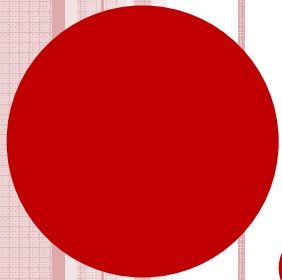




Newman
Students' Union



STUDENT COUNCIL

Training session – making it all seem simple!



WHAT WILL THIS TEACH ME?

- What is Council?

We will look at what council is and what all the technical lingo means

- What happens in a meeting?

A quick run through of a 'standard meeting' so you know what to expect.

- How does a policy work?

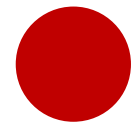
myth-busting – they look complicated, but are very simple when you stick to the correct procedure!

- Procedural Motions

These will suddenly seem obvious!

- Have a go – Soup Motion.

- That's it!



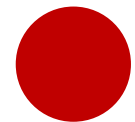
STUDENT COUNCIL

What is it?

- A meeting where students get together
- Student led – YOU make the decisions
- A focus point – where issues can be discussed or debated and an answer/way forward agreed upon

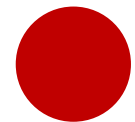
What does it do?

- Agrees Union Policy (what the organisation believes)
- Passes Motions (sets the work of the Executive Committee and/or the Union)
- Confirms Appointments – Trustees and other positions from time to time
- Holds the Executive to Account (ensure they are performing effectively)



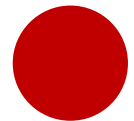
WHAT DO ALL THESE WORDS MEAN?

- NSU/Union – the Organisation – YOU, it is a Union or students, not a committee or an office.
- The Executive Committee – A group of Student Officers who are responsible for representing students, implementing the strategic plan and running/managing it as an organisation
- Strategic Plan – A document which clearly sets out the Unions' aims and targets over a series of years.
- Papers – Documents, reports, policies, motions, amendments, research, evidence, info etc.
- Policy – A document that sets out the Unions' Standpoint/belief – e.g. should be ethical
- Motion – a Document setting a clear aim/target/work for the Union or part of it e.g. the Executive
- Amendment – A document which suggests changes (amendments) to another document. The other document could be already in use or still a proposal
- Minutes – a formal record of a meeting



TIME FRAME

- 1 week after a meeting – Call for papers – minutes made available
- 1 week before meeting – Papers/reports released – during this week amendments can still be submitted
- Day before meeting – final deadline for amendments



SO WHAT HAPPENS AT A MEETING?

A meeting will follow the agenda – this is simply a list of what will happen during a meeting set out in a formal document – it's nothing to be scared of.

Usually a meeting will follow a structure similar to this:

Welcome/Introduction



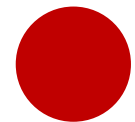
Apologies/Absence



Minutes of the last meeting.



Your last chance to raise any objections/corrections to the minutes. The meeting then formally agrees they are an accurate record.



- The Executive Committee (and from time to time other positions) should report their work to the membership (YOU the students). They are YOUR voice to the university and other bodies. Make sure they are working and then YOUR opinions are being taken into account in University decisions.

- This is because NSU is a MEMBER LED organisation – this means the students (YOU), should set the direction of the Union and set the work, aims and objectives that the Executive Committee should work towards.

- By reporting to student meetings the Executive should show what they have achieved and how they are meeting your aims as set out in previous meetings, policies, motions, the Constitution and the Strategic Plan.

- YOU should then comment and question these reports. This is how YOU hold the Executive to account. Remember THEY work for YOU, THE STUDENTS. You should be:

- Stating where they are doing well to ensure they remain motivated
- Setting clear aims that they can understand
- Suggesting how they can improve in their work – CONSTRUCTIVE CRITISM.
- Ensure they understand what you feel is unacceptable and what you expect from them to make their work acceptable.
- Remember – they are human beings, not robots, and most Executive are volunteering their time – be fair, understand they have a course to complete, a life to live, other commitments - be constructive.

SO WHAT HAPPENS AT A MEETING?



