

## **Schedule Three: Student Parliament**

### **Who is Student Parliament?**

Student Parliament is formed of elected students, including our Presidential Team (paid), Faculty Reps, and Executive Officers.

### **What is the role of Student Parliament?**

The Student Parliament is the governing body of the Students' Association, responsible for discussing and making key decisions for the Students' Association. The parliament is responsible for discussing the impact of the Students' Associations work on priority groups of students and providing insights into how potential negative impacts can be mitigated.

The Student Parliament is responsible for holding the Students' Association accountable by questioning decisions, resourcing, structure, and operational activity.

### **What will be discussed at Student Parliament?**

Topics reserved for discussion or decision at Student Parliament will be:

- Those relating to the way the Students' Association work, for example new processes the SA should follow or implement
- New pieces of work that the Students' Association should consider taking up
- How the Students' Association should spend its resources
- How the Students' Association is fulfilling that year's AGM motions

Questions from the wider student community will also be presented at Parliament for response as will updates from elected members on work progress.

### **When will Student Parliament meet?**

Student Parliament elections should conclude, and membership elected by the 31<sup>st</sup> of October. See schedule 1 for full details of elections processes. The first meeting of Parliament will take place within 4 weeks of elections concluding, following all members being inducted into their roles.

Once resumed, Parliament will meet a minimum of 3x per academic year with the final meeting completed in conjunction with the SA's AGM, open to all students to attend.

### **Who can attend Student Parliament meetings?**

Our elected Student Parliament membership is required to attend and all are able to speak to parliament and engage in voting. Any City of Glasgow College student member can attend a meeting as an observer, meaning they can engage in discussion but cannot cast a vote for any decision making. If they wish to do so, they should register to attend. Students who have posed a question or proposal to Parliament may also be invited to speak if they wish to do so.

College Staff and external stakeholders may be invited to the Student Parliament to speak as a guest and can request this via the Chair, at least three days ahead of the meeting. For requests made over a week in advance these will be discussed at the weekly SA Team Meeting for the Presidential Team to decide. Requests made less than a week will be up to the discretion of the Students' Association Coordinator and Student President whether to approve these requests.

Meetings will be chaired by the Students' Association Coordinator and minutes taken by a member of Students Association admin team. The co-chair will be an appointed member of college staff.

All members and observers are asked not to relay any of the content of discussions of a Student Parliament meeting with any other parties until the minutes of the meeting have been approved by the members and published on the SA website.

### **How can students engage with Student Parliament?**

Any student who wishes to put forward a topic for consideration by the Student Parliament must submit this via the CitySA website. Students' Association staff will direct email or in-person queries towards to the submission page.

The co-chair is responsible for adding these questions or proposals to the agenda and publicising the Student Parliament meetings.

The minutes from all Student Parliament meetings are published on the CitySA website, accessible for any student at the college to access. Students may contact the Students' Association if they have any queries regarding the content of these records.

### **What is the attendance policy for Student Parliament members?**

Student Parliament members are required to attend all Parliament meetings.

In the event that a Parliament member cannot attend a Parliament meeting, CitySA must be notified at least two working days in advance, via email or telephone. Failure to do so will count as an unexcused absence. Three unexcused absences will be considered vacating the post and the role will be refilled by co-option.

### **Who can vote on proposals to Student Parliament?**

Only Student Members who are in attendance at a parliament meeting may vote on any decisions made at that meeting. For a vote to be passed, at least two-thirds (2/3) of membership must be in attendance unless other arrangements are made in advance and agreed to by the Chair.

If the vote results in a tie, the Student President will have the casting vote.

### **What must Parliament members take into consideration when voting to accept or refuse a suggestion or proposal?**

Members should take the following into consideration when voting on a proposal:

- a) Whether the suggestion or proposal will have a positive impact on the Student Experience.
- b) Whether the suggestion or proposal is in line with the SA's Policies and Values (e.g., Equality).
- c) Whether there is available resource to carry out the proposal, including staff and volunteer time, a suitable venue or space, sufficient funding, etc.

Where the answer is 'yes' to all of the above, the proposal should be expected to be accepted by Parliament. Where the answer is 'no' to some or all of the above, the Parliament may decide to refuse the proposal.

Any decision of refusal must be returned to those who submitted the suggestion or proposal with adequate feedback on why this decision was reached. Student Parliament will discuss how the refusal will be communicated and by whom, based on the context of the request.

### **What can student members do if they wish to appeal a refused suggestion or proposal?**

Any student members can re-submit a suggestion or proposal; however, this can only be done one time following a refusal decision.

To ensure success during their resubmission, members are encouraged to review the feedback given by Parliament and make suggested amendments based on this feedback. Resubmissions can be put forward to the Agenda in the same way as original proposals following the same timeline and process guidance.

If a resubmission is refused and a student wishes to appeal this decision further, they will need to complete the necessary steps to start a Referenda as outlined in the [CitySA Constitution](#), see section 3.2.