

EXECUTIVE COMMITTEE BYE LAW

This Bye-Law describes the Executive Committee, its membership, and its operation.

1. TERMS OF REFERENCE

- 1.1. There shall be an Executive Committee, a sub-committee of the Trustee Board, as described by the Memorandum and Articles of Association, whose primary duties shall be;
“representation and campaigning work; approving in the first instance changes to the Bye-Laws of the Union once they have been scrutinised and approved by the relevant democratic process (with the exception of the Bye Law and clauses pertaining to the powers of the Trustee Board); the implementation of Policy save in so far as these responsibilities have not been delegated to another group. This includes holding each other to account for effective progress and making this information available to the Members; reviewing student policy ideas and either acting upon them, or referring them to other decision-making mechanisms”
- 1.2. In addition to the duties as prescribed in the constitution, the Executive Committee shall be responsible for reviewing the Students’ Union’s objectives and for coordinating plans between elected officers for their achievement,
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2. EXECUTIVE COMMITTEE MEMBERSHIP

- 2.1. The membership of the Executive Committee shall be;
 - 2.1.1. The Full Time Officers
 - 2.1.2. LGBTQ+ Officer
 - 2.1.3. Women’s + Officer
 - 2.1.4. BAME Students’ Officer
 - 2.1.5. Students’ with Disabilities Officer
 - 2.1.6. Two Faculty Reps to be chosen from the Academic Executive, of which one must be a taught, and one a research student. This shall take place annually following the election of the Faculty Reps.
 - 2.1.7. International Officer
 - 2.1.8. Mature Students Officer

- 2.1.9. Two College Representatives, to be chosen from and by the college presidents.
This shall take place annually following the election of the College JCRs.
- 2.2. The meetings of the Executive Committee shall normally be chaired by the LUSU Vice President (Union Development).
- 2.3. In the case of sustained absences without satisfactory apologies being provided, Executive may ask for remedial follow up action to be taken in the following ways
 - 2.3.1. In the Case of the Full-Time Officers, absences will be reported to Trustee Board to consider.
 - 2.3.2. In the cases of any of the liberation officers (2.1.2 through to 2.15), the International Officer, or the Mature Students Officer, the relevant student group assembly will be asked to hold those officers to account through their own mechanisms.
 - 2.3.3. In the case of the Faculty Forums and College positions, their membership of executive shall lapse and new representatives will be requested.
 - 2.3.4. With the exception of the re-selection detailed within 2.3.3 alternates will not be accepted, the Executive Membership must be fulfilled by the appropriate office holder.

3. EXECUTIVE COMMITTEE MEETINGS

- 3.1. The Executive shall meet regularly throughout the academic year at a rate set by the chair – but that is able to efficiently deal with business in a timely manner.
- 3.2. Quoracy for the Executive Committee shall be 50% of filled positions, rounding up to the nearest whole number, within point 2 of this Byelaw. An inquorate meeting can still decide to refer policy to a Student Jury or call for an Emergency General Meeting.
- 3.3. During the meeting, during the discussion of an Item for Approval, any member of the Executive Committee present may propose an amendment to the current Item.
 - 3.3.1. The Amendment will require a proposer and seconder.
 - 3.3.2. The Original Proposer may accept the amendment as friendly, in which case it is automatically considered a part of the substantive motion.
 - 3.3.3. If the Original Proposer does not accept the amendment as friendly, the chair should allow debate on the amendment, before calling a vote on the tabled amendment. If the amendment falls, it is discarded. If the amendment passes, it is incorporated into the substantive motion.

- 3.3.4. Whilst amendments that change the aim of a paper are allowed, amendments that change the topic of the paper entirely are not allowed. This shall be judged at the discretion of the Chair.
- 3.4. Executive Committee can make decisions remotely if it is unfeasible to meet to discuss a matter that requires prompt attention.
- 3.5. Any items for the Agenda shall be received four working days prior to the meeting.
 - 3.5.1. PTOs should be asked for their comments on all papers through the operational administration of the meeting, and they should input their comments in the appropriate place in each paper. The Executive Administrator will be responsible for ensuring that this is administered.
 - 3.5.2. PTOs should be given the chance to give their comments after the submission deadline, and a second deadline, a day prior to the meeting should be set for the PTOs to submit their comments to the executive administrator.
 - 3.5.3. Where the submission timeline does not include a weekend, extra time should be allowed for PTOs to give their comments.
- 3.6. The Chair may, at their discretion, allow emergency items in after this point.
- 3.7. Recommendations seeking the Executive Committee's approval shall require a simple majority to pass. Recommendations may be moved as a block or separately by the Proposer, though should do so in consultation with the committee and Chair. In the case of an argument, the Proposer should move each recommendation in their report separately.
- 3.8. The Committee may decide that an issue is to be considered contentious. In such a case, a motion should be put that the motion is *not contentious* and requires a two-thirds majority (rounding up to the nearest whole person) to pass.
- 3.9. If there is not a decision that policy is uncontentious;

- 3.9.1. Executive Committee shall refer it to the next Student Jury, General Meeting or Referendum as is deemed appropriate.
- 3.9.2. Executive Committee shall consider what information might be required for the student jury to take a decision, and designate an evidence collection period.
- 3.9.3. The Committee shall ensure that all members of the union are able to submit evidence.
- 3.10. The Executive can take action towards implementation for passed policy, or delegate it to another appropriate group or network.
- 3.11. The Executive is accountable to the Membership and the Trustee Board, it shall be scrutinised by a Scrutiny Panel as detailed within the Transparency and Accountability Bye-Law.
- 3.12. Executive Committee Meetings shall be minuted. Draft copies shall be provided to members within 2 working days. Members shall be required to respond within 2 working days. If substantive changes are proposed, minutes may be required to be sent out for further approval. Minutes should be published on the Union Website within 7 days of the meeting for all members to access.
- 3.12.1. Every member's vote shall be recorded in the minutes.