Items to receive

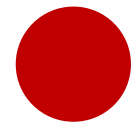
Meeting Minutes

Student Council is an important meeting! Other less important meetings from time to time will report to Council. This is to ensure that YOU the students can see what other relevant parts of the Union are doing to ensure YOUR UNION is working for you. If you are unhappy then you should again question the Executive and ask them to put it right.



From time to time other reports may also be made to council to keep YOU informed about what YOUR UNION is doing.

Other Reports



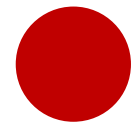
SO WHAT HAPPENS AT A MEETING?



Items to for Report

This is usually the main section of the meeting. Other places may call it items to receive, student items, student business and more....

- Items for discussion
 - Ideas Presented
 - Feedback
 - Opinion collection
 - Survey results
- Policy
- Motions
- Amendments
- Guest speakers
- Other items – it's YOUR meeting – you suggest what you want to see at it – email this to the Chair during the '*Call for Papers*'



SO WHAT HAPPENS AT A MEETING?

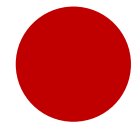


.... And finally....

Any Other Business

For anything URGENT that couldn't be submitted in advance. This is not the time for shameless plugs!

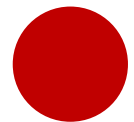
The meeting will then set or be notified of the date, time and venue for the next meeting.

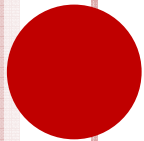
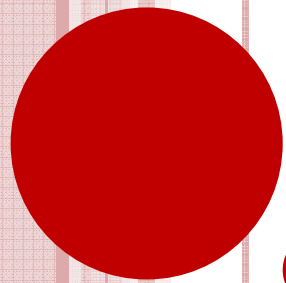


So WHAT HAPPENS AT A MEETING?

Wow, that's a lot. Do we really have to remember all that?

Nope – the AGENDA for the meeting is your 'shopping list' of what will happen at a meeting. Make sure you keep to it.



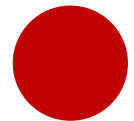


HOW DOES A POLICY WORK?

POLICIES, MOTIONS AND AMENDMENTS

- Remember:
- Policy – A document that sets out the Unions' Standpoint/belief – e.g. should be ethical
- Motion – a document setting a clear aim/target/work for the Union or part of it e.g. the Executive
- Amendment – A document which suggests changes (amendments) to another document. The other document could be already in use or still a proposal

Simples!



POLICIES, MOTIONS AND AMENDMENTS

○ **What do they look like?**

○ Union Believes:

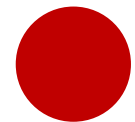
- General Background (possibly global/national)

○ Union Further Believes:

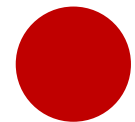
- More in-depth detail (how the issue affects us at a local level)

○ Union Resolves:

- What will be done about it



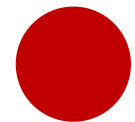
- In the meeting all these follow the following procedure:
 1. Questions of clarification – if anyone doesn't understand they can ask a question ONLY to clarify. This should not give a point of view or opinion for or against a policy. A well written document should not need to be clarified!



- When any questions have been asked:
 - Once speeches begin no more questions will be allowed!
-
2. Speech for – someone (usually the proposer) will have a specified time to give a speech to persuade the meeting to vote in favour of the policy.
 3. Speech Against – someone will have the opportunity to give a speech to persuade the meeting to vote against the policy

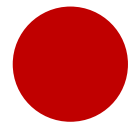
POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
3. Speech Against



NOTES ON SPEECHES:

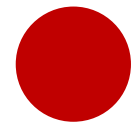
- A single student will usually only be allowed to speak ONCE per item until everyone has had a chance to give a speech. Make sure you make the best use of the time if it's you!
- Speeches will only be allowed in PAIRS – one for and one against to ensure a fair debate. This means when you reach a point where no-one wishes to speak for or against a policy who hasn't already spoken, that 'round' of speeches will be the last.



