an acceptable standard. We anticipate this work to take place over the Summer, and we'd like students to take part in research and decisions about what sort of space we create. I'd be very grateful if Assembly members could let any students who might be interested know about this opportunity, and I'll provide information about exactly what research we'll be carrying out soon. I've also submitted this as a point for discussion at this meeting, so I'd welcome feedback then too.

Higher Education (Freedom of Speech) Bill

The Higher Education (Freedom of Speech) Bill has now come back to Parliament after the passage of a carryover motion meant its progress could continue in the new session. This means the Bill is expected to progress through the Commons soon, followed by the House of Lords. I'll be lobbying members of the Lords once this happens, where there should be more opportunity for constructive dialogue than in the Commons.

The wider campaign work of Durham SU against the Bill also continues, and last month we hosted a Twitter Space with guest speakers to discuss different aspects of the Bill and freedom of speech at universities. The event was well attended, with around 170 listeners in total. My article on why students should oppose the Bill was also published last month [in Red Pepper](#).

Inspiring Students Awards

Durham SU will be hosting its annual awards at the Radisson hotel on the 6th of June. Myself, the Welfare & Liberation Officer, and one of our student trustees recently met to shortlist nominations for

the awards. Three individuals or groups were shortlisted per category, with one winner in each. All those shortlisted will receive three free tickets to the awards event. Tickets otherwise are priced at £10 each, and include a two course meal and welcome drinks.

Student Group Agreement Reform

Following the consultation period on the Student Group Agreement, feedback is now being incorporated into a redrafted Agreement, which will be presented to Assembly at the beginning of the next academic year.

NUS Conference

I attended NUS national conference at the end of March as an observer, along with our delegation. My report on conference can be found [here](#).

Accommodation Fees

Following the revelation that the University will increase accommodation fees yet again for the new academic year, I wrote to the Pro-Vice-Chancellor for Colleges, Jeremy Cook, with a list of questions for him to answer in order to justify this decision to students. We are yet (at the time of writing) to receive a response.

TO: Assembly

FROM:

RE: Calling from Durham University to terminate their contract with Mitie and bring all staff currently employed by Mitie 'in-house' and employed by Durham University with workers' rights protected.

DATE: 26 May 2022

Assembly Notes:

1. Durham University sources its £5m facilities management contract to Mitie Group PLC.
2. Mitie is the UK's largest provider of services for migrant detention centres, including Hassockfield/Derwentside Detention Centre in County Durham.
3. Inspections have criticised these centres. A report by the Chief Inspector of Prisons on Harmondsworth in 2015 described 'desolate' conditions and noted dirty, overcrowded and poorly ventilated residential units.
(<https://www.justiceinspectors.gov.uk/hmiprison/wcontent/uploads/sites/4/2016/02/Harmondsworth-web-2015.pdf>) A 2021 visit revealed no apparent improvement in conditions, with "persistent problems with pests, filthy cell toilets and broken and dilapidated communal showers."
4. Despite the aforementioned criticisms, Mitie continues to be cited for a wide variety of issues around the management of immigration centres in particular: "Home Office probes immigration contractor Mitie over racist text claims" (<https://www.bbc.co.uk/news/uk-60455935>), "Immigration detainees' 'fearing for their lives' as people with Covid not moved due to lack of space" (<https://www.independent.co.uk/news/uk/home-news/removal-centre-covid-outbreak-deportation-colnbrook-home-office-b1903295.html>), "Mitie investigated by UK regulator over immigration centre contracts" (<https://www.theguardian.com/business/2022/mar/04/mitie-investigated-by-uk-regulator-over-immigration-centre-contracts>).
5. Mitie has a record of poor treatment of staff and clear records of paying poverty wages to its employees. From cleaners in our nation's rail network to maintenance staff at car factories; from security guards at key national energy sites to essential NHS staff, Mitie is a reprehensible firm.
(<https://www.bbc.co.uk/news/uk-england-birmingham-57007037>)
6. Durham University's own Responsible Procurement Policy indicates that it "expects relevant ethical and sustainability standards are applied to business transactions." The policy also includes a commitment to "ensure that ethical, social and environmental considerations are built in." (<https://www.dur.ac.uk/procurement/suppliers/cser/>)
7. Durham University students are working with Sussex University students on joint action against the universities' contracts. They are very open to more universities joining this cross-university campaign.

