

Summit Committee – Terms of Reference 2023–2024

1. Committee Membership

a) The committee members will be:

- Summit Chair.
- Summit Vice-Chair.
- The SU Officers.
- Student Senate Representative.
- All elected NUS National & Liberation Conference Delegates.
- At least one, and up to two, representatives from each Executive Committee (Activities, Sports, Academic, Diversity & Support, Doctoral, PGT, International, Media).
- Up to two Senior Hall Reps.
- Up to one representative from each of the SU Liberation groups (LGBT+, Feminism & Gender Equality, Race Equality, Mature Students, Disability Action Group).
- One Senior Peer Mentor (recruited by staff).
- One Senior PAL Leader (recruited by staff).
- Up to five Open-place student positions (elected by cross campus ballot).
- *The SU Chief Executive, Head of Student Voice and other relevant SU staff will also be in routine attendance.*

b) The Executive Committee can nominate a member from an appropriate Student Group committee or in the case of an Exec which does not represent Student Groups a relevant student representative, if the Exec is unable to fill all its assigned places on Summit.

c) Up to 10 student observer seats will be reserved for each Summit meeting to increase visibility, transparency, and to create a learning opportunity for those interested in getting involved. These are first come, first served, and can be requested through the Chair / Vice-Chair.

2. Chair and Vice-Chair

a) The Summit Chair is appointed through a selection process via a nominations committee – any student (including any existing student leader, Exec member, or representative) will be able to nominate themselves for this position.

b) The Summit Chair's responsibilities include, but are not limited to, the following:

- Physically chair each meeting of Summit.
- Work with Summit members and SU staff to ensure the smooth running of Summit meetings and its functions, as well as encourage networking opportunities between members.
- Work with Summit members, Execs, and staff to support the Standpoint process.

- c) The SUMmit Vice-Chair is elected by members of SUMmit from the members of SUMmit via a simple majority vote. Quoracy must be met (at least 50%+1 of the total SUMmit committee members needs to cast a vote).
- d) The SUMmit Vice-Chair's responsibilities include, but are not limited to, the following:
 - Step in to cover on Chair business and decisions where required, including physically chairing SUMmit meetings when required.
 - Work with the Chair and SUMmit members to ensure the smooth running of SUMmit and its functions, as well as encourage networking opportunities between members.
 - Provide advice to the Chair where possible to support the operation of SUMmit and the Standpoint process.

3. Expectations of SUMmit Members

- a) SUMmit committee members will be required to attend all meetings of SUMmit. If a member is unable to attend a meeting, they must submit apologies (in the form of an email or direct message) to the Chair or relevant staff member before the meeting, or within 24 hours after the end of the meeting. Members who fail to provide an apology will receive a reminder to do so in the future.
- b) If a committee member fails to provide appropriate apologies for two consecutive meetings, the SUMmit Chair and Vice-Chair can agree to remove the committee member from SUMmit and initiate recruitment for a relevant replacement.
- c) Voting on standpoints will open within the SUMmit meeting. SUMmit committee members are expected to vote on all Standpoint proposals where possible. This is expected whether the member has attended the corresponding SUMmit meeting or not (because discussion and engagement can happen outside the meeting, the voting will also remain open post-meeting via an online platform).
- d) SUMmit members who are also representatives should consider the needs and beliefs of those they are representing, and bring the perspective of their electorate (e.g., group members, Exec, etc) to SUMmit meetings. This should also influence their decision making when considering how to vote on Standpoints.
- e) SUMmit's Committee membership list will be accessible to SU members to display which representatives are on SUMmit.
- f) Executive Committee members should report at SUMmit.

4. Committee Procedures

4.1 Standard procedures

- a) The committee will usually meet 5 times per year, and additional votes on single issues or urgent matters may be required outside a meeting.
- b) The committee secretary will arrange meetings in accordance with [Articles 84 to 87](#) of The SU's Articles of Governance.
- c) Any vote SUMmit makes pertaining to the committee's position on an issue will only pass if the following two conditions are met:
 - o Quoracy must be met (at least 50%+1 of the total SUMmit committee members needs to cast a vote).
 - o A 'super majority' of the votes cast are in favour (super majority means at least 66%+1).

