

# Petitions at CitySA – Proposal to Student Parliament:

## Context

This year, we received a petition from students about course closures at the college. Whilst supporting the students with their petition, it highlighted that the Students' Association's guidance on petitions could be more accessible.

## Proposal

This guidance provides an outline of what a petition is and the process for administering petitions through the Students' Association. This guidance is drafted alongside our current schedules and constitution – this means that, if the proposal is approved, it can start being used immediately. If the schedules or constitution change, this guidance can also be updated to reflect that.

Student Parliament is asked to consider the proposed guidance and approve for publication.

# Guidance on petitions

## What is a petition?

A petition is a formal request for action signed by a group of people. In the Students' Association, it refers to an official request for the Students' Association to take action on a specific issue on behalf of students.

## What can a petition do?

A petition can:

- Propose a new idea for the Students' Association to consider
- Call an EGM (Extraordinary General Meeting)
- Propose a referendum
- Oppose affiliation to a specific organisation

## What should a petition include?

A petition should include:

- A clear title which sums up your proposal
- A short summary of what the issue you're hoping to address is
- What outcome you would like to see from the petition.

The Students' Association can support students to draft their petition.

## How can a student set up a petition?

A student can set up a petition through the Students' Association website. The organiser of a petition can contact the Students' Association at [citysa@cityofglasgowcollege.ac.uk](mailto:citysa@cityofglasgowcollege.ac.uk) or talk to a member of the team at the Students' Association spaces at Riverside and City Campus.

CitySA and Student Parliament will support students looking to create a petition by discussing their petitions' objectives and whether their intended outcome is achievable.

Once the content of the petition is decided, the Students' Association will create a petition on the Students' Association website and share the link with the organiser. The petition will be open for signatures for 21 days from publication

## Petition rules

Petitions cannot breach any of the College's or Students' Association policies or breach any wider regulations or laws. If a petition cannot be published, the Students' Association Coordinator and Student Parliament will explore other options with the organiser.

## Signing a petition

Only current City of Glasgow College students can sign a petition. The petition will ask for student numbers – this is only used to verify student status and will not be shared further.

Once a petition is published, it will require at least 100 individual signatures to be considered at Student Parliament

### If the petition receives enough signatures:

If the petition receives at least 100 individual student signatures, it will be passed onto Student Parliament to consider. The organiser of the petition will be informed and invited to attend the relevant Student Parliament meeting. Student Parliament will then consider the asks of the petitions and decide next steps.

### If the petition does not receive enough signatures:

If the petition does not receive enough signatures, unfortunately the proposal will not progress to Student Parliament. You will not be able to submit another petition on the same subject within the same calendar year.

Student Parliament will look at all petition proposals received and will seek to support students however best they can – there may be other options for the organiser to explore, which the Students' Association can support them further with.