

# Standing Orders for the Executive Committee of Imperial College Union

## Draft Version 1

### **1. Nature of the Standing Orders**

- 1.1. In the event of dispute the interpretation of these Standing Orders shall be made by the Chair of the Executive committee
- 1.2. These standing orders will be available on the Union website and will be provided to any member of the Union within five College days of a written request to the committee chair
- 1.3. These standing orders may only be amended by Union Council in accordance with the Bye-Laws.
- 1.4. These Standing Orders are superseded by – in decreasing order of priority – the Imperial College Union’s Constitution and its Bye Laws; and the Policies of the Board of Trustees.

### **2. Status, and Responsibilities of the Committee**

- 2.1. The Executive Committee is a subcommittee of Council as defined in the Bye-Laws
- 2.2. The following responsibilities have been specifically delegated to the committee:
  - 2.2.a. Initial accountability of the Officer Trustees through the reviewing of individual reports from the Officers at each of its meetings. Council retains overall responsibility for holding the Officer Trustees to account.
  - 2.2.b. Making recommendations for policies in areas that are not covered by the other subcommittees of Council.
  - 2.2.c. To act as a sounding board and assist in the preparation of business for Council meetings.
  - 2.2.d. Calling emergency meetings of Council as provided for in the Bye-Laws.
  - 2.2.e. Undertake any other work as requested by Council.
- 2.3. The committee shall provide a report of its activities to each ordinary meeting of Council.
- 2.4. All meetings and decisions of the committees are to be minuted. These are to be made publicly available within five college days of the meeting. Where the minutes have not been approved, draft minutes may be published in their stead.

### **3. Structure and Governance**

- 3.1. The Committee shall consist of the following members drawn from the members of Council:
  - 3.1.a. One representative from each of:
    - i. The Constituent Unions
    - ii. The Management Groups
    - iii. The Academic Representatives
    - iv. The Liberations Officers
  - 3.1.b. At least a further five members of council
  - 3.1.c. The following shall be Ex officio members:
    - i. The Council Chair – who shall act as the Committee Chair
    - ii. The Officer Trustees
  - 3.1.d. The Committee may consist of up to 20 voting members including the Ex officio members.
- 3.2. For the purposes of assessing quorum the number of voting members shall not be considered less than 15, even in the event of unfilled posts.
- 3.3. The committee shall meet every four weeks during term time.
- 3.4. Additional meetings of the committee may be called by:
  - 3.4.a. The Union President

- 3.4.b. The Council Chair
- 3.4.c. Five members of the Committee
- 3.4.d. Any ten members of Union Council
- 3.5. Any member of the Union may attend the meeting with speaking rights and they may present items of business for the Committee's consideration provided that it meets the following requirements:
  - 3.5.a. It is seconded by a full member of the Union
  - 3.5.b. It is presented as paper in good time prior to the meeting
- 3.6. Where a decision is required to be taken outside of meeting, the following considerations must be met:
  - 3.6.a. No reports from Officer Trustees may be accepted outside of a meeting.
  - 3.6.b. An opportunity for the members of the committee and any member of the Union to discuss the matter prior to the decision being taken with a record of this discussion to be available to all voting members
  - 3.6.c. A record of the discussion and the outcome of the decision made to be presented at the next meeting of the committee or Council whichever is first.
  - 3.6.d. At least two thirds of the voting membership is required to cast a vote for the decision to be binding. Non-replies may not be considered abstentions.