SUMMIT TERMS OF REFERENCE

1. Committee Membership

a) The committee members will be:
- The SU Officers
- C/S/SU Representatives
- Senate Representative
- NUS Conference Delegates
- Up to 2 representatives from each Executive Committee (Activities, Sports, Academic, Diversity & Support, Doctoral, PGT, International, Media, and Politics & Activism)
- 2 Senior Hall Reps
- 1 Senior Peer Mentor
- 1 Senior PAL leader
- 1 representative from each of the SU Liberation groups (LGBT+, Feminism & Gender Equality, Race Equality, Mature Students, Disability Action Group)
- 5 Open-place student positions (elected by cross campus ballot)
- *The SU Chief Executive and Head of Student Voice will also be in routine attendance, alongside other relevant SU staff.*

b) The committee will elect its own Chair from its own committee members;
- Prior to the academic year's first meeting of SUmmit, a Chair will be elected by the SUmmit members via secret ballot.

2. Committee Procedures

2.1 Standard procedures

a) The committee will usually meet 5 times per year, although 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 or the election of a Chair will only pass if the following conditions are met:
- o Quoracy must be met (at least two thirds of the total SUmmit committee members need to cast a vote)
- o A simple majority of the votes cast are in favour (majority is 51% and above)

2.2 Standpoints

a) One of SUmmit's core functions is to receive and consider standpoint proposals. The standpoint proposer(s) will be able to attend the meeting, or if required can nominate another SU member(s) to attend in their place.

b) The SUmmit committee will discuss and debate standpoint proposals, including the wording of a standpoint. The final wording will be agreed by the Chair based on discussion and agreement with the proposer, this can happen following the

meeting if required. The final wording must be fully supported by the original proposer.

c) If the SUmmit committee decides not to vote directly on a standpoint during a meeting, the committee can vote to enact one of the following options:
- o Refer to 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.

d) When the committee feels they have sufficient information and insight, SUmmit can then decide to vote on the standpoint.

e) Once final wording has been agreed, SUmmit committee members will vote on standpoints following the meeting (usually electronically) within 48 hours of the end of the meeting.

f) As per the standard procedures, a standpoint may only be passed if at least two thirds of the total SUmmit committee members cast a vote, and a majority of the votes cast are in favour. Standpoints that are accepted 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 is valid indefinitely unless specified otherwise, or if it is challenged at a later date.

i) SUmmit can decide to assign individual standpoints 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).

j) Any existing standpoint can be 'challenged' by a SUmmit member, for this to occur, the following conditions must be met:
- o One additional SUmmit member must support the challenge.
- o The purpose of the challenge is made clear, the member and Chair must agree on either proposing a standpoint's amendment or removal.
- o The Chair must approve the challenge and agree that it will become an item at the next SUmmit.

k) Any existing standpoints can be *amended* in the following ways.
- o The SU's Board of Trustees decide to amend a standpoint
- o The SUmmit makes a vote to amend an existing standpoint
- o 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.

l) Any existing standpoints not due to expire, can be *removed* in the following ways:
  o The SU's Board of Trustees decide to remove a standpoint
  o The SUmmit makes a vote to remove an existing standpoint
  o 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.

2.3 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.

3. Other SUmmit Functions

- To discuss topical issues related to 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.