



Democracy Committee Meeting One (1)

Minutes
Friday 28 October 2011

Present

A Burr	Vice President Student Activities
R Campbell	Societies Councillor
A O'Shaughnessy (Chair)	Vice President Democracy and Finance

In Attendance

P Burt	Training and Development
A Mukaka (Minute Taker)	Democratic Support Co-ordinator

Apologies

A Chaturvedi	Student Council Chair
P Pilkington	Membership Services Manager
O Oshunkoya	Vice President Communications

11/12-02	<p>Minutes of the Previous Meeting and Matters Arising</p> <p><u>Minutes</u> There was one amendment to the previous minutes, to correct the spelling of Liam Burns.</p> <p>The minutes were agreed as an accurate account of the previous meeting with the above amendment.</p> <p><u>Matters Arising</u> 10/11-41 PP to do a report on section conferences to be sent to the Equality and Diversity committee. <i>Item to be carried forward.</i></p> <p>10/11-42 City College Partnership Agreement to be carried forward to the next meeting. No agreement has been met. <i>Item to be carried forward to the next meeting. PP to bring the City College Partnership Agreement to the next meeting.</i></p> <p>10/11-43 Elections; PP to email David Lee's election report to SC. <i>AO noted that this report was received by SC.</i></p> <p>10/11-44 By-Elections; RJW to discuss at Student Council to move by-elections to October. <i>AO confirmed this has been done and approved by student council</i></p> <p>10/11-44 By-Elections; Election positions need to be updated on the website. PP to liaise with JW regarding positions and regulations. <i>AO confirmed this has been done and approved by student</i></p>
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	<p><i>council.</i></p> <p>10/11-45 Committee Structure; RJW and AO to meet to put together recommendations for Executive regarding changes including:</p> <ul style="list-style-type: none"> • Welfare minutes made public • Campaigns Steering group made into a committee <p><i>AO reported this has been done and the new Academic and wellbeing committee minutes would be published.</i></p> <p>10/11-46 Officer Roles and Responsibilities</p> <ul style="list-style-type: none"> • JW to update the Health and Safety Committee to include the Campus Officer • put health and safety onto the committee structure • discuss with the Executive committee regarding changing the chair of health and safety • Add the E&E, Part Time and Post Grad councillors to the Academic Committee <p><i>AO explained why Health and Safety committee couldn't be added to the committee structure and reported other amendments have been made.</i></p>
Action	10/11-42 PP to bring the City College Partnership Agreement to the next meeting.
11/12-03	<p>Terms of Reference</p> <p>AO detailed the terms of reference for the Democracy Committee (Paper A) and highlighted the key areas the committee should be contributing to.</p> <p>AO invited everyone to propose changes.</p> <p>PB suggested the amendment of CUSU's newspaper to be replaced by CUSU media in order to include all areas of media coverage.</p> <p>AM to amend the Terms of Reference from 'CUSU Newspaper' to 'CUSU Media'.</p>
Action	AM to amend the Terms of Reference from 'CUSU Newspaper' to ' CUSU Media '
11/12-04	<p>Standing Item: NUS</p> <p>AO updated the committee on what the Student Union is doing to support the 'Student Activism' campaign being led by NUS.</p> <p>AO noted that Student Union is supporting the campaign as</p>

	regards to advertisement and promotion but no financial funding.
11/12-05	<p>Standing Item: AGM AO updated the committee on the AGM.</p> <p>AO noted that all the promotional materials are ready to go but they are waiting for the venue to be confirmed. The proposed venues are the Cathedral or the Coventry Sports Centre.</p> <p>AO noted that issues were raised at the beginning of planning that hosting the AGM at the cathedral may be an issue for some students from different religious communities. AO explained that this concern is being discussed with societies and we are waiting for feedback from societies.</p> <p>AB noted that there is a few improvements in the organisation of the AGM this year such as giving out tickets and picking up a Domino's pizza at the end rather than at the beginning. AB explained this will stop people leaving after getting their pizzas and not attending the AGM.</p> <p>Regarding the Agenda, AO noted that as soon as the venue is confirmed, AO will call for the Agenda and discuss with students whether we can have different motions.</p> <p>AO stated he is in the process of planning the marketing aspect of the event and listed a number of promotion materials being used in order to raise the profile of the events, including:</p> <ul style="list-style-type: none"> • Flyers • Posters • Balloons • Shirts • Emails and • Text messages <p>PB enquired about the capacity of the Cathedral. AO noted the cathedral can host up to 1600 people. AB noted that AO is in discussions to try to move any planned lectures between 1pm and 3pm.</p> <p>AB suggested that the Agenda and motions need to be set as soon as possible.</p> <p>PB offered to help with training for writing Motions and will set the date and time for the training.</p> <p>The committee requested AO to speak to S Tuppen with regards to</p>

	advertising in Square One on the screens.
Action	<p>PB offered to help with training for writing Motions and will set the date and time for the training.</p> <p>The committee requested AO to speak to S Tuppen with regards to advertising in Square 1 on the screens.</p>
11/12-06	<p>Elections Regulations AO presented the paper on Election Regulations.</p> <p>PB asked what the purpose of having this was. AO explained that the idea came after realising the failure of the returning officer to ensure the elections process run smooth and fairly whereby different interests could be represented in decision making rather than one person's (returning officer).</p> <p>AB supported the idea that there is a group overseeing the returning officers' decisions. PB suggested that further research should be carried out with other universities and compliance with the constitution.</p> <p>Any feedback/amendments committee members wish to make should be directed to AO.</p> <p>RC noted the need for the Standards and Disciplinary Action Report referring to Paper A (page2, 4d). AO said he will email the Standards and Disciplinary Action report to the committee before the next meeting.</p>
Action	AO will email the Standards and Disciplinary Action Report to the Committee before the next meeting
11/12-07	<p>Any Other Business Questions were raised about the responsibility of the Students' Union if students wanted to organise demonstrations or protests.</p> <p>RC referred this to the past experience where students didn't know if they should go through societies, Student Council or the Democracy Committee. AO advised that any kind of suggestions should be directed to the Executive if they want an immediate response.</p>
11/12-08	Date of next meeting: 10am; 22 nd November 2011