Assembly Believes:

1. Durham University should promote the highest standards of individual behaviour and personal accountability, and value social responsibility as a University and in the external partnerships it forms.
2. Mitie Group PLC's business practices are exploitative of some of the most vulnerable members of our society; asylum seekers, hence, working in partnership with Mitie Group PLC undermines the University's commitment to "be a socially responsible institution and to contribute effectively to economic and social development."
(<https://www.dur.ac.uk/about/shaped/responsible/#:~:text=1.2%20The%20University%20strives%20to,as%20any%20in%20the%20world>)
3. Durham University cannot claim to support people seeking asylum (such as people from Ukraine) while holding a contract with the biggest provider of detention centres., Durham Students' Union has a long history as a socially conscious and progressive student body. Assembly has previously passed policy [UA-1617-057_Mitie_Motion.pdf] which led the way in opposing the University's relationship with Mitie, opposition which should be continued.

Assembly Resolves:

1. To publicly oppose any renewal of Mitie Group PLC's facilities management contract with Durham University and to encourage the University to explore alternatives for facilities management, including the possibility of moving such staff 'in-house.'
2. To oppose Hassockfield/Derwentside Detention Centre and other bordering operations and push for the University and University Leaders to make a similar statement.
3. To lobby for a ban on future contracts with Mitie Group PLC and other companies which operate detention centres and/or have records of the institutionalised mistreatment and exploitation of vulnerable people and are therefore in breach of the University's procurement policy (<https://www.dur.ac.uk/procurement/suppliers/sustprocpolicy/>) and publicly call for an Amendment of 'Responsible Procurement' policy to include provision against engaging with companies involved in the border industry.
4. To lobby for more transparency in the procurement process and greater opportunities for student input in determining procurement criteria.

TO: Assembly

FROM: Opportunities Officer

RE: Amendments to standing orders of Durham Students' Union

DATE: 26 May 2022

Assembly notes:

1. That Durham Students' Union conducted a review of its democratic processes during the 2020-2021 academic year. The work identified a range of areas in need of review, with the most pressing being the Union's Assembly;
2. That Assembly has previously, in the Easter term of the 2020-21 academic year and during the 2021-2022 academic year, agreed in principle to reforms to Assembly in separate packages, including the running of its meetings, its structure and committees, and its membership;
3. That bringing these changes into effect requires a change to the Standing Orders, which must be achieved by joint resolution of Assembly and the Board of Trustees.

Assembly believes:

1. That the changes as already agreed to by Assembly represent a significant and positive overhaul of Durham SU's democratic structures, and will improve the transparency of the Union's decisions, and should therefore be enacted as changes to the Standing Orders;
2. That, once implemented, these changes should be kept under regular review to ensure their effectiveness and suitability.

Assembly resolves to amend the Standing Orders of Durham SU as follows:

1. Standing Order B: delete, and replace fully with New Standing Order B (Appendix A);
2. Standing Order D: delete, and replace fully with New Standing Order D (Appendix B);
3. Standing Order E: delete Appendix E1, and replace fully with New Appendix E1 (Appendix C);
4. Standing Order F:
 - a. Add as Section 5.16: "Engage in the duties of the Officer Committee as outlined in Standing Order E."
 - b. Delete fully Section 7, and replace with "Student Officers shall engage with the Officer Scrutiny Committee, who will present an overview of the progress of their work to Assembly on their behalf.";
 - c. Delete fully Section 8;
5. Standing Order H:
 - a. Delete fully Section 11.4;
 - b. In Section 14: delete "...by Assembly or...";
6. Standing Order I: delete fully¹;
7. Standing Order J: delete fully².

Assembly further resolves:

1. To mandate the Secretary to convey these changes to the Board of Trustees for agreement, as required under Article 57 of Durham SU's Articles of Association;

¹ This Standing Order's provisions are now replicated in new Standing Order D, Sections 46 to 48.

² This Standing Order's provisions are now replicated in new Standing Order D, Sections 71 to 73.

2. Following this, to mandate the Secretary to convey these changes to the University Secretary, pursuant to the Durham SU Code of Practice³;
3. That, once approved as required, these changes will take effect at the commencement of the 2022-2023 academic year.

³ <https://www.durhamsu.com/about-us/legal-financial/code-of-practice>

Appendix A

Standing Order B: Policy

Purpose of Standing Order: This Standing Order explains what Policy is, who can set it and how long it lasts for. To understand the process by which it is created, please refer to the Standing Orders for Assembly or sub-committees of Assembly.

Definition

1. "Political Policy" (both proactive and reactive) shall be a statement of the political and representational will or beliefs of Durham SU, and shall be binding upon all Durham SU activities, Sabbatical Officers, representatives and bodies of the Union as defined by Article 5.24.
2. "Administrative Policy" shall be principles or procedures set by the Board of Trustees or its committees to aid the administration of Durham SU and ensure its effectiveness or compliance with legal requirements. It shall be binding upon all Sabbatical Officers, Trustees, staff, volunteers, students and bodies of the Union. Administrative policy will, where appropriate, also be published for the information of members in the interests of transparency.
3. No policy may contradict the Articles of Association or the Standing Orders.
4. Current approved political policy shall be compiled in a "Policy Book" that will be available on the Durham SU website to all students. Administrative policy, where appropriate, will be made available on the Durham SU website.
5. The Trustee Board shall have the sole discretion to adopt, implement or refuse any policies due to any legal or financial limitation or because in their judgement it may cause an unreasonable risk to Durham SU.

