SUmmit – Operational Guidance Document 2024-25

SUmmit Terms of Reference should be considered alongside these operational guidelines. Current Terms of Reference can be found at https://www.thesubath.com/voice/summit/

Questions related to the operational running of SUmmit should be directed to the SU Voice Team in the first instance su-voice@bath.ac.uk

What is SUmmit?

SUmmit is an SU committee made up of a range of student leaders, representatives and students who vote to create Standpoints (SU stances on any given issue) and hold the SU Officers to account.

SUmmits functions

1. To discuss, and agree, proposed Statements of Issues (SoIs) and created Standpoints and accompanying actions.
2. To discuss topical issues related to the student experience.
3. To receive updates from SU Officers and ask relevant questions regarding Officer work.
4. To provide insight and direction for the Officer team and other relevant representatives on key issues.
5. To receive updates from student groups, project teams, or other groups of students on campaigns, projects, and other pieces of work that may be of interest to SUmmit's members.
6. Create a network of student leaders and encourage collaboration between areas.

Membership of SUmmit

Chair

SUmmit is chaired by an appointed Chair. Promotion of the role will begin before the end of the summer term each year in preparation for the following academic year.

Any student can apply for the role of Chair (provided they will be a student in the following academic year) through the method promoted.

A Nominations Panel comprising of:

3 SU Officers

1 Student Trustee

An SU member of staff nominated by the Returning Officer (in attendance)

An SU member of staff nominated by the Returning (minutes)

The Nominations Panel will agree on the successful applicant and training will be provided to the SUmmit Chair in advance of the start of the academic year.

Vice Chair

The Vice-Chair will be elected from and by the membership of SUmmit with members able to nominate themselves and voting to take place usually before the first meeting of SUmmit each academic year.

Members from student leader posts

The membership of SUmmit is set out in the Terms of Reference.

Voice team staff will gather details from Execs and other role specific members no later than three weeks before the first meeting to allow for training and election of the Vice Chair to take place.

Open Place posts

Election of the Open Place positions will take place in the Autumn election period, with one round of by-election for unfilled places.

Training

All members of SUmmit will receive training prior to the first meeting.

Observers

Up to ten student observers may attend each meeting of SUmmit. Interested students should email the Chair no later than one week before a meeting and names should be shared with the Secretary.

Routine staff

The Chief Executive, Head of Student Voice and Engagement, or their deputies, and other members of the SU Voice Team will also be in routine attendance.

The Head of Student Voice and Engagement, or their designated alternate, will act as Secretary of the meeting to support procedural matters.

Meeting planning, agendas, attendance, minutes

Planning
Dates of all meetings should be set and advertised on the website before the start of the academic year and members of SUmmit advised of dates upon election/recruitment.

Rooms for all meetings, where possible, should be booked before the start of the academic year.

Members will be added to Outlook calendar invites for all meetings and will be required to accept or decline the meeting to indicate if they will be attending.

Agendas

Agendas and supporting papers should be drafted and agree by the Chair.

Agendas for meetings with supporting papers will be sent to members by email no later than five working days before the meeting.

Standard supporting papers to be included will be:

- Chosen Statements of Issue (including any supporting documents) submissions
- SU Voice briefings on chosen Statements of Issue
- Officer updates on actions from previously approved Standpoints

Meeting attendance

The expectation is that members should attend all meetings in person, however in some circumstances (and where technology allows), joining online may be possible. If a member is unable to attend in person and needs to join online they should notify the Chair no later than three working days before the meeting to allow for arrangements to be made.

If a member is unable to attend the meeting they should send apologies by email to the Chair and Secretary before the meeting or within 24 hours after the end of the meeting. If apologies are not received an email will be sent from the Chair reminding them to send apologies in the future. If a member fails to provide apologies for two consecutive meetings the SUmmit Chair and Vice-Chair can agree to remove them from SUmmit membership and initiate recruitment for a replacement. An email should be sent to the member before a decision is made to check why they have missed meetings.