- 2nd round of speeches – usually there will be opportunity to have another round of speeches:
- 4. Speech for – someone (usually the proposer) will have a specified time to give a speech to persuade the meeting to vote in favour of the policy.
- 5. Speech Against – someone will have the opportunity to give a speech to persuade the meeting to vote against the policy

POLICIES, MOTIONS AND AMENDMENTS

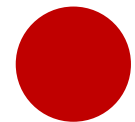
1. Questions
2. Speech For
3. Speech Against
4. Speech For
5. Speech Against



- One of two things may now happen – More speeches may be added by the Chair or by a procedural motion.
- If this does not happen then the next step is:
 6. Right of reply – someone (usually the proposer) will have a much shorter time to have a final reply to any comments, or to sum up the debate.

POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply

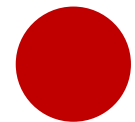


7. The Vote

The meeting will then vote on the policy:

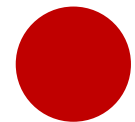
- Voting will be by show of hands and there are usually three options:
 - For
 - Against
 - Abstain
- If the meeting vote in favour the policy becomes current and must be followed from that point on.
- If it falls nothing happens.
- Votes to abstain are not counted.

1. Questions
2. Speech For
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply
7. The Vote



SO WHAT'S AN AMENDMENT?

- An amendment will be a document to propose a change to another document – the same as editing on a computer. These are used when someone agrees with a policy on the whole, but wishes to make a change.
- Any changes must make sense in the context of the document.

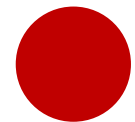


WHEN DOES AN AMENDMENT GET DISCUSSED?

- An Amendment will be slotted in after the first speech FOR a policy
- An Amendment will follow exactly the same procedure as a normal policy like this:

POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
HERE!
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply
7. The Vote

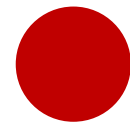


WHEN DOES AN AMENDMENT GET DISCUSSED?

1. Questions
2. Speech For
 1. Amendment - Speech For
 2. Amendment – Speech Against
 3. Amendment – Speech For
 4. Amendment - Speech Against
 5. Amendment – Right of Reply
 6. Amendment - Vote
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply
7. The Vote

POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
HERE!
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply
7. The Vote

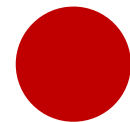


WHEN DOES AN AMENDMENT GET DISCUSSED?

- If an Amendment is passed it amends (edits) the policy currently under discussion IMMEDIATELY
- If an Amendment Falls it has no effect.
- If there are several amendments they will all be discussed one after another in the same way.
- After all amendments have been voted on, the original policy will then continue from where it was 'interrupted'.
- Amendments can be submitted to policy, motions or even other amendments on rare occasions, but in all cases MUST BE SUBMITTED TO THE CHAIR IN ADVANCE OF THE MEETING

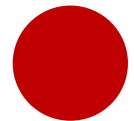
POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 - Amend 1
 - Amend 2
 - Amend 3
 - Amend 4
 - Etc.
3. Speech Against
4. Speech For
5. Speech Against
6. Right of reply
7. The Vote



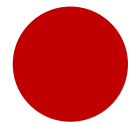
- If everyone follows the order then everything should remain simple and straight forward
- Part of the Chairs job is to keep track of this and ensure the meeting knows where they are.
- Sometimes a flip chart might come in handy!

**Still
Simple!**



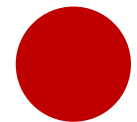
PROCEDURAL MOTIONS

- You should be able to see a laminated card in most meetings with these printed on – you don't need to remember them.
- A Procedural Motion does exactly what it says – if affects the PROCEDURE of a meeting. This is your way of controlling how the meeting happens.
- In all other respects it is treated as any other policy and follows the same procedure itself, i.e. speeches for, against, reply and a vote.