Creation

6. Political Policy by one or more of these bodies shall constitute policy:
 - 6.1. Referendum as defined by Article 100.5
 - 6.2. Assembly as defined by Article 94
 - 6.3. Officer Committee as defined by Standing Order E
7. The order of precedence on matters of political policy shall be as defined above, subject to the provision of the Articles of Association. All representative bodies are subject to the powers of the Trustees to ensure that Durham SU operates in line with charity, education and other relevant law.
8. Further to article 101, Assembly may, by means of a substantive amendment, refer a question of determining a policy to a referendum of all Student Members. This will require that the motion passes with a majority of two thirds of Assembly members present.

Assignment

9. Assembly may assign responsibility for implementation of any political policy to a committee, Durham SU Sabbatical Officer, or any combination of committees and Officers.

Alteration

10. The Assembly Procedures Committee, in collaboration with the Officer Scrutiny

Committee and the Secretary, shall advise Assembly on the removal of any policy or section of policy that has become redundant or for which the implementation has been fully completed.

11. Assembly may alter or remove existing policies by the passing of a motion by simple majority, provided that it does not:

- 11.1. Alter or remove a policy passed by a body of greater precedence within the current or immediately previous Academic Year.

12. If a body passes a policy which conflicts with an existing policy, the earlier policy shall be removed, provided that Assembly Procedures Committee makes Assembly aware of this conflict at the time the policy is presented to Assembly.

Renewal

13. Assembly Procedures Committee shall present current political policies of Durham SU at the final Assembly of the year and recommend that policies that have expired or been achieved are removed from the Policy Book.

Appendix B

Standing Order D: Assembly

Purpose of Standing Order: Assembly is the body responsible for the political and campaigning role of Durham SU. It should be an accessible, vibrant, and open meeting that encourages debate to improve students' lives, resolves conflicts of opinion and gives different areas of Durham SU a chance to hear, celebrate and respectfully critique each other's work. This requires some processes to be in place so that this can happen effectively.

Purpose and Principles of Assembly

1. The Purpose of Assembly shall be:
 - 1.1. To set political policy that reflects the views of Durham students and allows Sabbatical Officers to direct their campaigning and representative work.
 - 1.2. To provide a forum for discussion and debate that furthers students' development while also allowing for the resolution of competing interests.
 - 1.3. To receive reports from the Officer Scrutiny Committee so that the work of the Officers can be prioritised to ensure that their time is not split too broadly and that they can remain effective in the campaigns that they run.
 - 1.4. To allow a forum for different areas of work across Durham SU, including the work of Associations, Committees and Task & Finish Groups to be reported back to the wider student community.
 - 1.5. To contribute to and approve aspects of Durham SU's governance as directed by the Articles and the Trustee Board.
2. The Principles of Assembly shall be:
 - 2.1. To be an accessible body in its culture and operation, seeking to work without unnecessarily restrictive rules or procedures as well as encouraging engagement.
 - 2.2. To be an actively transparent body, publishing information about its operation and discussions and encouraging its members to do so with the students they represent and interact with.
 - 2.3. To be a leading body, seeking to resolve competing interests and set clear policy positions from which Officers can work.
 - 2.4. To be a proactive body, seeking to set policies and the direction of the Durham SU before issues emerge and become of concern to students.
 - 2.5. To be a welcoming body, seeking to create a culture and tone that allows for differing views to be debated in a safe and supportive way, acknowledging that exploring new opinions and viewpoints is a necessary part of deciding how Durham SU should act.

Powers of Assembly

3. Assembly shall have the authority to:
 - 3.1. represent the voice of Durham students;
 - 3.2. set the political policy of Durham SU and refer policy to other bodies so as to give guidance on how to act between meetings;
 - 3.3. make, repeal, and amend the Standing Orders jointly with the Trustees;
 - 3.4. appoint student representatives, other than ex officio representatives, to University committees as and when required;
 - 3.5. hold the Sabbatical Officers to account for their representational work via the Officer Scrutiny Committee;

- 3.6. ratify the affiliation of Student Groups within and to Durham SU;
- 3.7. ratify grants awarded to Student Groups within Durham SU;
- 3.8. approve Honorary Life Members of Durham SU;
- 3.9. carry out any other duties assigned to them by the Articles or Trustee Board.