4.2 Enacting new Standpoints

- a) One of SUMmit's core functions is to receive and consider standpoint proposals. The standpoint proposer(s) can attend the meeting or nominate another SU member(s) to attend in their place.
- b) Standpoints should be researched before submission and a Standpoint Proposal form completed.
- c) The SUMmit committee will discuss and debate standpoint proposals, including the wording of a standpoint. The final wording will be agreed by the Chair and proposer(s) based on discussion and agreement; this can happen following the meeting if required. The final wording must be fully supported by the original proposer.
- d) At a meeting of SUMmit, the committee can decide to enact one of the following options in relation to a Standpoint proposal:
 - o Proceed to vote on the proposal (Which will open in the meeting and continue online following the meeting).
 - o Refer to the Head of Student Voice to provide a briefing (at the following meeting) on new or existing research data, student engagement activity feedback, sector activity or other relevant evidence on the issue.
 - o Call for statements from the wider student community and discuss at next meeting.
 - o Recommend to the Board of Trustees that a referendum be held to determine student opinion.
 - o Determine that the standpoint does not sufficiently impact members of our community to become a standpoint.
- e) When the committee feels they have sufficient information and insight, SUMmit can then decide to progress a proposal to both an in-person and an online vote. SUMmit committee members will vote on standpoints within the SUMmit meeting and following the meeting (usually electronically).

- f) As per the standard procedures, a standpoint may only be passed if quoracy is met and a super majority of the votes cast are in favour. Standpoints that are approved will be added to the SU Standpoints Document.
- g) The SU Board of Trustees will have the authority to overturn a standpoint. If a standpoint is rejected by the SU's Board of Trustees, a written response will be sent to SUMmit to allow the proposer(s) to amend their proposal and resubmit to the SUMmit for consideration/approval.
- h) Once a standpoint is approved by SUMmit, it cannot be changed or challenged by SUMmit for at least 2 meetings from the meeting of its approval. New Standpoints are valid indefinitely unless specified otherwise, or if it is challenged at a later date.
- i) SUMmit members can recommend assigning new standpoints with an 'expiry date' or 'date of review'. Standpoints due to expire, or due for review, will be brought to SUMmit and subject to a vote to either; confirm its continuation or discontinuation, or make amendment(s). Final decisions on these matters are at the discretion of the Chair.

4.3 Existing Standpoints

- a) An existing Standpoint can be 'challenged' by any SUMmit member in order to raise it as an item for discussion at a SUMmit meeting. When an existing Standpoint is brought as a discussion item, the committee can decide to enact one of the following options:
 - Proceed to re-vote on the Standpoint online.
 - Refer to the Head of Student Voice to provide a briefing (at the following meeting) on new or existing research data, student engagement activity feedback, sector activity or other relevant evidence on the issue.
 - Call for statements from the wider student community and discuss at next meeting.
 - Recommend to the Board of Trustees that a referendum be held to determine student opinion.
 - Determine that the standpoint should no longer exist and initiate a vote to remove an existing Standpoint, as per point 4.3 (d).
- b) Any existing standpoint can be 'challenged' by a SUMmit member, for this to occur, the following conditions must be met:
 - The Standpoint in question was approved at least 2 meetings ago.
 - One additional SUMmit member must support the challenge.
 - The Chair must approve the challenge and agree that it will become an item at the next possible SUMmit meeting.
- c) Any existing standpoints can be *amended* in the following ways.
 - The SU's Board of Trustees decide to amend a standpoint.
 - SUMmit votes to amend an existing standpoint following a 'challenge', in accordance with 4.3 (b).

- A valid referendum vote passes which requires the changing of a standpoint, in accordance with [Articles 28 to 31](#) of The SU's Articles of Governance, and subject to approval from the SU's Board of Trustees.

- d) Any existing standpoints not due to expire, can be *removed* in the following ways:
 - The SU's Board of Trustees decide to remove a standpoint.
 - Summit makes a vote to remove an existing standpoint, in accordance with 4.3 (b).
 - A valid referendum vote passes which requires the removal of a standpoint, in accordance with [Articles 28 to 31](#) of The SU's Articles of Governance, and subject to approval from the SU's Board of Trustees.

4.4 Officer updates

- a) SU Officers will be expected to provide an update based on their activity at each Summit meetings (unless there are appropriate apologies sent). Members of Summit will be invited to ask questions based on these updates.

- b) Any Summit member can provide written feedback to the SU Officers based on their updates, via the Chair of Summit, either anonymously or not.

- c) Time will be provided for written questions submitted to Officers by any student via the Chair to be answered during Summit.

5. Additional Summit Functions

- To discuss topical issues related to the student experience.
- To provide insight and direction for the Officer team and other relevant representatives on key issues.
- To receive updates from student groups, project teams or other groups of students on campaigns, projects or other pieces of work that may be of interest to Summit's members.
- Create a network of student leaders and encourage collaboration between areas.