PROCEDURAL MOTIONS – USING THEM

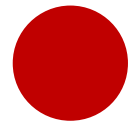
- To put one of these forward simply make your way quickly but safely, to whoever you were notified of at the beginning of the meeting.
- Explain the motion to this person
- THIS PERSON will stop the meeting at the next suitable point and put your procedural motion into action, explaining what is happening.
- These motions will then INTERRUPT the meeting as if they were an amendment, regardless of where the meeting is at. For example:



PROCEDURAL MOTIONS – USING THEM

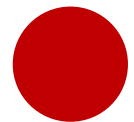
1. Speech For
 1. Amendment - Speech For
 2. Amendment – Speech Against
 3. Amendment – Speech For
 1. PM 1 – Speech For
 2. PM 1 – Speech Against
 3. PM 1 – Speech For
 4. PM 1 – Speech Against
 5. PM 1 – Right of reply
 6. PM 1 - Vote
 4. Amendment - Speech Against
 5. Amendment – Right of Reply
 6. Amendment - Vote
2. Speech Against
3. Speech For
4. Speech Against
5. Right of reply
6. The Vote

Simples!



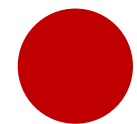
PROCEDURAL MOTIONS – USING THEM

- Again – if everyone follows the correct order everything remains clear.
- If the PM affects the Chair, another person will take over chairing the meeting while it is debated
- The Chair may allow a PM to pass without having speeches, or refuse to put it forward. They will use their judgement for this – e.g. it may be obvious people wish for more speeches, or they may feel that more speeches are being called for simply to delay the meeting! (Try sitting through a national meeting – you'll understand!)



PUTTING FORWARD A MOTION – HAVE A GO!

I like soups!

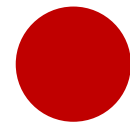


- SOUP MOTION

- Union Believes:(General Background)
 - That many people do not eat their 5-a-day!
 - This can be damaging to their health

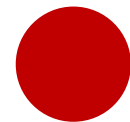
- Union Further Believes: (More in-depth detail)
 - Students are really poor at eating enough fruit and veg.
 - NSU should promote healthy eating to it's members more
 - Soup is an easy and cheap way of encouraging student to eat more eg in particular

- Union Resolves:(What will be done about it)
 - That the Executive should run a campaign to raise awareness of this issue including at least:
 - Lobbying Catering to provide an additional soup flavour each day that contains at least TWO portions of veg. At a reasonable price
 - To Produce a set of Recipe Cards of 5 easy to make, value soups to give away to students. These should also include advice about healthy eating.



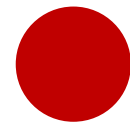
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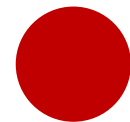
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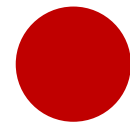
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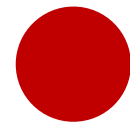
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1. Questions
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3. Speech Against
4. Speech For
5. Speech Against
6. Right of Reply



○ SOUP MOTION

○ Union Believes:(General Background)

- That many people do not eat their 5-a-day!
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○ Union Further Believes: (More in-depth detail)

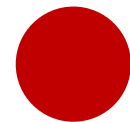
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
3. Speech Against
4. Speech For
5. Speech Against
6. Right of Reply
7. Vote

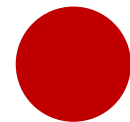


- SOUP MOTION

- Union Believes:(General Background)
 - That many people do not eat their 5-a-day!
 - This can be damaging to their health

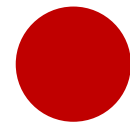
- Union Further Believes: (More in-depth detail)
 - Students are really poor at eating enough fruit and veg.
 - NSU should promote healthy eating to it's members more
 - Soup is an easy and cheap way of encouraging student to eat more eg in particular

- Union Resolves:(What will be done about it)
 - That the Executive should run a campaign to raise awareness of this issue including at least:
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1. Questions
2. Speech For