Duties of Assembly Members

4. The duties of all Assembly Members shall be:
 - 4.1. To actively uphold the principles and purpose of Assembly, especially creating a positive culture that is respectful of others and seeks to resolve differences wherever possible.
 - 4.2. To actively uphold the values of Durham SU, contributing to the success of the Students' Union by helping Assembly deliver on its purpose.
 - 4.3. To promote Assembly and its work and debates to the student community.
 - 4.4. To engage on issues planned to be discussed at Assembly with students that the member represents.
 - 4.5. To bring student issues to Assembly via the policy process.
 - 4.6. To attend all meetings of Assembly and send apologies in advance when unable to do so.

Assembly Procedures Committee

5. The purpose of this Assembly sub-committee shall be to maximise participation in Assembly by its members through increasing accessibility and promoting a culture of respectful debate and propose actions to Assembly that support the above to be achieved. Their full remit is described below.

Proceedings at Assembly

6. The Assembly Procedures Committee and Chair of Assembly shall set the agenda for each meeting with the advice of the Secretary, including proposed timings, and ensure that it is circulated to all members in good time for the meeting. The pre-agreed meeting agenda will not normally extend over 2 hours in length. Publishing the agenda on the Durham SU website or other remote server and emailing a link to members shall count as circulation.
7. Assembly may meet, in agreement with the Board of Trustees, in such locations that will maximise engagement with its members and may meet simultaneously in several locations (including online) so long as members are able to participate fully and communicate with each other.
8. Quorum for Assembly shall be set at 50% of Assembly members in post at the time of the meeting.
9. The agenda for an Assembly meeting shall include the following:

Initial Business

- 9.1. To note apologies and declare potential conflicts of interest arising from the agenda
- 9.2. Requests for notices not requiring a resolution from members.
- 9.3. Approval of Minutes from previous meeting and update on Matters Arising not on the agenda.
- 9.4. Approval of reports via a vote from other bodies including Officer Scrutiny Committee and the Board of Trustees.
- 9.5. Approval of ratifications from other bodies including Student Groups Committee.

Substantive Items

- 9.6. Policy Discussion (part a. proactive policy, part b. reactive policy)
- 9.7. Reports from the following bodies:
 - 9.7.1. Officer Scrutiny Committee
 - 9.7.2. Durham SU Board of Trustees
 - 9.7.3. Recognised Durham SU Associations
 - 9.7.4. Committees as defined in Standing Order E, with the exception of the Union Officer Committee, whose work shall be reported on by the Officer Scrutiny Committee as in 9.7.1
 - 9.7.5. Any Task & Finish Groups that have been commissioned by Assembly
- 9.8. Elections to other bodies
- 9.9. Review of the Policy Book (once a year)
- 9.10. Notices not requiring a resolution.
- 10. The order of the Substantive Items may be altered to aid the smooth running of Assembly with the exception of any notices not requiring a resolution, which shall be last. "Notices not requiring a resolution" shall include any information that is vital to share to Assembly members that has occurred since the circulation of the Assembly papers.
- 11. A "conflict of interest" as described by Durham SU's Articles of Association is defined as 'any direct or indirect interest which they [a member of Assembly] have in a proposed transaction or arrangement with the Union; and any duty or any direct or indirect interest which they have which conflicts or may conflict with the interests of the Union on their duties to the Union.'

Setting Policy

To ensure that policy is debated in an informed way and that all legal obligations are considered, the outlined process shall be followed.

Policy Process before the meeting

- 12. **At least 15 working days** before the meeting, any student or student group may submit motions to the Assembly Procedures Committee using any pro-forma the Assembly Procedures Committee request and make available to members.
- 13. **At least 10 working days** before the meeting, the Assembly Procedures Committee will circulate motions to all Assembly Members and make the information available on Durham SU's website for all Durham SU members to access. Any student may suggest amendments to the motion proposer. The motion proposer may accept such amendments into the body of the motion by informing the Assembly Procedures Committee that they wish to do so, or request that they are debated separately. Any proposed amendment that is not accepted shall be debated separately. Assembly Procedures Committee may place together any amendments that, at their discretion, they believe to be similar. The agenda and any reports shall also be circulated at this point as well as any other business on the agenda outside of the policy process (e.g. elections to other bodies).
- 14. **5 working days** before the meeting, the Assembly Procedures Committee shall ensure that a final agenda and set of documents is circulated to all Assembly Members and made available on Durham SU's website for all members to access. The names of any student or group who have submitted an amendment which has been accepted shall be added to the motion along with the original proposer. The Assembly Procedures Committee shall order the motions debate and amendments to any motion in such a matter that they feel appropriate and fits with the principles of Assembly. Assembly may not vote on the same issue more than once in any meeting.
- 15. The Board of Trustees shall review motions and amendments for any legal, financial, or reputational risks. The Board may request changes from the student who submitted the motion and, at their sole discretion, may decline the policy, or part of the policy, from being discussed. If they do so, reasoning must be given in their report to Assembly. The Trustees may also require

that advice on the legal, financial, or reputational implications are included in the circulation of papers, to support Assembly members in their decision making.