Minutes and post meeting communication

Minutes from meetings with supporting papers should be sent to the Chair for approval within two working days of the meeting and sent to members and uploaded to the SU website within five working days of the meeting.

A news story, or equivalent, should also be prepared and uploaded to the website within five working days of the meeting.

Statement of Issues submission and decision making

Submission
Any student can submit a Statement of Issues (SoI) for consideration by SUmmit via an online form hosted on the SU website.

Students are advised to speak to relevant members of SUmmit (all members' details will be available online) before submitting and obtain at least one 'sponsor' member of SUmmit to sponsor their SoI.

Statements of Issues can be submitted at any time but a cut off three weeks prior to the meeting date will be in place for consideration for the next meeting.

The Statement must include the proposers name and contact details, SUmmit member sponsor(s), a summary of the issue, who it impacts, and why it is important. Statements should not surpass 300 words. Supporting documents may be permitted. If the proposer wishes to remain anonymous, the sponsor can propose the Statement on their behalf.

Submitted SoIs will be checked against requirements by the Chair, Vice-Chair and Secretary and those which meet requirements will be shared with SUmmit members by email for consideration.

Selection
SUmmit members will vote online which submissions should be taken to the next meeting of SUmmit. SoIs not selected will remain on the list to be voted on along with any new submissions for future meetings. This voting period will be no longer than 2 days.

The vote to decide which submissions should be taken to the next meeting will be an indicative poll, all SUmmit members will be invited to vote however quoracy is not required.

Up to three SoI will be chosen for the next meeting from the results of the voting. These SoI will be shared with the SU Voice Team who will action a briefing on the issue. This may involve gathering insight from other areas of the SU or from the University or sector dependent upon the issue. A minimum of 7 working days will be given for the creation and checking of the briefing document.

Briefing documents

The briefing documents will accompany the agenda and will be sent to SUmmit members, and the original proposer, no later than five working days before the meeting to allow time to read and consider the papers.

At the meeting
The original proposer (if not a member of SUmmit) will be invited to attend SUmmit to speak on their SoI. If they are unable to attend they may nominate another student to attend in their place and would be required to inform the Chair and Secretary of the alternate a minimum of three working days before the meeting.

The SUmmit members will discuss and debate the SoI including the wording of a resulting Standpoint, consequent actions, and a timeline.

The final Standpoint wording will be agreed by the Chair and the SoI's SUmmit member sponsor. The final wording must be fully supported by the original proposer or sponsor (student or SUmmit member).

All actions agreed related to the Standpoint must be agreed by the actioned individual/team for them to be included in the final Standpoint.

Following the meeting an action tracker document will be updated with new approved Standpoint actions to be updated and completed by Officers in advance of following meetings.

SUmmit meeting order of business
Meetings will have a quoracy of 50%+1 of current SUmmit membership. If quoracy is not met the meeting will continue but no voting will take place.

Meetings will be structured as follows:
1. Welcome and introduction of new members (if needed)
2. Apologies noted
3. Approval of minutes from the last meeting
4. Matters arising (actions from the last meeting, not included in item 5)
5. Accountability and Engagement – updates given by SU Officers, SUmmit members, SU staff, or external attendees on any previously approved Standpoints and actions. When relevant University stakeholders can be invited to briefly present on actions undertaken. SU Officers will be expected to provide an update based on their activity related to previously approved Standpoints and members of SUmmit are invited to ask questions.
6. Standpoint discussion – Up to three Statement of Issues to be discussed per meeting, each SoI will have up to 30 minutes of discussion time to include:
   - 5 minute introduction by the proposer/sponsor
   - 25 minute discussion to include creation of proposed Standpoint wording and actions

7. Voting on Standpoint adoption and actions will take place during the meeting of members present at the meeting. Voting will be conducted through an online mechanism and will require the meeting to be quorate to go ahead and quoracy of votes in favour to be met in order to be approved.

8. Any other business and close.