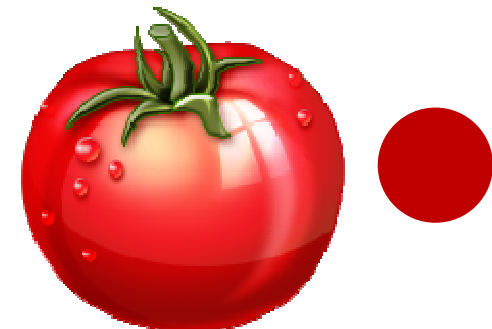
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 - This can be damaging to their health
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- Amendment ONE – Tomatoes are Super!
- Union Believes:(General Background)
 - The Soup Motion is a good idea
- Union Further Believes: (More in-depth detail)
 - That NSU should ensure soups are as healthy as possible and not randomly though up recipes
 - Tomatoes are a great source of vitamins
 - Tomatoes are cheap and easy to get hold of!
- Union Resolves:(What will be done about it)
 - That all recipes will include tomatoes as a main ingredient

POLICIES, MOTIONS AND AMENDMENTS

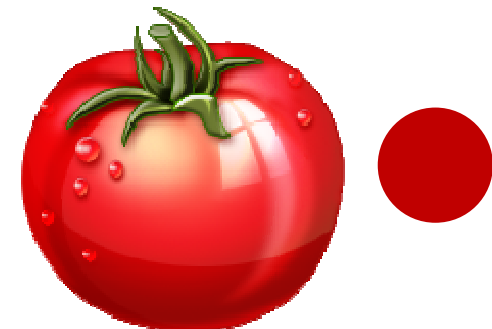
1. Questions
2. Speech For
 1. A1 – Speech For



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- Union Resolves:(What will be done about it)
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 1. A1 – Speech For
 2. A1 – Speech Against



- Amendment ONE – Tomatoes are Super!

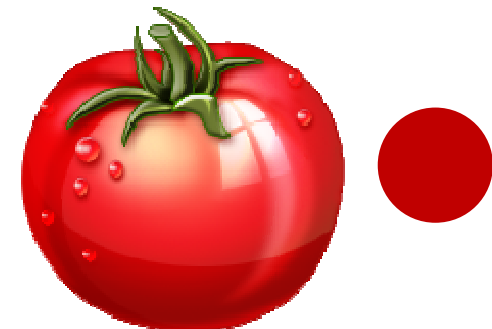
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POLICIES, MOTIONS AND AMENDMENTS

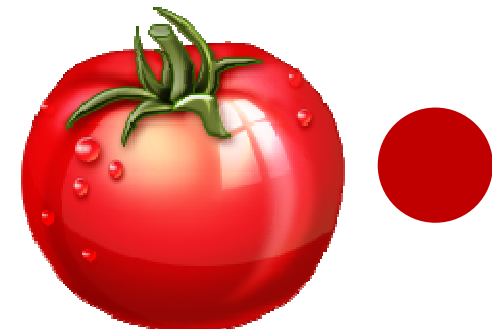
1. Questions
2. Speech For
 1. A1 – Speech For
 2. A1 – Speech Against
 3. A 1 – Speech For



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POLICIES, MOTIONS AND AMENDMENTS

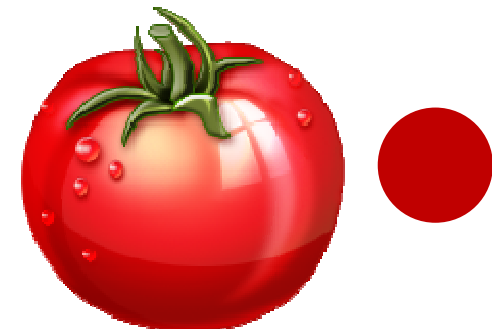
1. Questions
2. Speech For
 1. A1 – Speech For
 2. A1 – Speech Against
 3. A 1 – Speech For
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 1. A1 – Speech For
 2. A1 – Speech Against
 3. A1 – Speech For
 4. A1 – Speech Against
 5. A1 – Right of Reply



○ Amendment Two – Mushrooms for all.