Policy Process at the meeting

16. For each motion the Chair will invite the student who submitted the motion to speak for an amount of time set by the Chair.
17. After the motion is introduced, and if there are no amendments, the Chair will ask if there is anyone who wishes to speak against the motion. If not, Assembly will vote on whether to approve the motion. This will be done by a show of hands with no member having more than one vote. If a simple majority of the members present vote in favour of the motion it will become policy as outlined in Standing Order B.
18. If the motion proposer or other persons speaking on the motion are not Assembly Members, then they are not entitled to vote on the motion.
19. The Chair may request that Assembly splits into small discussion groups for a time allocated by the Chair to discuss the motion informally. At the end of this time questions may be asked of the student who submitted the motion.
20. The Chair may allow speeches for and against each motion and amendment, ensuring the debate is balanced. Each speech will be for a time limit set by the Chair who must allow the same amount of time for each speaker on each round of a debate.
21. Once the Chair believes there has been enough debate to inform Assembly members of the issues at hand or it is no longer possible to balance the debate, they will call for a vote. This will be done by a show of hands with no member having more than one vote. A simple majority of votes in favour of the motion will mean it becomes policy of Durham SU as defined by Standing Order B. If a vote is tied, the motion shall fall, but may be resubmitted with amendments at the next Assembly.

Emergency Motions

22. The Union Officer Committee may submit emergency motions to Assembly. This may only be used to help set Durham SU's stance on an issue that has emerged since the 15 working day motion deadline and is of such importance that Durham students should discuss and act upon it.
23. Such motions should be submitted no later than 48 hours in advance of the Assembly meeting to the Assembly Procedures Committee, who will have the discretion to accept it and circulate it to members.
24. Any student may submit a request to the Officer Committee for an emergency motion to be submitted. If such a request is declined, the Committee must provide reasoning for this decision in their report.

Reports

25. Assembly shall receive reports at each meeting from the bodies specified above in 9.7
26. The Chair, through the Secretary, shall provide a report to the Board of Trustees on the proceedings of Assembly.

The Chair

27. The Chair shall be responsible for the running of Assembly meetings, ensuring members stick to the agenda and that discussion and debate is open and balanced. The Chair shall be a non-voting member of Assembly. If the Chair is unavailable for a meeting, or part of a meeting, Assembly shall elect from its membership an acting Chair for the time during which the Chair is unavailable.
28. The Chair will be elected by Assembly members at the first meeting of the academic year.
29. Any current student member of Durham SU shall be eligible to nominate themselves for Chair.
30. The duties of the Chair shall be:

- 30.1. To promote an accessible and inclusive culture at Assembly meetings and among members outside formal meetings.
 - 30.2. To ensure the proceedings of Assembly inform members on the issues being reported and debated to allow them to make meaningful decisions.
 - 30.3. To seek the clear resolution of issues and the creation of policy so that Durham SU can concentrate on representing students and making change for them
 - 30.4. To ensure fair and balanced debate within meetings
31. The Chair shall have the following powers:
- 31.1. To check quorum for the meeting
 - 31.2. To call for a vote on a policy, amendment to a policy, or report
 - 31.3. To call for a secret vote on a policy, amendment to a policy, or report
 - 31.4. To set a length on the debates taking place
 - 31.5. To call for rounds of speeches
 - 31.6. To remove an item from the agenda until the next meeting
 - 31.7. To refer an item on the agenda to a Task & Finish Group or other body of Durham SU for approval
 - 31.8. To close the meeting
 - 31.9. To require members or participants of Assembly to leave the meeting, where their behaviour has been consistently disruptive to proceedings and they have disregarded previous warnings from the Chair.

Procedural Motions

32. Procedural motions are votes aimed at ensuring the Chair's rulings are fair and balanced. Any member of Assembly may request a procedural motion at any point during a meeting; in such cases, the motion must be supported by at least four other members. The Chair may not deny requests for such procedural motions. The case for the procedural motion will be put by the member requesting it in a speech of not more than 2 minutes. The Chair will be able to reply for up to 2 minutes before Assembly votes on the procedural motion.
33. The Procedural Motions in order of precedence will be:
- 33.1. That the Chair be replaced by an elected substitute for the rest of the meeting
 - 33.2. That the Chair's ruling be reversed
 - 33.3. That the Chair enact one of their powers as outlined above, with the exception of that specified under 31.9.
34. Procedural motions shall pass with a simple majority of members voting, with the exception of the use of procedural motion 33.3 to call for a secret vote as under 31.3, which shall require the support of two thirds of members present.

