SUmmit – Operational Guidance Document 2026-27

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, agree, and codify Standpoints.
2. To hold Officers to account on their progress relating to Standpoints.
3. To discuss topical issues related to the student experience.
4. To receive updates from SU Officers and ask relevant questions regarding Officer work.
5. To provide insight and direction for the Officer team and other relevant representatives on key issues.
6. 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.
7. 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 able to attend SUmmit meetings in-person 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. The Voice team will gather details from Execs and other role specific members no later than two weeks before the first meeting

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 24 hours before a meeting and names should be shared with the minute taker.

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 meetings should be set and advertised on the website before the start of the relevant semester, 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 invite, in addition to sending apologies to the Chair, to indicate if they will be attending.

Agendas

Agendas and supporting papers should be drafted and agreed 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
- Unconfirmed minutes from the previous meeting

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. Members attending online are eligible to vote and are not counted towards quoracy.

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 and sent to members and uploaded to the SU website prior to the next meeting.

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

Statement of Issues submission and decision making

Submission

Any student can submit a Standpoint 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 proposal.

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. Supporting documents may be permitted. If the proposer wishes to remain anonymous, the sponsor can propose the Statement on their behalf.

Submitted Standpoints will be checked against requirements by the Chair, Vice-Chair and members of SU staff 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. Standpoints 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 Standpoints will be chosen for the next meeting from the results of the voting. These Standpoints 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 5 working days will be given for the creation and checking of the briefing document.

To ensure meeting time is dedicated purely to discussing the values of a Standpoint, all amendments to the wording of a proposed Standpoint must be finalised prior to the SUmmit meeting.

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.

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

Advocacy Groups

- Following the approval of a Standpoint, Advocacy Groups will serve as the primary operational space for student-led brainstorming and tactical planning. Any SUmmit member or interested student from the wider student body can join an Advocacy Group. Opportunities to join will be advertised by the SU Voice Team alongside the promotion of newly passed Standpoints.
- Groups are student-led and will organize their own meetings, but they may request logistical support (such as room bookings or promotional help) through the SU Voice Team.
- Each Advocacy Group is attached to the SU Officer whose remit most closely aligns with the group's theme. The Officer should attend meetings when possible to provide operational insight and guidance, but they do not chair the group.
- All recommendations are strictly advisory. SU Officers will review the recommendations but retain full autonomy to decide which tactics are operationally and legally viable for The SU to execute.

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. Standpoint discussion – Up to three Statement of Issues to be discussed per meeting, each SoI will have up to 35 minutes of discussion time to include:
    - 2-minute introduction by the proposer/sponsor
    - 18-minute discussion.
6. 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.

7. Officer Updates and Accountability – 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
8. Any other business and close.