○ Union Believes:(General Background)

- The Soup Motion is a good idea

○ Union Further Believes: (More in-depth detail)

- That NSU should ensure soups are as healthy as possible and not randomly though up recipes
- Mushrooms are a cheap source of veg.
- Everyone likes Mushrooms

○ Union Resolves:(What will be done about it)

- That all recipes will include Mushrooms as a main ingredient

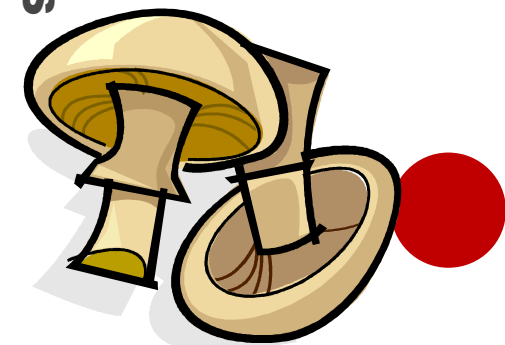
POLICIES, MOTIONS AND AMENDMENTS

1. Questions

2. Speech For

A1 – Complete

1. A2 – Speech
For



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- Mushrooms are a cheap source of veg.
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○ Union Resolves:(What will be done about it)

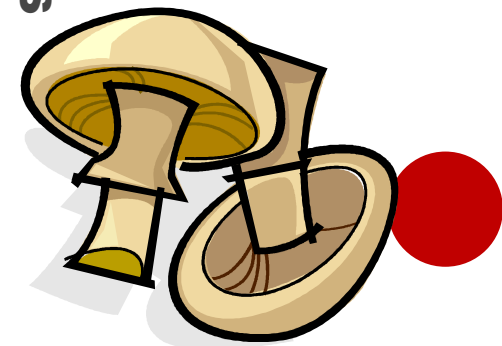
- That all recipes will include Mushrooms as a main ingredient

POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For

A1 – Complete

1. A2 – Speech For
2. A2 – Speech Against



○ Amendment Two – Mushrooms for all.

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POLICIES, MOTIONS AND AMENDMENTS

1. Questions

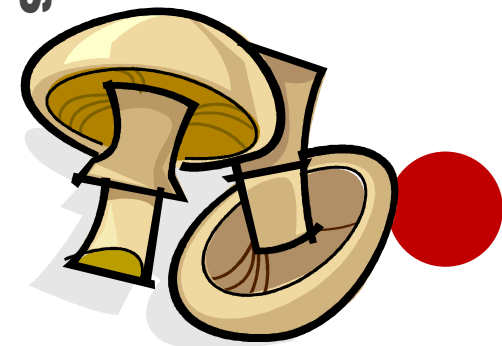
2. Speech For

A1 – Complete

1. A2 – Speech For

2. A2 – Speech Against

3. A2 – Speech For



○ Amendment Two – Mushrooms for all.

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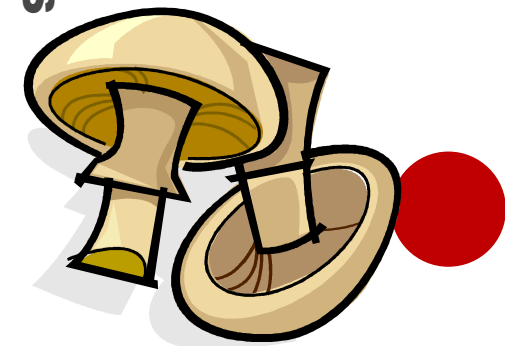
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For

A1 – Complete

1. A2 – Speech For
2. A2 – Speech Against
3. A2 – Speech For
4. A2 - Speech Against



○ Amendment Two – Mushrooms for all.

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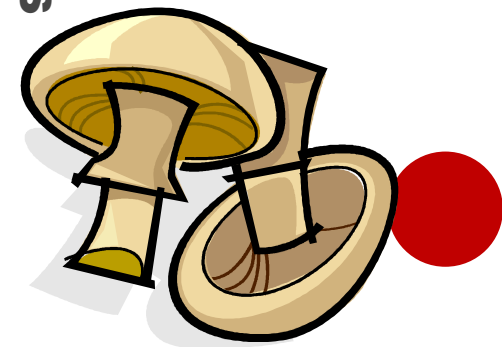
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 - A1 – Complete
 - 1. A2 – Speech For
 - 2. A2 – Speech Against
 - 3. A2 – Speech For
 - 4. A2 - Speech Against
 - 5. A2 – Right of Reply



○ Amendment Two – Mushrooms for all.

