

Democratic Procedures Committee Guidance Document

Dated: 15/10/20

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

Agenda and House-Keeping

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

Proposed Changes

- 5) Any Full Member may propose changes to the Bye-Laws and Guidance Documents.
- 6) Proposals should indicate:
 - a. What the change being proposed is
 - b. Why this change is being proposed
 - c. Who has consulted on the change
 - d. Any consequences of the change.

Discussion of Proposed Changes

- 7) The discussion of the proposed changes will proceed in the following manner:
 - a. The member who proposed the change or a nominated spokesperson may introduce their proposal and explain why they have submitted it
 - b. Attendees shall be able to submit clarifications, questions, comments and changes to the proposal
 - c. The chair shall ask the committee members to vote on whether to accept the proposal or not.
- 8) In deciding whether to accept the proposal, the committee members shall take account of the following principles:
 - a. Proposed changes should be democratic and fair
 - b. Proposed changes should be clear and consistent with the other Bye-Laws and Guidance Documents
 - c. Proposed changes should be enabling and not overly prescriptive.
- 9) 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.

10) 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.

11) Once motions have been submitted and approved, any member of DPC should be able to request the presence of an independent facilitator, in the event that the neutrality of the Chair is in question.

- i. The independent facilitator will be the same as that appointed to oversee the Scrutiny Panel and Union Council (Ideas Panel).

12) The Scrutiny Panel may have jurisdiction to call the Chair of the DPC under scrutiny

13) The Chair should not have jurisdiction over motions concerning a vote of no confidence of the Chair, due to vested interest. Blocks, diversions and withdrawal of motions should not be permitted and can be overturned by the aforementioned independent facilitator.