Operational Matters

35. Assembly Dates will be set by the Assembly Procedures Committee with advice from the Secretary to maximise participation and help ensure issues debated within the University can be influenced by Assembly positions.
36. Emergency meetings may be called by the Assembly Procedures Committee at the request of ten members of Assembly, or by the Board of Trustees. Such a request must include the reason for calling the additional meeting. Seven days' notice is required for additional meetings and the business, including any motions, must be circulated five days before the meeting.

37. Papers and minutes of Assembly shall be placed on Durham SU's website as soon as possible. Minutes shall be presented in draft form if not yet approved by Assembly.
38. No member shall have more than one vote on a matter of business, or hold more than one position on Assembly.

Transparency of Assembly

39. The outcomes of an Assembly meeting, including any new policy created, shall be published on Durham SU's website.
40. Names of all members of Assembly shall be made publicly available within ten working days of their appointment. If a student representative has a compelling case as to why they should not have their name displayed publicly, Durham SU will display alternative contact details.
41. The voting records of members shall be made public in the minutes of each Assembly meeting, unless a vote was held by a secret ballot, or where a vote was carried or rejected unanimously.

Membership

42. The membership of Assembly shall aim to best reflect both the pre-existing student representative structures across Durham University and the need for wider involvement from students in different communities to be able to directly participate in policy making.
43. Where an Assembly position is held by a student elected by a defined constituency with a democratic mandate, that constituency can decide who takes the place. For example, the committee of an Association may decide that their space will be taken by their Chair, or by another member of their elected committee. These Assembly positions are referred to as 'representative'.
44. Where a student is a member of a specific community or categorisation within Durham University but does not have a recognised democratic mandate, they may stand for positions on Assembly that relate to those memberships. For example, any postgraduate student in the Faculty of Sciences may stand for election to the Faculty of Science Postgraduate Places. These Assembly positions are referred to as 'places'.
45. The membership of Assembly shall be as follows:
 - 45.1. The Sabbatical Officers
 - 45.2. Academic Affairs Committee Representative (x1)
 - 45.3. Undergraduate Place (x2) and Postgraduate Place (x2) from each of Durham University's faculties.
 - 45.4. Associations Representatives (x1 from each recognised Association)
 - 45.5. College Place (x1 from each of Durham University's Colleges)
 - 45.6. JCR Presidents' Committee Representative (x1)
 - 45.7. MCR Presidents' Committee Representative (x1)
 - 45.8. Open Place (x7)
 - 45.9. Student Groups Place (x8)
 - 45.10. Student Group Committee Representative (x1)
 - 45.11. DUCK (Durham University Charities Kommittee) Committee Representative (x1)
46. Any member of Assembly may resign from their position by giving written notice to the Chair of Assembly.
47. Any member of a Task & Finish Group or sub-committee of Assembly may resign from that Group or sub-committee by giving written notice to the Chair of the relevant Group or sub-committee, and to the Chair of Assembly.
 - 47.1. Vacancies arising therefrom shall be reported by the relevant Group or sub-committee Chair to the Assembly Procedures Committee, who shall include by-elections to fill vacancies as required in the agenda of the next meeting of Assembly.
48. In the event of a resignation from Assembly itself, a by-election shall be conducted to fill the vacancy. The Returning Officer of Durham SU shall have responsibility for the timetabling and conduct of such elections.

Task & Finish Groups

49. A motion may be brought to set up a Task & Finish Group of Assembly. Such a motion must outline the following:
- 49.1. The task for which the Group is being set up. This should be an activity that has a specific goal or timeline. The Group may not have a remit outside of the powers of Assembly.
 - 49.2. The point at which the task will be finished – for example completion of the goal or a point at which an issue may lapse.
 - 49.3. The membership requirements of the Task & Finish group that reflects the stakeholders' need to complete the task.
50. A motion to set up a Task & Finish Group of Assembly will pass if a simple majority of Assembly vote in favour of it.
51. All current Task & Finish Groups of Assembly will finish at the end of the academic year unless renewed at the last Assembly meeting of the year.
52. The Task & Finish Groups will be chaired by the President of Durham SU or their designate, until a Chair can be elected from among its members.
53. Task & Finish Groups will negotiate support, budget, and access as required with the Secretary, acting on behalf of the Board of Trustees.
54. The Chair of each Task & Finish Group will report on the progress of their Group's task at each Assembly meeting.
55. Membership of the Task & Finish Group may be made up of a mix of Assembly members and interested student members of Durham SU only.
- 55.1. Task & Finish groups may invite non-student participants from organisations other than Durham SU to their meetings for the purpose of research and understanding. Such participants may not be members of the group, nor have any voting powers in its proceedings.