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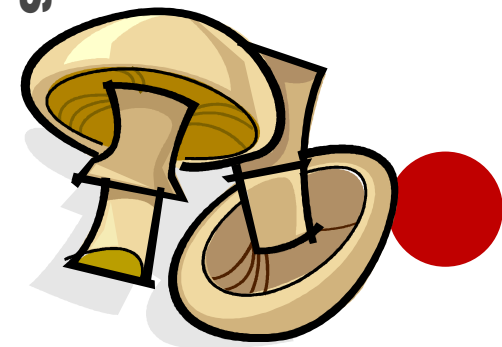
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POLICIES, MOTIONS AND AMENDMENTS

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2. Speech For
 - A1 – Complete
 1. A2 – Speech For
 2. A2 – Speech Against
 3. A2 – Speech For
 4. A2 - Speech Against
 5. A2 – Right of Reply
 6. A2 - Vote



- Amendment Three – Herbilicious.

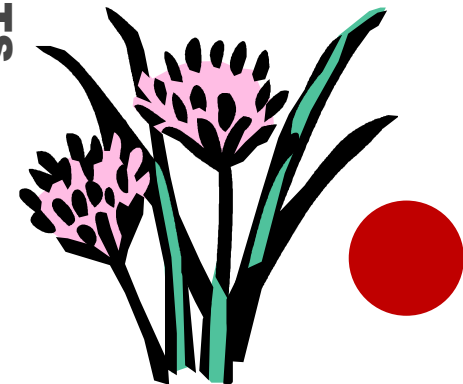
- Union Believes:(General Background)
 - The Soup Motion is a good idea

- Union Further Believes: (More in-depth detail)
 - That NSU should ensure soups are as healthy as possible and not randomly though up recipes
 - Herbs add much needed and rare vitamins
 - Herbs can be gathered for free or grown VERY cheaply

- Union Resolves:(What will be done about it)
 - That all recipes will include chives and parsley.

POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 - A1 – Complete
 - A2 – Complete
 - 1. A3 – Speech For



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POLICIES, MOTIONS AND AMENDMENTS

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 - 1. A3 – Speech For
 - 2. A3 – Speech Against



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POLICIES, MOTIONS AND AMENDMENTS

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 - 1. A3 – Speech For
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 - 3. A3 – Speech For
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 - 3. A3 – Speech For
 - 4. A3 – Speech Against
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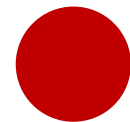
POLICIES, MOTIONS AND AMENDMENTS

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 - A2 – Complete
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 2. A3 – Speech Against
 3. A3 – Speech For
 4. A3 – Speech Against
 5. A3 – Right Of Reply
 6. A3 - Vote



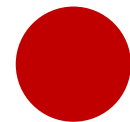
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1. Questions
 - A1 – Complete
 - A2 – Complete
 - A3 – Complete
2. Speech For
3. Speech Against



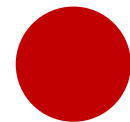
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 - A1 – Complete
 - A2 – Complete
 - A3 – Complete
3. Speech Against
4. Speech For



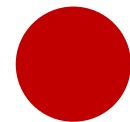
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 - A1 – Complete
 - A2 – Complete
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3. Speech Against
4. Speech For
5. Speech Against



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1. Questions
2. Speech For
 - A1 – Complete
 - A2 – Complete
 - A3 – Complete
3. Speech Against
4. Speech For
5. Speech Against
6. Right Of Reply



○ SOUP MOTION

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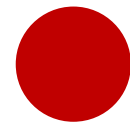
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POLICIES, MOTIONS AND AMENDMENTS

1. Questions
2. Speech For
 - A1 – Complete
 - A2 – Complete
 - A3 – Complete
3. Speech Against
4. Speech For
5. Speech Against
6. Right Of Reply
7. Vote



THANKS FOR COMING

Any Questions?

