

Proposer:	James Skuse
Seconder:	Rachel Eyre
Passed:	Union Council, 20 March 2012

This Union Notes:

1. The decision of Steering Committee to amend the terms of reference of Admin meetings (appendix 1)

This Union Believes:

1. This should be enacted

This Union Resolves:

1. To adopt the changes to the byelaws in appendix 2

Appendix 1

Draft Steering Committee minutes:

13 Terms of Reference for Admin

The Democracy & Communications Officer advised that the Admin Meeting's Terms of Reference were being changed and that Steering Committee was asked to approve these prior to them being sent to Union Council. He went on to advise that the changes meant that, in certain circumstances, Admin Meeting could act of behalf of the Trustee Board. Decisions made in this way would then be reported to the Trustee Board.

The Finance & Services Officer noted that the reference to Admin Meetings making decisions "if there is deemed to be insufficient time for the full Trustee Board to deal with the matter" was unclear. This could be interpreted as the Admin Meeting being able to make decisions if the Trustee Board is too busy which would be unacceptable.

The General Manager noted that it would only be in a small number of circumstances that the Trustee Board would not be able to convene in time to consider urgent business. An urgent Human Resources issue, for instance, may require an immediate decision that could not be made by the Trustee Board itself.

The External Trustee (MF) noted that the Admin Meetings should be able to make decisions on behalf of the Trustee Board but that these decisions should be considered interim rather than binding.

The Committee discussed the issue of quoracy for Admin Meetings. It was noted that there should be a level trust of the Sabbatical Officers to make decisions as they were accountable for their decisions by law. It was agreed that quoracy for the Admin Meetings should be 50% + 1 of the Full-Time Officers which would be 4 members.

The Faculty Representative for Mathematical & Physical Sciences noted that references to the Admin Meeting not making any policy decisions should be made more concrete.

The General Manager advised that the Admin Meeting's decisions would be bound by policy and would later be ratified.

It was noted that this needed to be made more explicit in the Terms of Reference.

The Committee further discussed the issue of Admin Meetings not being able to make policy decisions and decided that point 9. a. should be amended to read; "The meeting will not make any decisions that are deemed to be policy decisions and will act within the bounds of existing Union Policy".

The Committee approved the Admin Meeting Terms of Reference subject to the above amendments.

APPROVED

Appendix 2

Section 8 – Union Officers

A - Sabbatical Officers

Amend from:

8. Sabbatical officers shall be collectively responsible for overseeing the day-to-day operational activity of the Union.

9. They shall meet regularly with the General Manager to discuss operational management of the Union.

- a. The minutes of these meetings shall be submitted to Union Council.
- b. Where necessary this committee may act on behalf of the Trustee Board, with reports on decisions made to be submitted to the Trustee Board for approval.
- c. The meeting will not make any decisions that are deemed to be policy decisions

To:

8. Sabbatical officers shall be collectively responsible for overseeing the day-to-day operational activity of the Union.

9. They shall meet regularly with the General Manager to discuss operational management of the Union.

- a. The meeting will not make any decisions that are deemed to be policy decisions and will act within the bounds of existing Union Policy.
- b. Where necessary this committee may act on behalf of the Trustee Board, with reports on decisions made to be submitted to the Trustee Board for approval. The Chair of Trustee Board, or in their absence the Vice-Chair,

may determine that the Admin Meeting is required to act on behalf of the Trustee Board, in line with the responsibilities of Trustee Board (see below), if there is deemed to be insufficient time for the full Trustee Board to deal with the matter or that circumstances otherwise dictate that this is necessary. The Chair, or in their absence Vice Chair, must clearly indicate prior to discussion which matters are to be considered Trustee Board issues and decisions and the minutes must reflect this. The reports on all decisions made in this manner are to be submitted to the Trustee Board to note.

- c. There shall be a separation of business between items dealing with operational activity and items dealing with delegated authority from the Trustee Board
- d. The Admin minutes of these meetings shall be submitted to Union Council