Secretary to Assembly

56. The Board of Trustees has designated the Durham SU Chief Executive as Secretary to Assembly and its Committees. The Secretary will be responsible for the management of processes relating to Assembly on their behalf, in partnership with the Assembly Procedures Committee.

Sub-Committees of Assembly

57. There shall be two sub-committees of Assembly, in order to assist in the carrying out of its duties, as detailed below.

Assembly Procedures Committee

58. The purpose of the Committee shall be:
- 58.1. To maximise student participation in Assembly by its members, through increasing accessibility and promoting a culture of respectful debate
 - 58.2. To propose regulations and guidance that support the above to Assembly.
59. The duties of the Committee shall be:
- 59.1. To set an agenda for each Assembly meeting and ensure that papers are accessible and circulated in advance
 - 59.2. To set a proforma for motions, including a word limit that will not exceed 500, and reports to Assembly. The proforma should be set and circulated to the last Assembly of each academic year to take effect for the following year
 - 59.3. To set a proforma for Standing Orders to be created or amended and presented to Assembly for ratification
 - 59.4. To oversee the motion process before each Assembly including the Emergency Motions process

- 59.5. To advise the Chair of Assembly as needed on issues such as Procedural Motions during the Assembly meeting so that the Chair may make a ruling
 - 59.6. To act in accordance with the Articles and Standing Orders
 - 59.7. To review the Policy Book each year and recommend that policies that have expired or been achieved are removed.
- 60. The principles of the Committee shall be reflective of the overall principles of Assembly outlined above.
 - 61. The membership of the Committee shall be four members, elected from among members of Assembly at the first meeting of each academic year
 - 61.1. The President of Durham SU shall also attend meetings of the Committee, but will not be a voting member.
 - 62. The Chair of Assembly shall also be a member of the Committee, and shall act as its Chair.
- Officer Scrutiny Committee
- 63. The Purpose of the Committee shall be:
 - 63.1. To scrutinise the work of Sabbatical Officers in relation to their workplans and implementation of Assembly policy
 - 63.2. To work with Sabbatical Officers to recommend the prioritisation of officer work to Assembly
 - 63.3. To relay the work of the Sabbatical Officers to Assembly members.
 - 64. The Officer Scrutiny Committee shall not have any responsibility for the following:
 - 64.1. Issues relating to employment including attendance, pay and conditions, employee rights, sickness, holiday use and disciplinaries related to the contract of employment
 - 64.2. Member disciplinary processes.
 - 65. In addition to the overall principles of Assembly, the principles of the Committee shall be:
 - 65.1. To be objective in their appraisal of work being undertaken
 - 65.2. To be mindful and realistic of the time and resources available
 - 65.3. To be mindful of the time required to achieve change in the university or community
 - 65.4. To be honest and transparent
 - 65.5. To avoid conflicts of interest
 - 65.6. To respect the proper role of Assembly and of Sabbatical Officers
 - 66. The duties of the Committee shall be:
 - 66.1. To always act in a way consistent with its principles
 - 66.2. To review and report the representative and campaigning work of the Sabbatical Officers
 - 66.3. To review and report the implementation of Assembly policies
 - 66.4. To receive an update from Sabbatical Officers on actions taken against this work since the last meeting of the committee at least 10 days before each Assembly, and meet with officers to discuss this report
 - 66.5. To help prioritise the representative and campaigning work of Sabbatical Officers
 - 66.6. To work with the Sabbatical Officers to resolve conflicts outside of motions of censure
 - 66.7. To recommend motions of commendation or censure where appropriate to Assembly
 - 66.8. To produce and circulate an Officer Scrutiny Report to each Assembly meeting.
 - 67. The membership of the Committee shall be eight members, elected from among members of Assembly at the first meeting of each academic year.
 - 68. The Chair of the Committee shall be elected from among its members at its first meeting of each academic year.
 - 69. Sabbatical Officers may not be members of the Committee, but will attend its meetings as required.

Officer Scrutiny Report

- 70. The Officer Scrutiny Report shall be in a format set by the Officer Scrutiny Committee but shall include the following:

- 70.1. Report on no more than five priorities per Sabbatical Officer from workplans, Assembly policy and reactive work.
- 70.2. Recommendations from the Officer Scrutiny Committee on the suitability of these actions
- 70.3. Recommendations from the Officer Scrutiny Committee on whether each action should be classed as “completed”, “continuing” or “deprioritised”
- 70.4. Proposals for no more than five priority areas per Sabbatical Officer to be reported on at the next Assembly.

