

Birmingham City Students' Union

POLICY CREATION BYLAW

A. Creating Policy

1. Policy

- 1.1 Policy passed at General Meeting shall take precedence over policy passed at Union Council or Executive. Union Council Policy will take precedence over Executive Policy.
- 1.2 All policies will be presented in written form to the Executive, Union Council or Annual General Meeting.
- 1.3 The written format will be standardised and have the following headings in the following order. Each paragraph or bullet point shall be numbered starting at 1 for each heading:
 - This Union Notes
 - This Union believes....
 - This Union further believes....
 - This Union resolves....
 - This Union instructs (name of Committee, Executive or Executive position etc) ...
- 1.4 It shall also include the name of the proposer, name of seconder and the date.
- 1.5 The written policy shall be distributed to all Committee members 5 working days before the meeting.
- 1.6 The proposed policy shall be publicly displayed in all Union premises 5 days prior to the meeting.
- 1.7 Amendments to the policy shall be received in writing by the Campus Engagement Officer 2 working days before the meeting.

2. Amendments

- 2.1 Amendments shall be standardised and have the following format:
 - Name of policy to which the amendment relates.
 - Paragraph number(s) and heading(s) which is (are) to be removed.
 - Paragraph number to which a modification applies and the written modification.
 - Paragraph number and heading under which any new clause(s) is to be inserted.
 - The name of the proposer and the seconder of the amendment.

B. The Process

3. How the Policy is passed

- 3.1 The course the policy will take will be as follows
 - Speech proposing the main motion by the proposer.

- Speech proposing the first amendment by the proposer
- Speeches against, then for the amendment in turn until speeches (or time) are concluded.
- Summary speech by the proposer of the amendment
- Vote on the amendment

3.2 The Chair will then summarise how the amendment has altered the original motion.

3.3 Any further amendments will be considered in the same way.

3.4 Once all amendments have been considered, the speeches will then go as follows:

- Speech for the motion.
- Speech against the motion.
- Request for more speeches
- Summary speech (usually by the proposer of the main motion)

3.5 There will then be a vote on the main motion (as amended).

4. Options Available to Executive

4.1 The Executive may do anything of the following:

- Pass policy
- Fail policy
- Refer to Council

5. Options Available to Council

5.1 If referred to Council then Council may do the following:

- Pass policy
- Fail policy
- Refer to AGM

6. Options Available to AGM

6.1 The AGM may do one of the following:

- Pass policy
- Fail policy

C. Policy Lapse

7. Policy passed at Council and General Meetings

7.1 Policy passed at Council will have a life of three years

7.2 Policy passed at General Meeting will have a life of five years

7.3 Lapsed policy will be taken to the first Council meeting of the calendar year with a recommendation from the Executive as to whether to keep or lapse it.

7.4 If the policy is kept it will have a further one year's life before it lapses again.

8. Policy Passed at Executive Committee

8.1 Policy passed at Executive committee will stay in place unless it is overruled by policy passed at either Council or General Meetings.

8.2 Executive Committee may up date, change or delete existing Executive Policy by resolution at their meetings.

Passed 16th November 2004