Disciplinary Processes

71. Assembly may, with good reason, approve by simple majority a motion of commendation or censure of any Sabbatical Officer, Assembly, or Committee member elected by the structures of the Durham SU.
72. Students may submit a motion of no confidence in any member of Assembly or its committees and sub-committees (with the exception of those members who sit on Assembly bodies *ex officio* by virtue of holding another office) to remove that person from their duties by writing to the Chair no more than 5 days before the meeting.
 - 72.1. Any such motion must pass by a two-thirds majority or, if a motion of censure has previously been passed against that person, by a simple majority.
73. Disciplinary procedures and processes for motions of no confidence in the Sabbatical Officers shall be laid out in the Disciplinary Procedures Policy and within Durham SU's Articles of Association.

Appendix C

Appendix E1: Committee and Forum Membership and Objectives

1. The membership and objectives of committees and forums shall be as detailed in this Appendix. Meeting frequency as noted in the table is guidance; meeting frequency is to be determined by each committee or forum in agreement with the Secretary.
2. Committees and forums may review their membership and objectives, and in accordance with the provisions of the Articles of Association and these Standing Orders, suggest changes.
3. All committees may make policy or policy recommendations to Assembly relating to their respective areas of responsibility and objectives.
4. The Trustees have designated the Durham SU Chief Executive as Secretary to Assembly and its Committees. The Secretary will be responsible for the management of processes relating to Assembly on their behalf, in partnership with the Assembly Procedures Committee.

Committee	Objectives	Membership	Meetings	Chair
Academic Affairs Committee	<ul style="list-style-type: none"> • To identify and discuss matters relating to academic affairs and academic support across the University • To develop or recommend academic policy for the Union • To share best practice and learn from each other's experiences • To work with and advise the Academic Officers • To direct the work of the Union on all academic and academic support matters • To elect a representative for Assembly 	Postgraduate and Undergraduate Academic Officers Faculty Representatives	Monthly	Elected by and from the membership, excluding the Academic Officers
DUCK Committee	<ul style="list-style-type: none"> • To discuss matters and work on issues relating to fundraising at Durham University • To elect a representative for Assembly 	DUCK Chair Elected members of the DUCK Executive Committee (DUCK handbook)	Fortnightly	DUCK Chair
Junior Common Room (JCR) Presidents' Committee	<ul style="list-style-type: none"> • To discuss matters relating to Junior Common Rooms (JCRs) • To work to enhance the college experience of members of JCRs • To work to improve the governance and support available to JCRs • To identify, draft, adopt or recommend policy on issues relating to JCR's • To elect a representative for Assembly 	Durham SU President President or equivalent of each JCR President of Ustinov Graduate Common Room	Fortnightly	Elected by and from the membership, excluding the Durham SU President
Middle	<ul style="list-style-type: none"> • To discuss matters relating to Middle Common Rooms (MCRs) 	Durham SU President	Fortnightly	Elected by and from the membership, excluding

Common Room (MCR) Presidents' Committee	<ul style="list-style-type: none"> To work to enhance the college experience of members of Middle Common Rooms To work to improve the governance and support available to Middle Common Rooms To identify, draft, adopt or recommend policy on issues relating to Middle Common Rooms To elect a representative for Assembly 	President or equivalent of each postgraduate Common Room (MCRs, or equivalents)		the Durham SU President
Officer Committee	<ul style="list-style-type: none"> To discuss issues of representation and campaigning affecting the Union To proactively identify upcoming issues relating to education or other relevant policy To ensure information is communicated across the Student Officers To seek to resolve different political priorities outside of the formal structures where possible To liaise with the Durham SU Chief Exec on operational and delivery matters To agree on emergency motions to be taken to an Assembly To each hold a place on Assembly 	Each of the Sabbatical Officers of Durham SU	Weekly	Durham SU President
Student Groups Committee	<ul style="list-style-type: none"> To identify and discuss matters relating to Student Groups To review and recommend changes to the Student Group Agreement To identify, draft, adopt or recommend policy on issues relating to student groups To work to develop Student Groups and their members To recommend ratification of new student groups to Assembly under the Student Group Agreement To approve funding requests from recognised student groups To elect a representative for Assembly 	<p>Elected Chair of Student Groups Committee</p> <p>Opportunities Officer</p> <p>1 x member per category of student group, elected by members of groups in those categories</p> <p>1 x Media Rep, elected by members of Media groups</p> <p>1 x Association Liaison Rep, elected from among members of Association Committees</p>	Monthly	Elected by members of student groups

<p>Students' Union Reps Committee</p>	<ul style="list-style-type: none"> • To contribute to the effectiveness of SU campaigns and events. • To provide a forum for the SU President and relevant Officers to update Students' Union Reps regarding the activities of the SU and University-wide issues • To nominate Students' Union Reps to represent students on relevant University Working Groups • To support Students' Union Reps in the drafting of relevant policy for Assembly 	<p>Durham SU President</p> <p>Each of the holders of College Places on Assembly</p>	<p>Monthly</p>	<p>Elected by and from the membership, excluding the Durham SU President</p>
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